

**AUUC Program Council  
Policies and Procedures  
Updated August 2017**

The Program Council consists of the elected Program Council Chair and committee representatives. Core Council committees are Social Justice, Green Sanctuary, Adult Spiritual Development, Children's Spiritual Development, Communications, Membership, Memorial, Worship, and Sacred Wheel. Other committees that participate as necessary to either obtain Council support or to support the Council include House & Grounds, Stewardship, Leadership Development & Nominating Committee, and Commission on Our Ministries. Representatives of task forces, commissions, and other special program activities can also participate on the Council. The minister serves as an ex-officio member of all committees.

**Responsibilities**

The Program Council provides communication and coordination support to AUUC committees in executing the mission of the Congregation. The Council Chair presides at meetings, serves as liaison with the Board and Staff, and represents the Council on the Executive Committee.

The Council meets monthly to:

- Share information about current and planned programs, events, administrative, and facility matters, et. al.
- Brainstorm and discuss member/committee/church concerns/issues/problems.
- Discuss and give input/recommendations into church operational issues and processes. These include but are not limited to calendar and budget development, communications, program goals, prioritization of resources, etc.
- Work with the Board of Directors to recruit and train new committee chairs when vacancies occur.
- Provide, in conjunction with the Leadership Development and Nominating Committee, training and orientation of committee chairs, lay leadership, and new members.
- Coordinate use of bulletin boards, storage, and tables in the gallery and foyer.
- Propose recommendations that require financing or other action by the Board.
- Annually update the Guide to AUUC Programs and Committees.
- Propose an annual committee budget to the Board and monitor expenditures against the approved budget.
- Submit a one-page summary of accomplishments for the annual report.