

BEACON UNITARIAN CHURCH

TIMELINE OF CHURCH EVENTS AND TASKS

(Revised June 2015)

MAY AND JUNE

EXECUTIVE/BOARD

- Re-confirm and recruit Committee Chairs, to be approved by the Board
- At first meeting, select liaisons to committees, and explain the liaison's role
- Assign any special responsibilities for the fall
- Name liaison to SOAP. This liaison will confirm all Sunday & special services (e.g. Christmas Eve) and advise SOAP of any cancellations. All bookings will be made through this liaison.
- Decide on summer issues for the newsletter, if any. Discuss with the editor.
- Coordinate with Minister and Worship Services for special recognition of church members at year end service
- Confirm June Coordinating Council meeting
- In consultation with the Minister set date for first service in the fall
- Plan a Board and Leadership Retreat (June, August or September) Decide on date and focus. Plan agenda
- Arrange for signing officers for Board
- Begin planning for a Board retreat (June, August or September)
- Contact each committee to find if chair is continuing or if a new chair is needed
- Initiate planning special recognition of church members for final June service, with involvement of the Minister
- Review opening/closing procedures with new Board members.
- In June, notify committee chairs to submit budget requests to Treasurer by end of September.

BOARD LIAISONS

- Worship Services Liaison: Remind Worship Service to plan Summer Services.
- Remind your committee to begin work on setting goals for next church year for presentation via liaison at September Board meeting. [Form needed: Chair, committee members; goals for next year]

VICE PRESIDENT

- Plan Coordinating Council Meeting

BOARD SECRETARY

- Notify new Board members how to access Board Manual on web-site. Review and update Board regarding any changes.
- Advise CUC of Minister, new executive and new Board members

TREASURER

- Complete Society Annual Report forms and submit with appropriate fees to BC Registry within 30 days of AGM. Reports need to include current address of church, names & address of current Trustees and minutes of the AGM. A special form with fees needs to be submitted if there have been any By- law or constitutional changes. Note: By- law changes are not legally in force until received and approved by the BC

Registry. All forms are available online.

- With help of the Bookkeeper, complete the annual Registered Charity Information Return and submit to the Canada Revenue Agency by June 30th - report is for the previous year January- December. This report includes detailed financial information.

PERSONNEL COMMITTEE

- Evaluation performance of contract staff
- Prepare new contracts for next church year

WORSHIP COMMITTEE

- If summer services are to be held set dates, arrange program and find place..

JULY, AUGUST, AND SEPTEMBER

EXECUTIVE/BOARD

- Set agenda and organize the Board and Leadership Retreat
- Notify Committee Chairs to submit budget requests to Treasurer by September 30th
- In consultation with the Coffee Hour Chair make sure there is a coffee hour/clean up roster for fall
- Ensure Sasamat coordinators for the Spring camp are in place

VICE PRESIDENT

- Set date and organize a Coordinating Council meeting.

SECRETARY

- Do Open/Close schedule for September - December

SOAP PLACE LIAISON

- Confirm all bookings

LIAISON TO STEWARDSHIP COMMITTEE

- Contact the Stewardship Chair regarding assistance required during Canvass

ALL COMMITTEES

- Complete annual goals and report to the Board
- Submit budget requests to the Treasurer by September 30
- Submit proposals for annual Fund raising projects with dates

R.E. COMMITTEE

- Set fall registration dates

STEWARDSHIP COMMITTEE

- Confirm timeline for canvass and report plans and dates to the Board

OCTOBER, NOVEMBER, DECEMBER

EXECUTIVE/BOARD

- Confirm special collections
- Under leadership of Treasurer, prepare draft budget for next year (begin in September)
- Maintain communications with the Stewardship Chair
- Plan date and agenda for the congregational meeting following canvass to approve the new budget
- Review budget in light of canvass results. Finalize budget for approval by the Board and

- congregation.
- Set schedule for Church opening/closing for September through January
- Encourage participation in Regional Networking Group (CUC) Fall conference.
- Begin planning for Beacon birthday party in February (Stewardship?)
- Confirm/appoint a Sharing the Plate Committee

SECRETARY

- Do Open/Close schedule for January - March

TREASURER

- CUC certification forms should arrive - due for return September 30
- Working with Connections/Membership Committee. Begin updating the Church Directory from canvass information

RE. AND WORSHIP COMMITTEES

- Advise Board as to Christmas events and dates - Night Tree Party & Advent Wreath Party

STEWARDSHIP COMMITTEE

- Make final report to the Board prior to budget meeting. Prepare summary for the newsletter

JANUARY AND FEBRUARY

EXECUTIVE/BOARD

- Follow-up letter regarding membership to those members who have not pledged and have not resigned membership
- Contact Minister, all contract staff, and committee chairs re. Annual report
- Call for delegates for CUC annual meeting to be in the March Beacon
- Make sure there is a coffee hour roster for January to March
- Review fees with the Chaplains and Minister to confirm annual fees
- Set date for Annual General Meeting (in April)
- Do mid-year reviews with contract staff and minister. Confirm with minister for following year contract.
- Coordinating Council confers. Meet to plan church calendar through to summer (January meeting?)

RELIGIOUS EDUCATION LIAISON

- Contact RE and confirm year end picnic? Determine who will be responsible for year end picnic

SOAP LIAISON:

- Confirm all bookings

BOARD SECRETARY

- Archive year end items: orders of service and newsletters (Archivist?)

TREASURER

- Confirm with Financial Reviewer for the following year.
- Work with Connections/Membership Committee to ensure a new church directory is prepared and published.

- Send Membership committee chairperson a list of donors from the previous year. Names only, not amounts.

RELIGIOUS EDUCATION COMMITTEE

- Decide if a Father's Day/year end picnic will be held. Ensure a place is reserved before March 15.

MARCH AND APRIL

EXECUTIVE/BOARD

- Annual General Meeting
 - Finalize plans and agenda
 - Prepare annual report and arrange for production to send to membership 10 days before AGM
 - Give Beacon Editor notice for AGM by March 15 for publication in April Beacon
 - Liaisons need to remind committee chairs, program directors and Minister to submit annual their annual reports.
- Call for and collect keys and manuals from retiring Board
- Sharing the Plate nominees to newsletter in March and voted on at AGM

BOARD SECRETARY

- Make sure Board Manual is up-to-date on the website.
- Do Open/Close schedule for April to June

VICE PRESIDENT

- Call for and collect keys and manuals from retiring Board
- Copy updated Board and Committee Manuals for distribution

TREASURER

- Send the Annual Meeting Report to the Registrar of Companies. Include any By-Law changes
- Treasurer to submit by March 31st the GST return for the previous year.

ALL COMMITTEES

- Submit annual reports