

First Parish Brewster Council Member Responsibilities

- 1 - Maintain close communications with appointed committees and write monthly “highlight” reports about their activities and bring any concerns to the Council- Suggested to make an initial phone call with Committee contact to introduce self- Most communication can happen via email
 - Attend committee meetings when possible (at least once or twice a year) so that members know who their Council rep is
 - 2 - Expedite communications between the ministers, board members and committees
 - After each council meeting, email your committee contacts about any announcements
 - The Council convener will prepare a list of announcements that you can cut and paste to send to your committee contacts. Ask the contact person to forward onto their committee members.
 - Attend a board meeting, if possible, to strengthen board/council relationship
 - 3 - Actively seek ways to promote committee health
 - Be available for any concerns that committee members may have and assist with addressing conflicts. Bring these concerns to the Council.
 - Encourage committee to be involved with annual “Committee Activity Fair”, usually held in the fall after services
 - Assist committee to think “out of the box” when getting tasks done with a small committee membership
 - 4 - Facilitate communication and collaboration between committees
 - By sending out up to date announcements, committee members will know the activities of other committees
 - Assist in preventing overlap of committee actions/events and in communicating cancellations
 - 5 - Organize “Committee of Chairs” gathering(s) each year for sharing and interaction between committees
 - Gathering usually held in January or February.
 - Start planning in the Fall. Decide on a date and time, refreshments, format and program
 - 6 - Work with committees regarding their budget requests
- The board will announce the time when committee budget requests are due.

- We give the committees at least two months to discuss their budgets for the coming year
- Assist, if needed, committees in filling out their budget request forms. The forms include goals, objectives and funding of the previous year and the same for the coming year.
- Encourage committees to include all committee members in the budget process, so as to have clear goals about where they will need funds.
- The committee budget requests come to the Council and the Council will accept the requests based on the history of the committee's goals, objectives and use of previous funds.
- The Council requests then go to the Board Finance Committee. This committee drafts an FPB budget, based on projected income, and presents it to the Board. The Board then presents it to the congregation at our annual meeting.

7 - Host an annual event to promote awareness of the committees within First Parish

This has usually taken the form of the "Committee Activity Fair" which is held in late fall. Committees provide information after services in the Parish Hall. This awareness event can also take on another form, decided by the present Council members

8 - Gather input from committees for organizations that can benefit from FPB "split plate" Sundays and the Sea Captain's Fair beneficiaries.

Criteria for these funds are one or more of the following: historical relation to FPB, a local organization, FPB congregants are involved, connects with the mission of FPB, a UUA affiliate

9 - When Justice Fund requests come in during the year from existing/emerging committees/action groups, and funds are available, the Council makes recommendations for allocation to the lead minister for the Council.

10 - The Council is allotted 1% of the 5% of the budget that goes towards social justice projects and events. Throughout the year, the Council receives requests for specific funding that is not covered in the committee's original budget.

Having a budget of their own makes for a more efficient and responsive Council.

