

Boise Unitarian Universalist Fellowship 2010 Strategic Plan

BUUF Vision

We are an inclusive religious community—lifting hearts, broadening minds and honoring the interconnected web of life.

BUUF Mission

We are a caring community promoting and providing robust religious and intellectual exploration opportunities for children, youth, and adults.

We offer creative and inspirational opportunities for worship.

We nurture spiritual and personal growth and transformation, foster diversity by reaching out to different communities, and practice justice as individuals and as a community.

Goal One:

Inclusive religious community

Be an inclusive religious community whose leadership and individual congregants are responsible and committed to the governance of the BUUF community.

Objectives	Performance Measures	Key Tasks	Action	Drivers	Completed tasks
1. Implement a comprehensive ongoing annual budget drive	<input type="checkbox"/> Publish and adopt an annual budget <input type="checkbox"/> Publish a long and short term budget	Create and publish a budget based on pledge income and voted on by the congregation each year	<ul style="list-style-type: none"> • Establish an ongoing ABD team and process • Empower the finance committee to create a short and long term budget based on needs determined by the board and fellowship • Encourage generous giving by focusing on potential 	Annual Budget Drive Team(ABD) Finance Committee Board	Budget will annually be voted on by the congregation Established a by-law policy in which members must fill out a commitment form
2. Develop and implement an organizational chart	<input type="checkbox"/> Publish a handbook to include: board, council, committee, and task force job descriptions, BUUF org. chart, By- Laws, other policies and procedures	Develop written job descriptions for each council, committee, and task force	<ul style="list-style-type: none"> • Educate the congregation as to how the org. chart works • Fill vacancies on the chart, create committees, task forces, and councils when needed • Determine separation of duties and the functions of the board, each committee, council, and task force. 	Board, Nominating Committee, and/or Program Ministry Council	Program Ministry Council (PMC) formed and operating Publish and adopt a BUUF organizational chart Job descriptions written for board members

Objectives	Performance Measures	Key Tasks	Action	Drivers	Completed tasks
3. Develop policies and procedures for fellowship	<input type="checkbox"/> Policy and procedural documents to be included in the BUUF handbook <input type="checkbox"/> Create and publish a policy manual <input type="checkbox"/> Post policy manual on the web	Review existing policies Revise and update existing policies Create new policies as needed	<ul style="list-style-type: none"> • Research UU policy precedents both inside and outside BUUF • Identify policy and procedure needs • Collect records of existing policies • Draft policies • Create a system for congregational discussion, input, and response to proposed policy • Set up procedures to support existing and new policies 	Board Program Ministry Council	
4. Develop job descriptions for the staff we have and assess staffing needs both short and long term	<input type="checkbox"/> Develop and Publish job descriptions <input type="checkbox"/> Post job descriptions on the web by 10/01/10	Commission a professional using internal and external expertise to assess existing staff functions and future staffing needs	<ul style="list-style-type: none"> • Develop a plan of action and time table to address staff needs and support • Assess greater functionality for administrative position 	Board Personnel Committee	
5. Actively recruit, train, and support BUUF community leaders	<input type="checkbox"/> Monitor participation <input type="checkbox"/> Leadership training <input type="checkbox"/> Leadership recognition	Offer leadership training to friends and members of the congregation Develop an in- house training program	<ul style="list-style-type: none"> • Target what leadership needs BUUF has • Personally ask people to fill positions • Support leaders through specific training, volunteer recruitment, and clear expectations • Plan leadership succession • Implement a way to recognize and show appreciation for leaders within BUUF 	Program Ministry Council for all PMC Committees; coordinate with Board and Nominating Committee for all else	PMC formation

Objectives	Performance Measures	Key Tasks	Action	Drivers	Completed tasks
6. Create a better communications system for both internal and external communication	<input type="checkbox"/> Comprehensive communications plan <input type="checkbox"/> Guidelines for communications <input type="checkbox"/> Meeting and activity schedules <input type="checkbox"/> Publish a membership directory annually	<p>Create a Communications Committee to be in charge of - publicity, marketing, public relations, and internal communications</p>	<ul style="list-style-type: none"> Specify different communication vehicles within the congregation Clarify how each communication vehicle is to be used and when Design communication strategies for different groups and events Monitor communications 	Communications committee	<p>Communications task force has been enacted by the board</p> <p>Congregational Communication sessions have been established by the board</p> <p>Fellowship wide Calendaring meeting scheduled (calendar to be monitored by the PMC)</p>
7. Plan for the future of BUUF	<input type="checkbox"/> Create official archives – a library of written records to include official documents such as lease agreements, articles of incorporation, mortgage documents, by laws, policies...	<p>Create a Ministerial Transition team in 2010 to plan for ministerial and ministerial staff transitions</p> <p>Introduce the ministerial transition process to the congregation</p> <p>Create a ministerial transition timeline</p>	<ul style="list-style-type: none"> Organize a debt reduction capital campaign Create a 5 year budget plan for both the operating and capital budget Review and revise the strategic plan annually Create a reserve fund for building maintenance and repair Support the campus development committee to facilitate and accommodate congregational growth 	<p>Some of the committees involved in these:</p> <p>Capital Campaign Task Force</p> <p>Finance Committee</p> <p>Board, Strategic Plan Task Force</p> <p>Board and Nominating Committee</p>	<p>Created a 5 year infrastructure and financial business plan for the future of BUUF</p>

