

**COUNTRYSIDE CHURCH UNITARIAN UNIVERSALIST
A Guide to Church Committees and Groups**

AD-HOC COMMITTEES	2
AESTHETICS COMMITTEE	2
BUILDING USE COMMITTEE	2
COVENANT GROUPS	2
FACILITIES COMMITTEE.....	2
FINANCE COMMITTEE.....	3
FORUM	3
GREEN SANCTUARY COMMITTEE	3
GROUNDS COMMITTEE.....	4
HOSPITALITY TEAM.....	4
INFORMATION TECHNOLOGY (IT) COMMITTEE	4
LAY MINISTRY PROGRAM	5
CARE MINISTRY COMMITTEE.....	5
LIFESPAN RELIGIOUS EDUCATION PROGRAM	5
CHILDREN’S RELIGIOUS EDUCATION (CRE) COMMITTEE	6
ADULT FAITH DEVELOPMENT (AFD) COMMITTEE.....	6
MEMBERSHIP COMMITTEE.....	6
CIRCLE SUPPERS.....	6
GREETERS PROGRAM	7
MUSIC COMMITTEE	7
NOMINATING COMMITTEE.....	7
PROGRAM COUNCIL	8
RAINBOW FRIENDS.....	8
SOCIAL ACTION COMMITTEE	8
WORSHIP COUNCIL.....	8
USHERS.....	9
WOMEN’S HERITAGE.....	9
RESOURCE LIBRARY	9
FLOWERS FOR THE SANCTUARY.....	9
SOUND	9
HISTORIAN	9

A Guide to Church Committees and Groups

Ad-Hoc Committees

Created as needed, for instance: Search Committee, Second Service Evaluation Task Force, Safe Congregations Task Force
See any Board Member for information.

Aesthetics Committee

Chairs: Lois Phillips
If you would like to be involved, contact Lois at 847-991-5300.

Building Use Committee

Chair: Rick Juretic

This new committee has been charged with becoming the property management arm of Countryside Church and is structured as a sub-committee of the Finance Committee. Rick Juretic is the Chairman of BUC, with Paul Sneddon, Laurie Lantz, and members of Finance as the initial committee. In its first four months, the Building Use Committee reviewed and raised rental fees for outside use of the building (to better reflect its underlying value) and has begun negotiating new usage contracts with existing renters.

If you would like to be involved and/or have ideas for marketing the use of the building, please contact Rick Juretic at 847-202-9769.

Covenant Groups

Coordinators: Rita DeBoer and Carol Sweigert

Covenant Groups are groups of 8-10 people who commit to meet together on a regular basis to share their life stories and strengthen ties to one another. The groups provide a place for members and visitors to speak and be heard on issues close to their hearts (not necessarily their "heads.") They explore the connection between personal experience and spirituality—however each person defines that word.

But there's more. Covenant Groups encourage deeper relationships among people—relationships that are not task-oriented but based on deep listening. Over time, members of the group begin to "minister" to each other, celebrating the joys of life and being present for the sorrows.

Facilities Committee

Chair:

To assist the staff sexton in maintaining and improving the Church buildings (including a rental home) by:

- Performing routine maintenance
- Managing maintenance and service contracts
- Responding to emergency breakdowns
- Defining projects, and then planning and coordinating contractors or church members
- Identifying problems and then communicating them to the Board of Trustees

If you would like to be involved, contact the church office.

A Guide to Church Committees and Groups

Finance Committee

Chair: Treasurer of the Board, Greg Sweigert

The Finance Committee consists of members of the congregation who assist the Treasurer in fulfilling his/her duties, as defined in Article IV of the By-Laws of Countryside Church UU and which include the following:

- **Annual Pledge Drive:** The Finance Committee is responsible for organizing and conducting the annual pledge drive. The annual pledge drive is the process by which each current member makes a written commitment of "pledge" of financial support to the church for the upcoming fiscal year. Member pledges (contributions) are the primary source of revenue for the church.
- **Continuing Canvass:** Throughout the year, new persons join the church. A member of the Finance Committee contacts these new members to secure their written pledge of financial support to the church for the remainder of the fiscal year, until the next annual pledge drive.
- **Annual Budget Preparation:** Working in conjunction with the Minister, the Board of Trustees and the Program Council, the Finance Committee prepares and presents to the Board the annual church budget.
- **Financial Review and Reporting:** The Controller prepares monthly reports to the Board of Trustees and, along with the Treasurer, keeps the Board informed of the financial condition of the church. In addition, the Treasurer makes an annual report to the congregation on the financial condition of the church. Other reports to the Board or the congregation are made as necessary.
- **Funds and Investments:** The Finance Committee is responsible for investing excess funds or funds needed for special purposes – i.e. the capital reserve account.
- **Provides Guidance to the Bookkeeper:** The Controller and the Treasurer provide technical assistance and direction to the bookkeeper to ensure that the church's financial records are accurate and complete.
- **Endowment Committee:** This group monitors bequests that have been made to the Church.

