

🌸🌸 A Sample Governance Structure for a Small Congregation

(if you must have committees....)

Note: Very Small congregations (less than 50 members) should use the smaller committee number (2), and Small congregations (50-150) should use the larger number (3). Very Very Small congregations (less than 25 members) only need a governing body and a Religious Education Committee (if they have children, otherwise just an RE coordinator to be prepared should children show up): all their other work can be done with Task Forces.

Governing Body

- 🌸 6-7 members, 3-year terms staggered, may repeat one term for a total of 6 years of service.
 - President (or Chair)
 - Vice President (or Vice-Chair)/Caring Liaison
 - Treasurer/Finance Liaison
 - RE Liaison
 - Property/Building and Grounds Liaison
 - Worship Liaison
 - Clerk/Secretary can be any of the 3 above liaisons or a 7th position

Religious Education Committee

- 🌸 2-3 members plus Board liaison, 2-year terms staggered, may repeat once.
- 🌸 Coordinates Religious Education program for children.
- 🌸 Works with paid or volunteer DRE, if there is one.
- 🌸 Meets once a month.

Property Committee

- 🌸 2-3 members plus Board liaison, 2-year terms staggered, may repeat once.
- 🌸 Coordinates care of the buildings and property, and rentals.
- 🌸 Works with administrator, if there is one.
- 🌸 Meets twice a year.

Finance Committee

- 🌸 2-3 members plus Board liaison, 2-year terms staggered, may repeat once.
- 🌸 Develops the budget, oversees investments, works w/ bookkeeper/treasurer.
- 🌸 Meets twice a year.

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Worship Committee

🌸 2-3 members plus Board liaison, 2-year terms, staggered, may repeat once.

🌸 Plans worship services, schedules and coordinates with guest speakers, works with the minister and musician, if you have them.

🌸 Meets every other month, or less.

Caring Committee

🌸 2-3 members plus Board liaison, 2-year terms staggered, may repeat once.

🌸 Coordinates services to members and friends in need (rides to the doctor, meals, emergency childcare, etc).

🌸 Provides follow-up with guests.

🌸 Meets four times a year or less.

Task Forces are used for all other activities...

...fundraisers, social action projects, the yearly canvass, Welcoming Congregation or Green Sanctuary programs, building renovation projects, etc. A Task Force can be of any size, needs a convener, and needs to decide at the first meeting if they will work via consensus or the democratic process. A Task Force does their task, and then disbands. If a Task Force convenes for an annual project (a yearly fundraiser or social action project, for example) it does not mean that the same people, or the same convener, will be part of the Task Force each year.

Note: No one should be on more than one committee.

It is important to share the work around, and to not get stuck in old ways. Please observe terms limits. Please honor the gifts that everyone brings, and give everyone who wants to a chance to serve. Do not ask newcomers (less than one year attending the congregation) to serve on a Committee or the Governing Board. A Task Force is the appropriate place for newcomers, *if* they are interested in getting involved in that way. And don't forget your teenagers when looking for good people to serve.

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