			<ul style="list-style-type: none"> • Dare to dream about a new sanctuary , satellite fellowships, spin-off congregations, other growth alternatives • Assure that any new building or land use projects are at the highest environmental standards within our means • an active endowment committee that encourages people to include BUUF in their wills • Look into creating a long range planning committee • Enact the Strategic Growth Committee • Place a new minister by 2015 	<p>Finance Committee</p> <p>Campus Development Team</p> <p>Committee on Ministry</p> <p>Congregation</p>	
8. Create an IT infrastructure	<ul style="list-style-type: none"> <input type="checkbox"/> On- line presence <input type="checkbox"/> Effective database <input type="checkbox"/> Training for use of database <input type="checkbox"/> Make a coordinated effort to insist that all committees use the same selected database and IT system 	Support for stewardship and Membership functions, as well as group communication	<ul style="list-style-type: none"> • Set up communications systems to include databases, technical support, scheduling, and publications 	IT Committee	Currently investigating best practices with current database

Goal Two:

Lifting Hearts

Be a welcoming Fellowship, opening our doors and hearts to all who enter.

Be an active, nurturing, and supportive community.

Objectives	Performance Measures	Key Tactics	Action	Drivers	Completed
<p>1. Provide opportunities for everyone to feel welcome and part of the community</p>	<ul style="list-style-type: none"> □ Collect attendance records and monitor congregation participation □ Track the use of the fellowship by members □ Observe parking trends □ List of volunteer opportunities □ Brochure or published information about the different chalice circles or small group activities 	<p>Develop a system to recruit more volunteer participation</p>	<ul style="list-style-type: none"> • Offer fun and celebratory activities- intergenerational activities, music events, whole fellowship gatherings, small group activities • Offer many diverse opportunities for involvement at all ages, and clearly communicate what is available • Create more chalice circles, nurture and expand existing circles • Set a process in motion to encourage volunteerism • Identify a list of volunteer needs • Generate a list of people willing to volunteer time, skills, and abilities • Promote involvement through publications, from the pulpit and through personal contact • Provide greater emphasis for volunteer opportunities in the New UU class by developing a visual presentation to highlight the needs and opportunities, as well as the scope of commitment for each 	<p>Program Ministry Council and its committees as assigned</p>	<p>Created a Committee for Festivities</p> <p>Program Ministry Council – mission and goals</p>

<p>2. Nurture and support our congregants</p>	<ul style="list-style-type: none"> □ Monitor the Elizabeth Greene Pay it Forward Fund (E.G. PIFF), the congregation food bank, and help requests 	<ul style="list-style-type: none"> • Improve quality of annual Life Skills Training • Continue with the annual October Creamed Corn plate collection for the E.G. PIFF 	<ul style="list-style-type: none"> • Distribute contact information • Educate the congregation as to what is available • Match needs with resources and skills • Publish an annual Goods and Services book listing offerings from BUUF congregants • Partner with Adult RE to bring in High Quality trainer • Add a line item amount in the budget for the Elizabeth Greene Pay It Forward Fund 	<p>Congregational Care Team</p>	
<p>3. Grow our membership at a responsible rate</p>	<ul style="list-style-type: none"> □ Keep an accurate count of membership □ Keep records of New UU class participants and how many become active friends and members 	<p>Become a more warm and welcoming community through awareness and training</p>	<ul style="list-style-type: none"> • Develop and fund an outreach program to reach an economically, educationally and radically diverse audience that embraces our values • Emphasize the Path to Membership through a visual presentation at New UU classes • Maintain relationships with long term member • Continue to develop and improve the New UU class curriculum • Look at the viability of starting a BSU outreach/campus program 	<p>Communications Committee</p> <p>Membership Committee</p> <p>Congregational Care Team</p>	<p>Newcomer chats at all services, quarterly new UU classes</p> <p>Implemented a multi-step, recruiting program to welcome and inform newcomers on UU values and BUUF programs</p> <p>Pathway to membership adopted</p>