If you are interested in learning how you can participate on the Finance Committee, please contact Greg Sweigert, Treasurer, at 847-357-1430 or Tom Kuna, Controller, at 847-526-8164.

Forum

Coordinator: Vid Axel

We endeavor to discuss "the issues of the day" while respectfully welcoming diverse perspectives. We are now meeting in Room 6 (across the hall from sr high room) on Sunday mornings before worship. We start at 9 am and socialize for 15 minutes prior to discussing the day's topic. From 9:15-10:15, we will discuss a current events issue. When possible, snacks will be provided. Feel free to bring your own coffee. We'd especially welcome politically "conservative" or "libertarian" participants (most in the group are now "liberal" or "progressive").

For more information, please contact the OFD facilitators (led by Vid Axel) at ofd@ccuu.org or call Vid at 847-394-1712.

Green Sanctuary Committee

Co-Chairs: Gail Wisniewski and Leslie Peet

The purpose of the Environmental Action Subcommittee is to promote environmental awareness, education and action within Countryside Church and the larger community. We

- are responsible for recycling within the church.
- have a periodic "Green Corner" in the Focus to inform the congregation of Hazardous Waste Collection dates & locations and to publish simple environmental tips

A Guide to Church Committees and Groups

- are currently working toward a more environmental approach to our church building, grounds and practices.

If you would like to be involved, contact Gail Wisniewski at 847-934-4580 or Leslie Peet at 847-991-7256.

Grounds Committee

Chair: Judy Miller

This committee has been formed to maintain, beautify and upgrade the exterior landscaped grounds of all Countryside Church property. This is accomplished by:

- Pulling weeds
- Planting annuals
- Grooming perennials
- Planning and overseeing new plantings
- Recommending improvements

If you would like to be involved, contact Judy Miller at 847-358-7785.

Hospitality Team

Chair: (vacant)

The spirit of community is alive and well at Countryside, and that is due in part to the tradition of coffee hour following Sunday services each week. It's a time to greet old friends, make new acquaintances, and feel a sense of community. In August 2009, Program Council established a Countryside Hospitality Team schedule, and everyone plays an important role.

Here's how it works: once every couple of years, your name will appear on the Hospitality Team schedule as coffee hour host(s). Host duties are not difficult, and will be shared by a minimum of four people each week. Each week, some will be scheduled for set-up, and others will be scheduled for clean-up. Directions and a reminder notice will be mailed to you in advance of your scheduled Sunday. If you are unable to serve on the week you've been scheduled, it is your responsibility to trade with someone for another week. In addition, the first Sunday of every month is a "training" day. Just stop by and an experienced coffee host will show you the ropes.

Your time, one Sunday every couple of years, is much appreciated. And if your name is not on the current schedule, please remember to say 'thanks' to those who will be generously donating their time to help make sure that we have a full coffee urn on hand when services conclude each week.

If you would like to be involved, contact the church office.

Information Technology (IT) Committee

Chair: Mike Gilley

The IT Committee serves several ongoing needs of the church including:

- Implementation and operational support of the church IT applications and web site, systems, and networks
- Management of the IT budget and contracts
- Policy recommendations to the Board that cross into the IT domain such as data privacy policy

As a result, the IT Committee not only needs people with technology experience, but it needs people who bring other gifts and talent for organizing or project managing, legal (copyright, trademark, and privacy

A Guide to Church Committees and Groups

matters), writing/public relations (web site content), library science (organization/taxonomy of information, especially on our web site).

The larger projects that we are working on during the 2007-08 church year include:

1. Significant enhancements to our web site that will improve its value to members as well as visitors. Examples include: an online calendar for events and room scheduling, access to past sermons in audio as well as textual formats, a new building use and rental page with extensive photos of our facility, an online membership directory with photos, etc.
2. The church database will also be enhanced this year with an emphasis of gathering information on member interest areas that will be useful for supporting a gifts based ministry program and improving the overall involvement of our entire congregation.

If you'd like to join the committee or even support some specific project or task, please contact Mike Gilley at (630) 561-2305 or by email: mike.gilley@gmail.com

Lay Ministry Program

Coordinators: Ken Bobbe and Trudy Kleckner

The lay ministry supports the minister in pastoral work. It works together with the minister and the congregation toward the goal of providing a mutual ministry and support. Lay ministers attempt to provide a supportive presence for Countryside members who are undergoing a crisis or transition in their lives. The care ministry works together with the minister and the lay ministers in rendering practical assistance to Countryside members when appropriate to do so.

