

First Unitarian Church Committee Description

Name: Carter Memorial Fund Committee

A living memorial to the life and work of Rev. and Mrs. W.H.G. Carter, whose store-front church in the West End was not recognized by the other Unitarian churches in the city.

Purpose: To make distribution of monies from *The Carter Fund*, especially to agencies that offer assistance to families with children, or agencies that benefit under-privileged children.

The Carter Fund receives the proceeds of a dedicated annual collection on Martin Luther King weekend, as well as contributions from members and friends throughout the year.

Responsibilities:

1. To research, evaluate and select local agencies or organizations whose missions parallel those of the Carter Fund.
2. To notify the selected agencies that applications are open for grants from the Carter Fund.
3. To review applications for funds and approve grants according to need and available funds.
4. To coordinate with the agencies and the First Church Worship Committee to make the presentation of grants part of our public worship.
5. To follow up on grants distributed and report same to the congregation in the Annual Report, during scheduled worship services and in the newsletter as appropriate.
6. To solicit additional funds from church members through newsletter articles or online requests.

Position Description

Position Name: Chair, Carter Memorial Fund Committee

Purpose of the position: *To facilitate meetings of the Committee and supervise members and other volunteers in implementing the work of the Committee.*

Responsibilities:

1. Attend and facilitate the flow periodic meetings of the Committee
2. Create an agenda and distribute it before each meeting
3. Maintain an awareness of plans, problems and projects before the committee
4. Attend or delegate attendance at the scheduled Council meetings

Qualifications:

1. Ability to plan and run a meeting and delegate responsibility
2. Interest in and awareness of local community agencies and their work
3. Supervisory skills

Amount of time required:

- | | |
|----------------------|-----------------------------|
| 1. Periodic meetings | 2 hours each |
| 2. Planning | 1/2 hour per meeting |
| 3. Council meetings | 3 hours, three times a year |

When

Meetings scheduled as needed

Training Provided Service on Committee prior to accepting Chair, mentoring from previous Chair.

Responsible to Social Justice Committee

Support Provided Board, Council, Minister

Last reviewed 10/9/09

Position Description

Position Name: Member, Carter Memorial Fund Committee

Purpose of the position: *To carry out the mission and purpose of the Committee and participate in all its functions.*

Responsibilities

1. To attend meetings for planning and reviewing, discussing issues and determining the best way to meet needs.
2. To accept responsibility for research of and communication with at least one community organization under consideration.
3. To accept responsibility for presenting at least one grant recipient during a Sunday morning worship service.
4. Coordinate with Worship Committee

Qualifications

Familiarity with agencies that might request grant money

Amount of Time Required

1. Periodic meetings 2 hours each
2. Other responsibilities as assigned 3 hours per assignment, may vary

When

As scheduled

Training Provided

Orientation provided during Committee meetings, periodic mentoring and review as needed

Responsible to Committee

Support Provided Board, Council, Committee and Minister