Goal Three

Broadening Minds

Provide meaningful spiritual and intellectual opportunities and experiences

Objectives	Performance Measures	Key Tactics	Action	Drivers	Update
1. Have worship services that are creative and inspirational	<input type="checkbox"/> Monitor attendance at worship services	Support and fund the Worship Committee Support the minister	<ul style="list-style-type: none"> • Finding new ways to worship together, experiment with new venues, times, and themes • Train lay speakers • Train the worship committee in ways to develop creative and inspirational worship services • Offer spiritual retreats 	Worship Committee, Sunday Service Task Force	
2. Enhance our worship and special events with thoughtfully integrated music	<input type="checkbox"/> Monitor participation levels <input type="checkbox"/> Record time devoted to preparing and presenting music at BUUF <input type="checkbox"/> Periodic surveys	Continue to fund the music director and program Encourage the participation of members and friends in making music	<ul style="list-style-type: none"> • Encourage and support more diversity of music • Summer planning retreat • Congregational song leading • Explore ways to bring music into children's RE • Explore the use of musical events for community outreach and fundraising 	Music Committee Music Director	
3. Keep our Lifespan Religious Education program dynamic and strong	<input type="checkbox"/> Monitor participation of attendees and volunteers	Offer a diversity of programs for people of all ages	<ul style="list-style-type: none"> • Provide support for the RE director and RE programs • Encourage more volunteer participation • Invite the general public to participate in Adult RE programs 	Lifespan Education and Exploration Committees Communications Committee	

Goal Four

Honoring our interconnectedness

Recognize our interconnectedness through: social action outreach, promotion of social justice issues, forming partnerships, and networking.

Objectives	Performance Measures	Key Tactics	Action	Drivers	Update
1. Be visible in the community for our social action program	<input type="checkbox"/> Monitor participation and response of the greater community	Choose one major outreach program approved and supported by the entire congregation	<ul style="list-style-type: none"> • Create a strategic plan to implement the major outreach project that includes many ways in which the entire congregation can participate • Initiate and support outside speakers/ activities to draw in the greater community 	Social Justice Committee and Congregation Committee of Festivities	Hunger and Food Systems proposed project
2. Form partnerships with other entities for social action and to promote social justice	<input type="checkbox"/> List social justice partnerships <input type="checkbox"/> Record designated plate collection contributions <input type="checkbox"/> List Endowments	Target, support, and form partnerships with other social justice groups	<ul style="list-style-type: none"> • Participate in social justice events sponsored by other groups • Continue to collect funds for a variety of social justice organizations and causes through plate collections 	Social Justice Committee	
3. Continue to grow our relationship with our partner church	<input type="checkbox"/> Track participation	Keep communications between the two congregations open	<ul style="list-style-type: none"> • Continue to raise funds, communicate, celebrate, and educate about the partner church • Pen pal program via e mail • Support pilgrim travelers to Mézskö • Help to raise funds for the Mézskö Church Community House • Involve the youth more 	Partner Church Committee	Fesztival, Partner Church Sunday Service, Bridge Celebration Ceremony, Book Club and RE program, Hosted the minister and his family in Boise

4. Continue to be a Welcoming Congregation to the Lesbian, Gay, Bi Sexual, Transgender Community (LGBT)	<input type="checkbox"/> List events and participation in LGBT activities	<p>Educate and inform the congregation about LGBT issue</p> <p>Be the congregation's liaison to the LGBT community</p>	<ul style="list-style-type: none"> • Sponsoring classes and worship services focusing on LGBT issues • Let the LGBT community know that we are a Welcoming Congregation • Partner with LGBT organizations to help them achieve their goals 	Welcoming Congregation Committee	
5. Coordinate with other UU communities	<input type="checkbox"/> Establish who is responsible for external communication	<p>Increase communications with UUA, UUSC, PNWD, other UU congregations</p>	<ul style="list-style-type: none"> • Encourage visitation and partnerships between local and regional UU communities • Support Denominational Affairs 	BUUF Leadership	
6. Continue educational and sustainable living programs as a Certified Green Sanctuary	<input type="checkbox"/> Record green sanctuary activity	<p>Continue to involve our membership in environmental projects and in making our facilities more efficient and sustainable</p>	<ul style="list-style-type: none"> • Initiate an ongoing environmental justice program. As a UUA certified green sanctuary, we must coordinate with another outside organization • Offer education about environmental issues for both the congregation and larger community • Research the viability and process of using our land for a community garden • Work towards recertification in 2012 	<p>Green Sanctuary Committee</p> <p>Buildings and Grounds</p> <p>Landscape Committee,</p> <p>Green Sanctuary Committee</p>	<p>Certification from the UUA as a Green Sanctuary</p> <p>Installed Bike racks</p>