If you need assistance from the Lay Ministry or Care Ministry teams, please contact Ken Bobbe at 847-842-1360 or Trudy Kleckner at 847-277-0621 or Rev. Krivchenia at 847-359-8440, ext.2.

Care Ministry Committee

Coordinators: Gloria Kinney, Marge Olszewski

The mission of the Care Ministry Committee is to meet the requests of the Minister and Lay Ministry Coordinator in terms of aiding members of the Church in the following areas:

- Serving refreshments at memorial services
- Transportation
- Meal preparation
- Checking in
- Miscellaneous (mowing lawn, raking leaves, etc.)

These requests are met by calling on members of the Church who have volunteered to help in these areas. The care ministry is activated by the lay ministry coordinator.

Lifespan Religious Education Program

Director of Religious Education: Colleen Vahey

Our religious education program for all ages is based upon the understanding that religious education is a lifelong endeavor. We are engaged in an ongoing process of making sense of the world and our own place in it, in relation to other people, to the natural world, and to the ultimate. Here we provide resources and encouragement for children, youth and adults as we explore our religious questions together. We join together to develop and articulate our religious connections and commitments. Open and questioning minds are welcome!

- **Infants and Toddlers** are cared for in our nursery during the Sunday morning worship service.

A Guide to Church Committees and Groups

- **Preschoolers and School-age children** participate in Sunday morning classes grouped by grade level, exploring a variety of topics. Social responsibility, ethical decision-making, stewardship of the earth, Bible stories, themes from the world's religions, and Unitarian Universalist heritage and history are among themes explored. Children take part in worship services, social activities and community service projects which foster their connections with each other and with the larger world.
- **Junior high and senior high youth groups** meet on Sunday mornings to deepen their religious understandings of the world, discuss issues important in their lives and to plan and participate in community service projects and social activities. Junior high youth may fulfill a Unitarian Universalist "Coming of Age" affirmation program, analogous to bar or bat mitzvah or confirmation.
- **Adults** have the opportunity to choose from a variety of discussion groups, classes and presentations centered on topics of interest. Our church newsletter, the *Focus*, provides information on current programs. Our annual "Journeys" adult religious education retreat has explored such themes as the ethics of assisted suicide; confronting homophobia; origins of racial identity; and the tension between individuality and community.

Children's Religious Education (CRE) Committee

Co-Chairs Linda Berry and Yvonne Anderson

The CRE Committee serves as a support structure for the planning and implementation of our Children's Religious Education Program.

If you would like to be involved, contact Linda at 847-259-0093 or Yvonne at 847-584-1290.

Adult Faith Development (AFD) Committee

Chair: Sharon and Dan Wiseman

The AFD Committee works with our Religious Educator and Minister to plan and coordinate classes, programs and workshops for adults. See *Focus* newsletter for announcements of current activities.

If you would like to be involved, contact Sharon and Dan Wiseman at 847-843-9934 or Colleen Vahey at 847-359-8440, ext.4.

Membership Committee

Chairs: Cathleen Chay and Yuki Juretic

This committee works to develop and implement programs to help visitors and new church members familiarize themselves with our community. We focus on helping members and visitors to forge strong bonds of kinship. We also support programs which encourage social interaction amongst current and new members alike.

Primary Activities:

- Circle Suppers program administered by Marty Farrington
- Greeter Program administered by Siri Laurin
- Literature Rack administered by Marty Farrington
- Path to Membership Classes offered twice a year.

If you would like to be involved, contact Cathleen at 847-550-9105 or Yuki at 847-202-9769.

Circle Suppers

Chair: Marty Farrington

A Guide to Church Committees and Groups

This program is a special function of the Membership Committee. Its purpose is to strengthen the covenantal bond between the members of the Church by means of organized cooperative suppers on a monthly basis. There are three four-month sessions each year. The schedule is structured so that during every session, each member will dine with four different groups and each member will host once.

If you would like to be involved, contact Marty Farrington at 847-358-1112.

Greeters Program

Chair: Siri Laurin

The greeters are an important first contact for visitors to the church. They welcome people as they arrive on Sunday morning, provide information about the church, and meet the visitors at Newcomers Corner in Atherton Hall following the service to further introduce them to the church and to answer any questions they may have.

If you would like to be a greeter, contact Siri Laurin at 847-719-1223.

Music Committee

Countryside has a newly revitalized music committee! Our committee is made up of church members (some choir members, some not!) who are dedicated to music ministry in our church and community.

The music committee is committed to supporting the efforts of our music director in providing liturgically appropriate music (congregational, choral, and instrumental) for worship services.

