



# Unitarian Universalist Church of the Restoration

## Church Council Charter

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### Overview

The Board of Trustees conducts the official business of the UU Church of the Restoration, and the entire congregation convenes at regular intervals to change by-laws, approve major initiatives and approve the operating budget. Standing committees and ad hoc committees perform much of the day-to-day work of the congregation. It has been recommended that an additional entity be empowered to oversee church policy and to coordinate activities of UUCR's various church functions.

### Church Council Statement of Purpose and Authorities

The Church Council is established as the body to meet this need. As currently empowered by the Board, the Council may:

- Facilitate communication between committees and between committees and the Board & Congregation;
- Develop and keep up-to-date the calendar of program activities;
- Mediate conflicts in scheduling of committee activities and programs and reduce redundancies;
- Develop systems and/or procedures within which the church members and friends can operate in alignment with the stated mission and vision of the church, consulting the Board when appropriate; this may include drafting &/or revising church policies and referring such drafts to the Board for approval
- Convey to the Board the collective "big picture" wisdom of the congregation as represented by this leadership body;
- Consider committee proposals that influence church operations, and
- Recommend and refer proposals for further action to the Board;
- Provide education and orientation for new chairs;
- Do Program planning and review;
- Promote leadership training;
- Carry out policies and activities as directed by the Board;
- Report to the Board on the general status of Program life of the Church.
- Assess the mission, vision, covenant, policies and bylaws of the church to ensure that they are current and relevant; observations and/or recommendations to be forwarded to the Board.

### Participation

The assistant moderator and chairs of all standing committees and *ad hoc* committees designated by the Council at the outset of each church year shall constitute the Church Council. Council meetings will be open to members or friends of the congregation wishing to attend. However, official (voting) participation will be limited to Council members, including committee chairs or their designees. Board members are strongly encouraged to attend.

### Leadership



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The *Assistant Moderator* shall chair the Church Council and be the liaison with the Board of Trustees. At its first meeting of each church year the Council shall select a Council Secretary (or Co-Secretaries) and an Assistant Chairperson. The responsibilities of each are:

- *Chair*: Develop an agenda in advance of each meeting and circulate the agenda and other materials in advance of each meeting; facilitate each meeting to stay on time and topic.
- *Assistant Chair*: Conduct the responsibilities of the chair when the chair is unavailable.
- *Council Secretary*: Take notes at meetings and provide succinct minutes for the benefit of absentees and for the historical record of the church.

### **Procedures & Governance**

Scheduling: The Church council shall meet at regular intervals recommended by the Chair and agreed to by the Council. Council members unable to attend particular meeting will be encouraged to appoint alternate committee members to represent the interests of their committees.

Quorum: The presence of a simple majority of committees, each represented by its chair or the chair's designee, is required in order to conduct a formal vote at a Church Council meeting. Each designated committee represented shall have one vote.

Decision-Making: The standing rule of the Council shall be decision by consensus. If true consensus cannot be reached after a reasonable amount of time, then the chair can call for a simple-majority vote to suspend consensus and move to a decision by "super-majority" (i.e. not less than two-thirds).

Council members are to be mindful that they should stand in the way of consensus --that is, exercise the veto -- only in the rare case where they believe that the incipient action/position violates law, ethics or UU principles; or is not in harmony with the mission of UUCR or is directly contrary to the will of the Board or congregation; or truly cannot achieve the intended goal(s). It must not be exercised merely because the emerging position/action is not one's personal preferred approach.

### Communication:

- There should be opportunity for each committee represented to update the Council on matters of relevance to the Council. The Assistant Moderator will communicate on behalf of the Board.
- The Council Secretary will keep minutes and will distribute them for comment after each meeting.
- Notice of upcoming meetings will be issued along with a draft agenda within 7 to 14 days of each meeting.
- A list of standing and ad hoc committees designated to constitute a quorum shall be published at the beginning of each church year following the September council meeting.

Adopted by Church Council May 15, 2006; presented to the Board which noted its adoption.