

POLICY COMMITTEE ANNUAL REPORT 2018
FOR JUNE 2018 ANNUAL MEETING
PREPARED 5/10/18

1. POLICY COMMITTEE CHARGE: The Policy Committee will serve as a clearinghouse of UUCGT policies, making recommendations to the Board of new policies, and refining, revising and replacing current policy.

The committee will update the Policy Manual (previously referred to as the Manual on Board, Staff and Committees). The structure, arrangement and consistency of the Manual will be reviewed and recommendations for changes and updates will be referred to the Board for its consideration.

The Policy Committee consists of at least five members appointed by the Board, two of whom shall be Board members and three shall be Congregants. The Senior Spiritual leader is an ex officio non-voting member. Members serve for staggered two-year terms.

2. WHAT WE DO: We are charged with keeping the policies and procedures by which the congregation organizes itself and pursues its mission. We confer with the various committees to be sure the policy provisions which pertain to those committees enable them to do their work and help them do so in an organized manner and consistently with other committees.

3. HOW WE DO IT: We do a good deal of our work by email, reading and commenting on proposals for revisions. We communicate with the members of the various committees and with each other. We meet periodically, when there is need to discern the needs of the congregation or to plan out our upcoming projects.

4. MAJOR PROJECT UNDER WAY: For the past two program years, we have been working on a significant restructuring of the document currently titled Manual on Board, Staff and Committees. Our goal is to re-issue portions of the current manual that do not pertain to staff into a manual on the Board and Committees which will consist of Policies (adopted by the board) and Procedures (adopted by each committee for its own governance). We expect to complete that task by the end of the 2018-19 program year.

5. WHO WE ARE: Members of the Policy Committee are appointed by the board. Currently, the board members on the committee are Tom Darnton and Don Pyne. Congregant members are Judy Myers and Price Watts.

6. ACCOMPLISHMENTS

(1) Discussed and decided on a format for a revised UUCGT Policy and Procedure Manual to include policies and procedures for each committee, clearly delineated so it is clear which language is adopted by the board (policy) and which can be modified as needed by the committee (procedure).

(2) Divided the existing manual language into policy and procedure sections and asked each committee to review the language pertaining to that committee to be sure the manual will reflect the current charge and structure of the committee.

(3) Prepared a draft of the manual incorporating the contents into a single structural framework with all provisions following the Table of Contents.

(4) Engaged each existing UUCGT committee in a review of the proposed policy and procedure language pertaining to that committee.

(5) Established a method for carrying forward the work of the Policy Committee blending regular meetings with individual effort and collaboration through email.

7. ISSUES IN PLAY:

(1) Social Justice committee structure and procedures for establishing committee membership and conducting the work of the committee.

(2) Membership and methods of the Committee on Ministry.

(3) The name and scope of work of the committee currently designated as the Stewardship Committee.

(4) Moving the Endowment Committee governing document from the by-laws to the manual and revising some of the language in the current document.

8. CHALLENGES:

(1) A general lack of understanding within the congregation of the importance of this manual to the proper functioning of the congregation.

(2) A lack of a sense of urgency for this work at both the board and committee levels.

(3) The task is ongoing and complex.

Prepared by:

Tom Darnton
5/10/17