



# RRUUC Retreat Committee Charter

Approved Sept. 1, 2019

## I. MISSION

The mission of the Retreat Committee is to support the ministers and staff in planning and executing an annual Retreat for the enjoyment and enrichment of the entire RRUUC congregation. The goals of the annual Retreat are to build community, promote intergenerational activities, offer worship in a setting that provides a connection with the natural world, and provide a respite from everyday schedules and pressures. The Committee will work closely with ministers and church staff to plan an event that is integrated fully with the congregation's yearly calendar of events, and its religious education program.

## II. TASKS

- Plan programming and logistics for an annual all-congregation Retreat.
- Support the ministers, religious educators, and RRUUC staff in planning and providing worship services, music programming, childcare, and youth programming.
- Work with the Retreat venue, including negotiating contract, communicating needs prior to the event, and coordinating with the venue staff during the Retreat.
- Publicize information about the Retreat to membership & friends.
- Provide written end-of-FY annual report to Board of Trustees.
- Obtain feedback from Retreat-goers about their Retreat experience.
- Based on retreat attendance and feedback, reevaluate Retreat venue, time of year, attendance caps, pricing, and programming, as necessary.

## III. LEADERSHIP POSITIONS

The Retreat Committee will be led by a chair and a vice chair (the "chairs") who must be members of RRUUC. The Retreat Committee will choose the leaders by consensus for an expected term of one (1) year, starting at the beginning of the congregation's fiscal year (July 1) and ending at the end of the fiscal year (June 30). The chair and vice chair are not expected to serve in these capacities for more than two (2) one (1)-year terms. At the end of the chair's term, the vice chair will rotate into the chair position and the committee will choose the new vice chair by consensus. The committee is authorized to depart from this structure if circumstances require it.

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The chairs will divide the following tasks among themselves:

- Setting the meeting agenda, conducting meetings, and preparing and distributing minutes after each meeting.
- Publicizing the Retreat to the congregation.
- Serving as the primary contact with the ministers, staff, the Board of Trustees, other RRUUC committees, and leaders of the Retreat Committee subcommittees or task forces.
- Serving as the primary contact with Retreat venue staff members.
- Assigning and overseeing other tasks required to make the Retreat happen.

## IV. SUBCOMMITTEES OR TASK FORCES

The Retreat Committee, or its subcommittees or task forces, will perform the following tasks:

- Publicize the Retreat (including through the RRUUC website and e-Weekly).
- Recruit members and friends of the congregation to help plan and execute the Retreat.
- Develop pricing schedule that does not overly burden families.
- Develop registration materials and administer registration process.
- Assign on-site accommodations and identify off-site options such as motels, hotels, and bed and breakfasts.
- Compile information on retreat-goers with special accommodation, dietary, and accessibility needs.
- Compile information on retreat-goers who desire alternate transportation, such as such as ride-sharing or a bus, and investigate alternatives.
- Plan programming, such as:
  - meet and greet activit(ies)
  - a keynote event
  - an all-generations project
  - sports and games
  - nature-oriented programs
  - arts and crafts and other creative activities
  - educational programs

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## V. RETREAT COMMITTEE “CORE” MEMBERS

“Core” members of the Retreat Committee are those who are involved in planning some aspect of the Retreat. These members include the Chair, the Vice Chair, the Registrar(s), the leaders of Publicity, Recruitment, and Programming, and the leaders of other committees, subcommittees, and task forces. The Retreat Committee chairs will update the list of core members from time to time.

## VI. MEETINGS

- A. **Retreat Committee Meetings:** The Retreat Committee will meet monthly unless otherwise agreed. Meeting days and times may vary depending on availability of the chairs.
- B. **Publication:** The Retreat Committee will publicize its upcoming Retreat Committee meetings at least two (2) weeks in advance, whenever possible.
- C. **Subcommittee Meetings:** Subcommittees and task forces may schedule meetings or operate informally using electronic communications.
- D. **Participation:** All RRUUC members and friends are welcome to attend and participate in Retreat Committee meetings and in the work of its subcommittees and task forces.
- E. **Decision-Making:**
  - 1. The Retreat Committee will make most decisions by a consensus of the individuals attending the Retreat Committee meeting at which an issue is raised. Everyone who attends will be encouraged to actively participate in discussions to help shape the consensus.
  - 2. **Significant Issues:** For significant issues, such as a change of venue or a change of Retreat dates, which may only be made in consultation with the ministers and staff of RRUUC, voting will be restricted to (a) core committee members (b) who have attended at least three (3) of the last four (4) Retreat Committee meetings.

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## VII. CHARTER AND AMENDMENTS

- A. **Effective Date:** This charter will become effective upon a consensus of the attendees at the Retreat Committee meeting at which it is considered, followed by approval by the minister(s).
  
- B. **Expiration Date:** This Charter will expire five (5) years after its effective date. At least six (6) months prior to the expiration date, the Retreat Committee will reconsider the Charter and amend or readopt it.
  
- C. **Amendments:** Amendments to this charter require:
  - 1. Submitting the proposed amendment in writing to the Retreat Committee chairs at least four (4) weeks prior to its consideration;
  
  - 2. Placing the item on the monthly meeting agenda least two (2) weeks prior to its consideration;
  
  - 3. A consensus of committee members present at the meeting; and
  
  - 4. Approval by the minister(s).

## VIII. AUTHORITY

The Retreat Committee is a member-created committee, as defined in §6.4 of the RRUUC By-Laws (amended June 4, 2017) and §I.B. in the Board of Trustees' Guidance on "Committees and Councils at RRUUC" (*rev'd and app'd* Mar. 15, 2011). Authority for creating a charter and recommended contents of the charter are found in §§ II., III., and IV. of the Guidance.