

JRUUC Charge to the Sanctuary Congregational Leadership Team

Statement of Purpose:

The purpose of the Sanctuary Congregational Leadership Team is

... To help the congregation participate in the Dane Sanctuary Coalition and seek support for improvements to the JRUUC facility that would allow the Congregation to be a sanctuary hosting site.

Areas of Responsibility:

The Team is accountable to the JRUUC Board and Minister, the Peace Justice and Sustainability Group, and the Dane Sanctuary Coalition, particularly that group's Community Resource Team, and will seek periodic feedback from them.

The Committee/Team is responsible for:

- *being the lead point of contact between the Coalition and the congregation*
- *ensuring that volunteers meet minimum requirements described in section 9.2, including training, and submittal of participation information and a non-disclosure/confidentiality agreement.*
- *attending Coalition membership meetings to represent the congregation*
- *keeping the congregation informed about the Coalition*
- *communicating ideas, issues, or concerns of the congregation to the Coalition*
- *bringing to the congregation opportunities for volunteering or taking actions in support of the Coalition's mission*
- *coordinating one or more Coalition Meetings when this task falls to JRUUC .*
- *coordinating with the Communications and Outreach Team on publicity or media requests*
- *identifying volunteers for sanctuary work within the Congregation*
- *sharing information about volunteers' availability, interests, and abilities with the Coalition*
- *helping volunteers get listed in Coalition's Community Resource Team database*
- *training volunteers for sanctuary-related tasks or ensuring that those volunteers attend trainings organized by the Coalition*
- *helping the Community Resource Team to identify and schedule volunteers for identified needs*
- *seeking financial support for improvements to the JRUUC facility to make sanctuary hosting possible*
- *communicating regularly with Rev. Karen about sanctuary work*
- *forming an on-site team to serve the needs of an individual in sanctuary*
- *communicating with the Building Renovation Taskforce once such a taskforce is created.*

Time Frame:

The Team is a standing group that will function on an ongoing basis.

Communications:

The Team will name a contact person, and share that name with the JRUUC Office Administrator. The liaison will communicate regularly with Rev. Karen, the Board, the PJS Group, the leadership of the Dane Sanctuary Coalition, and the Congregational Leadership Team. The liaison will also communicate regularly with the on-site team once such a team has formed.

Areas of communication include:

The group will meet at least once per month and will keep minutes. Documents associated with the group's operations will be stored on a common "cloud folder" available to its members and communication partners. Members of the Team will communicate with the congregation via the Order of Service, the East Breeze Newsletter, the JRUUC website, and the JRUUC weekly email. The Team will also communicate with members of the congregation individually by phone, email, and face-to-face (e.g. tabling after services) as needed. Members of the group will regularly report on Sanctuary activities at meetings of the PJS group.

Resources:

The ___ Committee/Team will make use of the following resources:

- *The CLT will be guided by the Board of Trustees Philosophy of Governance Statement and the Dane Sanctuary Coalition Guidelines.*
- *The CLT will consult existing resources about congregational organization and resources from national and local New Sanctuary Movement partners, and the UUA and UUSC.*
- *The CLT will not have a budget from internal sources but may raise funds. Funds for improvements to the facility will come from outside sources.*

Members:

The Sanctuary Congregational Leadership Team will have at least three members and will have one contact person. Members of the Team will ask the Board to be appointed and the Board may approve or deny these requests. Each Team member will serve an open-ended term, revisiting membership in the Team at the end of each Calendar year. The Team will be supported by the work of volunteers.

Reflection (*for permanent groups*):

The Sanctuary Congregational Leadership Team will periodically reflect on how they are functioning within their Areas of Responsibility (above). The Committee's/Team's questions for reflection will include:

- Are we ensuring that communications between JRUUC and the Dane Sanctuary Coalition happen smoothly?
- Are we attracting volunteers?
- Are we engaging volunteers in Sanctuary work?
- Does our structure fit the tasks we find ourselves doing?
- Do we have the resources or labor power we need?
- Do members find the work joyful and fulfilling?
- What do we need to change?
- How do we feel about the way our work is going?