

Benzie County Unitarian Universalist
A Satellite of the Unitarian Universalist Congregation of Grand Traverse
(UUCGT)

Operating Manual
(Proposed to Membership, May 2019)

I. NAME

Benzie County Unitarian Universalists (BCUU)

II. PURPOSE

To provide an environment for Unitarian Universalists and like-minded people to grow and prosper ethically, spiritually, intellectually, emotionally, and socially.

III. DENOMINATIONAL AFFILIATION

This Congregation is a satellite of UUCGT and acknowledges our unique relationship to UUCGT, which is a member of the Unitarian Universalist Association and the Unitarian Universalist Heartland District.

IV. OUR MEMBERSHIP

Unitarian Universalist congregations include people from varied religious and non-religious backgrounds. Whether we individually consider ourselves Christians, Jews, Muslims, Buddhists, Humanists, Agnostics, Atheists, or of some other belief system, every individual member is encouraged to develop a personal philosophy of life. We regard the highest values to be integrity, caring, compassion, social justice, truth, personal peace and harmony. Advancing these values is a major purpose of Unitarian Universalists. Those desiring to be a member other the greater UU movement are encouraged to join through UUCGT.

V. FINANCIAL SUPPORT

Friends and members of BCUU may pledge support or give free will donations at our meetings. Our donations primarily support outreach programs in Benzie County, but a small amount is used to cover BCUU's

various operating expenses including office materials, communication costs, rent, supplies for potlucks, payments to guest speakers, etc. Checks are made out to UUCGT with Benzie Satellite on the memo line. The pledge year is July 1 through June 30.

VI. MISSION STATEMENT

We are a congregation creating a better world by nurturing the heart and expanding the mind. BCUU provides a safe caring community where all can freely explore diverse thoughts and ideas. We work for justice and equality with the power of compassion and compassionate power.

VII. MEETINGS

Our meetings are held at Grow Benzie, 5885 Frankfort Hwy., Frankfort, MI, 49616 beginning with an optional potluck at 6:30 p.m. and the program beginning at 7:30 p.m. on the first and third Wednesdays of the following months: January-May and mid-September-December. Informal meetings are held at individual's homes during the summer months. The summer schedule is announced in May.

VIII. EXECUTIVE BOARD

a. Chairperson (Two-year term)

- i. Presides at annual and special meetings.
- ii. Welcomes members and leads announcements at services.
- iii. Keeps meetings and services on a timely schedule.
- iv. Represents BCUU in the community.
- v. Helps coordinate activities and responsibilities when needed.

b. Vice-Chairperson/Program Chair (Two-year term)

- i. Chairs the program committee and is responsible for the yearly programs.
- ii. Takes over Chairperson's duties when necessary.
- iii. Vice-chairperson is encouraged to advance to Chairperson position.

iv. Set-Up Coordinator (One-year **renewable** term)

1. **Coordinates sign-up of membership to set up and tear down the facility for services. Service tasks might include:**
 - a. Arrange service table with chalice, banner, candles, etc.
 - b. Arrange tables and chairs for potluck.
 - c. Display nametags and ensures that guests are greeted.
 - d. Clean up after service.
- c. Secretary (Two-year term)
 - i. Records the minutes of Board and Annual meetings.
 - ii. **Distributes information to members.**
- d. Treasurer (Two-year term)
 - i. Administers funds as directed by the Executive Board, pays the rent, collects free-will offerings, sends checks to UUCGT and keeps records of expenditures and income.
 - ii. Presents financial statements to the Board when asked.
 - iii. Gives financial report at annual meeting.
 - iv. Directs the annual pledge drive.
- e. Past-Chairperson
 - i. Acts as an advisor to the Executive Board (Two-year term)
- f. Other positions
 - i. **Technology/Media Coordinator (one-year renewable term)**
 1. **Provides technical/media support for services, meetings and special events.**
 2. **Works directly with the Program Chair and service coordinators.**
 - ii. **Membership Chair/Pastoral Care**
 1. **Membership**
 - a. **Coordinating recruitment strategies to attract new members.**
 - b. **Work with the Secretary to keep an accurate record of the congregants.**
 - c. **Reach out to members during difficult times on behalf of BCUU.**

Text in **bold** indicates changes to the Operating Manual.