

# **Covenant Agreement**

## **Chair of UUFP Program Committee**

**Summary:** The duties of the Program Committee are listed in the UUFP Bylaws, Article XI, Section 5. These and additional responsibilities include:

- all elements of lay-led worship services that are not the responsibility of the Minister.
- assisting the Minister, if so desired or requested, in coordinating various components of worship services for which the Minister is otherwise responsible.
- the aesthetic aspect and decor of the Main Meeting Room, including displays of art work.
- coordination of the Summer Services.
- ensuring that the diverse interests of the congregation are considered in the choice of lay-led programs.

**Therefore, as Chair of the UUFP Program Committee, I covenant to:**

- To ensure the Committee performs its required duties and responsibilities.
- To hold regular meetings and ensure minutes are taken of each meeting.
- To set goals for the coming year at the first meeting of the program year.
- To ensure the minutes and goals are accessible to the BOT and the Congregation.
- To provide status, on at least a quarterly basis, to the BOT and Congregation, regarding the progress towards meeting the Committee's goals.
- To provide an end-of-year report to the Congregation at the annual Corporate Meeting.
- Attend the Coordinating Council Meetings.

**Requirements:**

- An open mind regarding programs to meet the diverse interests of the congregation.
- Ability to organize committee meetings.
- Ability to track responsibilities of the committee on a month-to-month basis.
- Basic computer skills and regular access to e-mail.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_