

Proposal: "How Our Church Works" Review
Kathy Kellison and Helen Zidowecki, Communications Work Group (CWG)
Leadership Committee on Committees, January 7, 2024

How Our Church Works is part of the structure of our community and as such it needs to be current. You as church leaders are responsible for your sections of the book.

We are a task force which has agreed to review, with your help, the entire book.

In the coming months we will look forward to being in touch with each of you to see what changes would reflect the work you are currently doing.

We are also open to welcoming a couple more members to our task force if you can think of anyone with attention to detail and willingness to help in this effort.

Once the new Bylaws are approved by the congregation, we will do a final review to make sure HOCW is in compliance with those Bylaws.

BACKGROUND AND TIMELINE

How Our Church Works on the UUCU website at

<https://augustauu.org/assets/How-Our-Church-Works/UCC-Operations-Manual-Aug-2017.pdf>

and is available in notebooks in the Committee Room next to mailboxes, in Judd House.

The Communication Work Group (CWG) was established in 2016, in part to:

Review current communication practices and policies in How Our Church Works (HOCW) as an ongoing process. Revisions and additions will be made as they are needed, working with the Church Administrator, Minister and Board, Committees and Work Groups.

CWG is undertaking a review of How Our Church Works binder, printed in 2017. Kathy Kellison and Helen Zidowecki, along with another person or two, will oversee the review process.

- Suggestions for this Review and Revision Team (RRT) members are welcome.
- RRT oversees the review process. Changes come from the groups being reviewed.
- Comments regarding HOCW may be sent to Kathy Kellison, 207-445-4415.

Review of Committees and Group Functions January and February

--RRT works with the Committees, Task Forces and Work Groups to review their areas. This can be done at a group's ongoing meeting or a special time.

--Review is specifically compared with the revised Bylaws and other requirements.

Is the description of expectations of the group still current? Are changes needed? If so, what are they?

What policies and practices noted in HOCW apply to this group?

Note items that continue as is, need changes or deleting. Groups make the changes.

Review of remaining sections. March

--RRT review of the remaining parts of HOCW.

-- Leaders and participants of their groups review policies (what needs to be done) and practices/procedures (how to accomplish what needs to be done).

Presentation of Draft Document to the Board of Trustees: April --June

--The report of the review will be a draft revised document.

--Once the new Bylaws are approved by the congregation, we will do a final review to make sure HOCW is in compliance with those Bylaws.