

PLANNING COMMITTEE CHARTER
Effective Date: November 19, 1996

I. NAME OF COMMITTEE: Planning Committee

II. GUIDING RATIONALE: The individual religious life is an examined life, deliberative, a life of intention in the pursuit of spiritual and moral ends. As a religious body we at UUCSS also seek a community life of reflection on our purposes, deliberation on our goals, and intentionality of our actions to realize our religious values.

III. PURPOSE OF THE COMMITTEE: The Long Range Planning Committee conducts studies, reviews and proposes changes to the Church Constitution and policy documents, facilitates workshops and conducts retreats which enable the Board, Council and the Congregation to create, realize and maintain their values and vision.

IV. MEMBERSHIP, APPOINTMENTS, AND TERMS OF SERVICE:

A. The Committee shall consist of six at-large members of the Board of Trustees. From time to time, as needs dictate, other members of the Board or the Congregation may serve on task forces and subcommittees.

B. The Corporate Vice President shall serve as chair; one at-large member shall be elected by the membership to serve as committee recorder.

C. Members of the Congregation shall be appointed by the Corporate Vice-President.

V. FREQUENCY OF MEETINGS: At least 10 times/year.

VI. SPECIFIC TASKS AND REPORTING SCHEDULE:

A. Submit an annual list of committee objectives to the Board of Trustees in January.

B. Conduct an annual evaluation of the over-all health and well-being of Church programs, procedures and structures (May).

C. Propose goals and objectives to the Congregation at its annual meeting in December.

D. Recommend to the Board alternatives for achieving the annual goals and objectives approved by the Congregation, and take necessary action to achieve them.

E. Plan the annual board leadership retreat (report to Board in January).

F. Recommend to the Board alternatives for following through on goals and priorities set at the annual Board retreat (report to the Board in February).

G. Conduct an annual review of charters for those committees which report to the Board, and recommend changes as needed (report to the Board in March).

H. Conduct a bi-annual review of the Church Constitution and policy documents, and recommend needed changes (report to the Board in June).

I. Submit a budget for projected committee expenses to the Finance Department in May.

J. Maintain an updated 3-5 year comprehensive plan of Congregational goals (presented to the Board for approval in September).

K. Prepare a report of Committee activities for the Annual Report to the Congregation (December) that includes, as a minimum:

- a. a statement of the mission of the committee,
- b. the chair and committee members,
- c. current year objectives,
- d. current year accomplishments,
- e. next year objectives,
- f. new initiatives (if any) for the next year,
- g. other information Congregational members need to know in evaluating accomplishments and priorities for the next Church year,
- h. an itemization of expenditures.

VII. RESOURCES

A. Church Constitution

B. Church Policies File, available in Church office

C. File of Church Committee Charters, in Church office

D. Congregational Handbook, from UUA, in Church office

E. Handbook for Congregational Studies. Edited by J.W. Carroll, C.S. Dudley, and W. McKinney. Nashville: Abington Press, 1986. (Available from Alban Publications)

F. Kennon L. Callahan, Twelve Keys to an Effective Church, San Francisco: Harper-Row, 1983.