

## **Social Justice and Outreach Committee - Guidelines**

**Purpose:** This committee shall be responsible for planning the missionary education, social justice, and outreach ministry of the church.

### **Procedures**

The following procedures shall occur at the first meeting (with old, new, and continuing members present):

1. Elect the following:
  - A. Chairperson(s)
  - B. Delegate to Council (should be the Chairperson)
  - C. Secretary
  - D. Budget Coordinator - a delegate to Finance Committee
  
2. Begin planning for the coming year; plans to be completed by October:
  - A. Discuss possible objectives and future plans for the committee.
  - B. Discuss recruitment of coordinators for outreach activities.
  - C. Review and update the committee's yearly work plan calendar.

### **Responsibilities**

The Social Justice and Outreach committee, of 5 or more members, shall be responsible for the following tasks:

1. Recommend the annual mission budget to the Council.
2. Decide upon and promote special mission offerings.
3. Respond to special mission project requests received by the congregation.
4. Promote knowledge about and concern for the work of the United Church of Christ and for church activities beyond the local congregation, through special events, programs, and missionary relationships.
5. Promote missionary interest, systematic giving toward mission, and the ideals of Christian stewardship in all ways possible.
6. Engage in study - such as previewing mission films and other materials - to better prepare to promote the knowledge about Our Church's Wider Mission basic support.
7. Set schedule for offerings.

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8. Decide upon and engage in local missions through various outreach activities, such as, but not limited to, the following:
  - A. Meals on Wheels
  - B. Green Tape
  - C. Holy Hammers
  - D. Loaves and Fishes
  - E. Legislative Advocacy
  - G. Church World Service CROP Walk
  - H. Community Emergency Assistance Program (CEAP) Partnership Committee Liaison
9. Bring various volunteer opportunities to the attention of the congregation.
10. Report on the status of its projects through an annual report.
11. Report regularly on outreach activities in the *Direction*, church bulletin, website and/or announcements.

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## **Social Justice and Outreach Committee - Job Descriptions**

### **A. Meals on Wheels Coordinator**

Purpose: Coordinate church participation in local Meals on Wheels program.

Responsibilities:

Arrange for one driver each week to deliver meals on Friday. Drivers provide their own cars and pick up the meals at the community resource center. Names, addresses and directions to deliver the meals will be provided by the community resource center.

### **B. Green Tape Delivery Person**

Purpose: Deliver donations of food to Ralph Reeder Food Shelf.

Responsibilities:

Check white cabinets weekly for donated goods and deliver to food shelf.

### **C. Holy Hammers Coordinator**

Purpose: Coordinate church participation in local Habitat for Humanity activities.

Responsibilities:

Attend organization and planning meetings of Holy Hammers.

Recommend and help meet budgetary goals for UCCNB participation in the year's projects.

Recruit workers for Holy Hammers projects.

Keep congregation and SOJO committee informed on current activities and needs.

### **D. Loaves and Fishes Coordinator**

Purpose: Coordinate church participation in Loaves and Fishes organization.

Responsibilities:

Solicit and schedule volunteers for food preparation, serving and clean-up.

Plan menu for UCNNB sponsored meals and arrange for the pick-up and/or purchase of food. Use funds from Green Tape offerings.

Supervise food preparation, serving, and clean-up.

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### **E. Legislative Advocacy**

**Purpose:** Coordinate legislative, social justice and Just Peace initiatives.

**Responsibilities:**

Receive mail regarding topics of interest to the congregation, especially those related to current goals and to the advancement of Just Peace and social justice.

Share information with the congregation and encourage active participation in political and/or organizational efforts.

### **G. Crop Walk Coordinator**

**Purpose:** Plan publicity and church participation in the CROP Walk.

**Responsibilities:**

Serve as liaison with Church World Service for CROP Walk

Share information with the congregation and arrange participation in the CROP Walk.

### **H. Community Emergency Assistance Program (CEAP) Partnership Committee Liaison**

**Purpose:** Link with CEAP in Mounds View and New Brighton

**Responsibilities:**

Attend CEAP Partnership and Social Concerns Network Committee Meetings.

Promote financial support of CEAP by congregation.

Share information about CEAP's mission and effectiveness with the congregation.

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