This committee also endeavors to enhance the music program by encouraging and increasing the involvement of members in service music.

Finally, the committee members strive to be sensitive to the spiritual and musical needs of the congregation. Music committee members will make suggestions for repertoire and musical opportunities outside of worship in alignment with the stated goals of the church and the larger Unitarian Universalist faith community.

If you have any questions about our mission or how we can better serve you, please contact Jeffrey Hamrick, music director.

Nominating Committee

The nominating committee consists of seven members of the congregation. The duties include nominating a full slate of officers and trustees for the Annual Congregational meeting; selecting members of the Internal Audit Committee; providing nominees to the endowment committee; assisting the Board of Trustees with suggestions of names for standing committee leadership appointments; and nominating a replacement should a vacancy occur on the Board of Trustees.

Three members of the nominating committee are elected from the floor each year at the Congregational Annual Meeting. They serve a two-year term. One member of the nominating committee is named by the Board of Trustees each year to serve a one-year term.

If you would be interested in serving on the Nominating Committee or would like more information, please contact the Board President, Lisa Bohné.

A Guide to Church Committees and Groups

Program Council

Co-Chairs: Rev. Hilary and Laura Mandell, Vice President of the Board of Trustees

The Program Council consists of the heads of all church programs plus all members of the Board of Trustees. The purpose of the group is to coordinate and improve church programs, promote wider participation and generate new leadership.

If you would like to be involved, contact Laura Mandell at 847-304-1963.

Rainbow Friends

Chairs: Sue Deluca

The mission of Rainbow Friends is to help create and sustain an atmosphere of welcome and inclusion of LGBT people in the congregational life of Countryside Church and to advocate for gender equality in the larger community.

Rainbow Friends welcomes everyone and celebrates the fullness of lives of people of every sexual orientation and gender identity. We hold monthly meetings, host social events, provide educational seminars, and participate in activities that promote equality. In the spirit of inclusion, straight people are welcomed at all planned events. In addition to providing social, political and cultural support to LGBT people, we also offer support and rap groups particularly for LGBT individuals to gather and share stories, learning, and experience with one another.

If you would like to be involved, contact Sue at 847-660-6077.

Social Action Committee

Chair: David Cohen

This committee's goal is to offer opportunities to member and friends of Countryside to be involved in service of the needs of the community beyond the church.

- Educating church members and friends about local support systems for homeless and disadvantaged adults and children
- Raising funds to help support services for adults and children in need
- Providing opportunities for church members and friends to work with homeless and disadvantaged adults and children through shelters, after school programs for helping students with homework and summer camps for children
- Working with Habitat for Humanity and Amnesty International

If you would like to be involved, contact Dave at 847-259-4664.

Worship Council

Co-Chairs: Lisa Christensen and Rev. Hilary

Under direction of the called minister, the worship council insures the overall excellence of Sunday worship services throughout the year. Members of the council support the called minister and choir in the planning and scheduling of worship services during the regular church year and have primary responsibility for the organization of lay-led services during the summer months.

If you have interest in planning or leading a summer service, please contact Janeane Weprin at 630-824-8343 or Rev. Hilary at 847-359-8440, ext.2.

A Guide to Church Committees and Groups

Ushers

Chairs: Mark and Kristin Huston

Objectives:

- Assist the minister
- Distribute Order of Worship
- Minimize distractions
- Make congregation comfortable
- Seat people when appropriate
- Collect, count and record offering
- Record attendance

If you would like to be an Usher, please contact Kristin and Mark at 847-882-5609.

Women's Heritage

Coordinator: (not staffed)

Mission: To celebrate and communicate the lives and accomplishments of women (Unitarian, Universalist and Others), who have left the world a better place, so that we may draw courage and inspiration from our heritage.

If you would be interested in coordinating this effort, please contact Janeane Weprin at 630-824-8343 or Helen Hawthorne at 847-381-6220.

Resource Library

Coordinator: Marsha Balster

To maintain a resource library, which is currently located on the west wall of Atherton Hall and from which congregation members can borrow books.

Flowers for the Sanctuary

Weekly donation of flowers can be made through a sign up procedure. If you would like to provide flowers for a service, please sign up on the bulletin board across from the church office and complete a blue flower form. For more information, contact the church office.

Sound

Coordinator: Nancy Cowger

To meet the needs of the congregation by, providing adequate and intelligible sound throughout the service and to achieve excellence when recording.

To record Sunday morning sermons and readings for archival purposes and to make those recordings available for purchase.

To help out in this area, contact Nancy Cowger at 847-477-5689.

Historian

Mission: To create an archive about the ancient and current history of this church.

If you have any interesting photographs or articles about the church, give them to Helen Hawthorne, 847-381-6220.