

## Tennessee Valley Unitarian Universalist Church Program Council Charter

This charter outlines the purpose, structure, and operating principles of the Tennessee Valley Unitarian Universalist Church (TVUUC) Program Council.

### A. Purpose

The purpose of the Program Council is to foster a vibrant, cohesive, and mission-driven program life for TVUUC. It serves as a coordinating body for all programmatic ministries, ensuring alignment with the church's mission, vision, and values, promoting collaboration, and optimizing resource allocation to meet the spiritual, intellectual, and community needs of its members and the wider community.

### B. Authority

The Program Council operates as an Elected Committee, as defined by the church's bylaws in Article VI.

### C. Scope

The Program Council is dedicated to ensuring seamless coordination, fostering collaboration, engaging in strategic planning, and aligning resources among various program clusters. Our goal is to nurture congregational growth and promote a vibrant community that embodies our values and covenant.

### D. Membership

The Program Council shall consist of:

- Two Co-Chairs are elected by the congregation for a two-year term, with elections occurring in opposing years. To ensure continuity in leadership, only one co-chair is elected each year, thus maintaining both a standing chair and an incoming chair. Co-chairs may seek re-election if desired.
- The Program Council Co-chairs will select a program leader from each Cluster subgroup to serve as Cluster Co-chairs and participate in the Program Council.

### E. Responsibilities of the Program Council

The Program Council is responsible for:

- **Coordination:** Facilitating communication and collaboration between programs to avoid duplication and identify synergistic opportunities.
- **Strategic Alignment:** Ensuring all programs align with the church's mission, vision, and annual goals.
- **Resource Optimization:** Effective and equitable allocation of funds from Program Council Block Grants to identified individual programs.
- **Program Development:** Identifying gaps in programming and encouraging the development of new initiatives that meet evolving congregational needs.
- **Evaluation:** Establishing methods for evaluating program effectiveness and impact.
- **Reporting:** Providing regular updates and recommendations to the Board of Directors and the congregation regarding program life.

- **Visioning:** Engaging in long-range planning for the church's programmatic future.

## **F. Responsibilities of Council Members**

Each Program Council member is responsible for:

- Actively participating in Council meetings and discussions.
- Representing their respective cluster's needs, plans, and concerns to the Council.
- Communicating Council decisions, recommendations, and relevant information back to their respective clusters.
- Promoting collaboration and a holistic view of church programming within their clusters.
- Contributing to the overall strategic thinking and problem-solving of the Council.
- Adhering to the church's covenant of right relations and confidentiality where appropriate.
- The Co-Chairs of the Program Council will act as ex officio members of the Board.

## **G. Decision-Making Process**

The Program Council shall strive for consensus in its decision-making. When consensus cannot be reached, decisions will be made by a simple majority vote of the voting members present. All decisions and recommendations will be documented in meeting minutes. For matters requiring Board approval, the Council will present a clear recommendation to the Board.

## **H. Measures of Success**

The success of the Program Council will be measured by:

- Increased collaboration and communication among program participants, group leaders, and cluster chairs.
- Demonstrable alignment of programs with the church's mission and goals.
- Effective and efficient use of church resources across programs.
- Positive feedback from the congregation regarding program offerings and their impact.
- Growth in congregational engagement and participation in programs.
- The development of innovative and responsive new programs.

## **I. Tracking Progress and Accountability**

The Program Council will regularly review its progress against its measures of success. This will include:

- Periodic surveys or feedback sessions with program participants, group leaders, and cluster chairs.
- Review of program attendance data.
- Assessment of resource utilization.
- Regular reports to the Board of Directors on the state of church programs.
- The Council Co-Chairs will be accountable for ensuring these tracking mechanisms are in place and reports are generated.

**J. Review and Revision**

This charter shall be reviewed annually by the Program Council and presented to the Board of Directors for approval. Revisions may be proposed by any Council member or the Board and must be approved by a majority vote of the Council and the Board of Directors.

**K. Meeting Frequency and Duration**

The Program Council shall meet monthly, or as needed, at a regularly scheduled time. Meetings shall typically be 60 minutes in duration, with the possibility of extending by mutual agreement for specific agenda items. Special meetings may be called by the Chair or by request of a majority of Council members.