

**SOCIAL JUSTICE COMMITTEE**  
**OPERATING PROCEDURES**

**SOCIAL JUSTICE COMMITTEE (SJC) MISSION**

The mission of the Social Justice Committee is to effectively address systemic causes and results of social injustice by involving current and prospective members and friends of First Unitarian Church in worthwhile efforts that align with our principles and church mission.

**I. SOCIAL JUSTICE COMMITTEE**

**A. MEMBERSHIP and TASKS**

**1. Ex-officio non-voting member = Board Liaison**

Also welcomed to attend quarterly meetings: chair or designee of Odyssey, RE, Worship, Youth Adviser, RE Director, and Minister to facilitate collaboration.

**2. Membership Open to All Congregants at any meeting**

**3. Voting Membership**

Those members or friends who agree to attend three of the four quarterly meetings and commit to two consecutive years on the committee.

A call for new voting members will be made prior November and May meetings.

**4. Committee Member Task Assignments**

At its first meeting of the new year, the committee members will divide the following tasks among themselves:

- a. Chair / Financial Book Keeper
- b. Focus Manager for each SJ Foci (to serve as Vice Chairs, when needed)
- c. UUSC Liaison
- d. Liaison to UUA Office of Social Responsibilities, UUA Office of Advocacy, Women's Federation, UU-UNO.
- e. Liaison to MARCC (Metropolitan Area Religious Council of Cincinnati)
- f. Liaison to Cincinnati Bridges
- g. Advocacy Coordinator (Elections, Issues, Legislative Acts)
- h. Liaison to Avondale Community Council
- i. Communications Coordinator (minutes, website, flyers, Bulletin Board)
- j. Welcoming Committee Liaison

**B. RESPONSIBILITIES**

1. Coordinate the implementation of the Strategic Plan and prioritized social justice work....including working with the Board to develop bi-annual congregational surveys to determine SJ priorities
2. Support and advise coordinators of foci projects.
3. Provide FOCUS MANAGERS with project evaluation instruments.
4. On an on-going basis use project evaluation instruments and broad considerations to determine continuation or discontinuation of projects and foci.
5. On an on-going basis call for and consider new project proposals from the congregation.
6. Manage all publicity related to Social Justice including website, listserv, worship programs, newsletter, etc.
7. Manage all Social Justice accounts including: The Avondale Fund, the Social Justice Fund, the Annual Operating Funds, Restricted Grants Funds, and any new Social Justice accounts.
8. Advise and collaborate with Board of Trustees on use of annual pay-out from the *Endowment Fund for Social Justice Outreach*
9. Set up ad hoc groups as needed to address emergencies, advocacy for specific issues, short term projects, etc.
10. Conduct announced and open quarterly meetings ( see suggested agenda )
11. Create annual budget
12. Work with Board and Church Council to conduct Congregational Conversations and other methods of gaining congregational input on Social Justice
13. Bring any new LARGE-effort SJ endeavors (those involving many, many Congregation members and time and resources) to the Board for input and/or approval.

## C. JOB DESCRIPTIONS

### 1. CHAIR

- a. Announce all meetings
- b. Call for proposals and Focus reports two weeks prior to SJ meetings
- c. Disseminate pre-meeting materials to SJC members one week prior to meetings
- d. Conduct meetings
- e. Represent Social Justice Committee to Finance Committee and Church Council
- f. Conduct correspondence between Social Justice Committee and outside agencies
- g. Maintain all financial records for SJ funds
- h. Keep the committee historical records until they are passed along to the Church historian

### 2. FOCUS MANAGERS

- a. Provide support to Project Coordinators
- b. Disseminate minutes within one week of SJC meetings
- c. Disseminate and collect evaluations, as appropriate, from Project Coordinators
- d. Help Project Coordinators recruit additional members as needed

### 4. PROJECT COORDINATORS

- a. Recruit volunteers to accomplish the work
- b. Coordinate the definition and implementation of the work
- c. Provide , when appropriate, brief updates or evaluations to Focus Manager

## II. MEETING and VOTING LOGISTICS

### A. Time and Location

1. Quarterly: August, November, February, May
2. Location: Church
3. Additional meetings may be called, as needed, by the chair.
4. All meetings and their agendas will be announced to the Congregation.
5. Between meetings, business and votes may also be conducted, as needed, by email, phone, or postal mail in a reasonable timeframe and manner

**B. Attendance at meetings:** If a Voting Member misses more than one meeting in one year, (barring extenuating circumstances), voting rights will be removed

### C. Procedures and Voting:

1. Two-thirds of the voting membership must be present to conduct a vote
2. Consensus will be sought for all decisions.
3. For large or highly controversial decisions, if consensus cannot be achieved in a reasonable amount of time, the chair will call for an additional announced meeting at which time a vote will be taken.
4. The chair will only vote to break a tie.
5. Simplified Parliamentary Procedure will be used.

## III. STANDARD MEETING AGENDA

### A. ONE WEEK BEFORE MEETING: Chair disseminates the following to the members for review

1. reports and evaluations from FOCUS MANAGERS
2. financial report
3. new donation requests proposals
4. new project proposals

### B. AT MEETING: Begin with Chalice lighting

1. minutes and financial report
2. discuss Reports and Evaluations from FOCUS MANAGERS
3. discuss/determine Project Proposals : OPTIONS: refer to a FOCUS MANAGER for implementation, approve as a PILOT PROJECT if it fits no FOCUS; request revisions to the proposal; reject the proposal; create and ad hoc committee
4. discuss/determine Outreach Donation Proposals
5. open discussion ; announcements
6. determine what communication is needed to the congregation, etc.

7. review individual responsibilities
8. adjournment **Extinguish Chalice**

**C. AFTER MEETINGS: Communications Coordinator does the following:**

1. writes minutes
2. distributes minutes within one week to SJC and Church Council
3. submits articles, if requested by other SJC members, to newsletter, updates website, etc.
4. creates publicity posters, etc for upcoming events

**IV. FOCUS CLUSTERS -**

**NOTE: Each Focus Cluster has a Focus Manager who serves as liaison between the Project Coordinators and the SJC. Each Project has a Project Coordinator who may or may not be a SJC member.**

**A. AVONDALE, OUR URBAN NEIGHBORHOOD**

1. Ceasefire / Friends of Police Community Collaborative
2. Urban League ---After School Program
3. AY-VIP: Avondale Youth---Violence Prevention Program
4. Shiloh Food Pantry
5. South Avondale School Mitten Tree
6. Avondale Youth Intervention Project (AY-VIP) (in development)
7. Center for Peace Education's Avondale Peace Camp

**B. ECONOMIC JUSTICE**

1. Interfaith Hospitality Network (IHN)
2. Drop-Inn Center Lunches by High School Group
3. Drop-Inn Center Lunch Service---RE Families
4. Fair Trade Coffee Sale
5. UUSC Membership Drive and. Guest at Youth Table
6. Alice Paul Shelter and Talbot House goods collection
7. Project Connect---Breakfast with Santa
8. Cookies for Prisoners Project
9. Refugee Support
10. Carter Fund (administered by Carter Committee)
11. People Working Cooperatively (PWC)

**V. POLICIES**

**A. BALLOT ENDORSEMENTS**

1. Social Justice Committee does **not** endorse candidates .
2. Social Justice Committee may vote to endorse ballot issues.
3. To coordinate a canvas or public action in support of an issue, SJC will seek the approval of the Board.

**B. THE RIGHT TO VOTE**

1. Social Justice Committee may participate in drives to increase the number of registered voters in Cincinnati and particularly Avondale.
2. SJC may participate in efforts to "Get Out the Vote" on Election Days