

Social Justice and Outreach Committee (SoJO)

Guidelines

Purpose: This committee shall be responsible for the mission 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.
3. The Social Justice and Outreach Committee shall consist of 5 or more members.

Responsibilities

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 mission co-worker interest-and systematic giving toward mission.
6. Engage in study to better prepare to promote the knowledge about Our Church's Wider Mission basic support.
7. Set schedule for offerings.
8. Decide upon and engage in local missions and justice action advocacy through various outreach activities, such as, but not limited to, the following:
 - A. Meals on Wheels
 - B. Ralph Reeder Food Shelf
 - C. Holy Hammers
 - D. Loaves and Fishes
 - E. Justice Action Advocacy
 - F. Church World Service CROP Hunger Walk
 - G. Community Support Center (CSC) and Social Concerns Network (SCN) Liaison
9. Provide structural accountability, moral support, and encouragement to teams who carry out social justice work in specific areas, including but not limited to, the following:
 - A. Open and Affirming Team
 - B. Green Team

- C. ISAIAH Core Team
- D. Anti-racism Team
- E. Back Bay Mission Trip Team
- F. Others that may be called into existence as the need and resources arise.
Refer to the purpose statement in each team's guidelines.

Budgets for these teams will be included in the SoJO Committee budget. Teams may consult with the Committee to see if mission endowment funds might be available for special projects that exceed normal budget. Each team will operate under its own guidelines as approved by the Membership and Engagement Committee and the Church Council.

- 10. Bring various volunteer opportunities to the attention of the congregation.
- 11. Report on the status of its projects through an annual report.
- 12. Report regularly on outreach activities in the *Direction*, church bulletin, website, and/or announcements.

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. Ralph Reeder Food Shelf 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 UCCNB sponsored meals and arrange for the pick-up and/or purchase of food. Use funds from Loaves and Fishes offerings.

Supervise food preparation, serving, and clean-up.

E. Justice Action Advocate

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.

F. Crop Hunger Walk Coordinator

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

Responsibilities:

Serve as liaison with Church World Service for CROP Hunger Walk.

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

G. Community Support Center (CSC) and Social Concerns Network (SCN) Liaison

Purpose: Represent UCCNB in CSC governance and SCN activities.

Responsibilities:

Participate as active member of CSC Board of Directors.

Attend monthly Board meetings, participate in CSC governance, and support the CSC.

Promote financial support of CSC by congregation.

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

Attend SCN-meetings and promote volunteer involvement with its activities.