

Unitarian Universalist Church of Catawba Valley

Committee Roles and Responsibilities

(subject to change or amendment as required by the Board and/or recommended by the Council on Ministry)

Building and Grounds:

Maintain and enhance the attractiveness of our church building and the property in order to contribute to the physical and spiritual growth of the members and friends of this congregation. Reports to the Board as required.

Finance:

Maintain the fiscal duties of the congregation, including recommending budget, maintaining fiscal and fiduciary records, preparing reports, paying bills and maintaining records of congregational giving as required by the Internal Revenue Service. Reports to the Board as required.

Membership and Caring:

Greet visitors and members each Sunday, maintain records of attendance in worship and religious education, and seek ways to increase membership numbers and member involvement in the church. In cooperation with the minister, coordinate new member recognition. In coordination with the Board, maintain and update membership records.

Music Department:

In cooperation with the Minister and other committees as required, provide music as a builder of community, a celebration of life and a path toward spiritual enrichment.

Program and Publicity:

In cooperation with the Minister, assume responsibility for the worship and adult education life of the church. Includes both program scheduling, liaison with guest speakers, publicity for services and church activities (including oversight of the newsletter, website and Facebook page) and working with the Building and Grounds committee to ensure set-up of the sanctuary for worship and education events.

Spiritual/Religious Education:

Plans and coordinates lifelong learning programming for the congregation that is well balanced and adapted to characteristics of the UUCCV membership.

Social Concerns:

In cooperation with the Minister, the Board and other ministry committees, obtain and/or develop information to inform and educate congregation members and the public in areas of social concern. Seek ways and means to address social injustices, sponsor and support groups organized to deal with social problems, and help inform leaders to foster a just and peaceful world.