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, systematic giving toward mission, and the ideals of Christian stewardship in all ways possible.
6. Engage in study to promote basic support for Our Church's Wider Mission.
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. Ralph Reeder Food Shelf
   B. Holy Hammers
   C. Community Support Center (CSC) and Social Concerns Network (SCN) Liasion
   D. School Tools (Interfaith Action of Greater St. Paul)
   E. Justice Action Advocacy
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. Eco-Justice Team
   B. ISAIAH Core Team
   C. Open and Affirming Team
   D. Racial Justice Team

E. Others that may be called into existence as the need and resources arise.
- Refer to the purpose statement in each team's guidelines.
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

1. **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.

2. **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.

3. **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.

4. **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.