

Ad Hoc Committee on Transformation

All Souls Church, Unitarian

Terms of Reference

In 2017, the congregation affirmed that the Church subscribes to the Eighth Principle: journeying towards spiritual wholeness by working to build a diverse multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions. The Board establishes an ad hoc committee called the **Transformation Team** to advise and assist the Board on potential staffing, accountability, and governance changes with the intention of aligning the institutional framework of the Church with this goal.

The Team is established pursuant to Article VII, Section 1 of the Bylaws that gives the Board authority over the general direction and supervision of Church affairs and Article X, Sections 2 and 3, authorizing the Board to establish Board committees.

Duties

The Team will be responsible for advising the Board of findings related to its work in the following areas:

- Reviewing implications of various systems of staffing, accountability and governance from an 8th principle perspective;
- Evaluating and recommending modifications to the strategic plan;
- Learning about relevant concerns from across the congregation;
- Consulting with experts where advisable and/or recommending experts for consultation with the Board
- Identifying key policies or restructuring alternatives and soliciting input on potential goals and approaches
- Identifying opportunities for healing, transformation, reconciliation
- Collaborating with the CRR to evaluate the need for renewal and/or revision of the Church's Covenant of Right Relations
- Supporting the Board's preparation for relevant meetings including any congregational meeting
- Assisting congregational work groups around identifying and developing opportunities for transformational change
- Preparing a report with recommendations to the Board of Trustees

Membership

The Team will be composed of nine people, appointed by the Board of Trustees, who are members of the church and have shown a significant engagement in Church life for at least two years. Of those nine, each of the following committees will recommend one candidate: 8th Principle, Leadership, Development and Nominating (LDNC), Religious Education, Adult Spiritual Development (ASD), Silver Souls, and Young Souls. One of the Team members will be a serving trustee who will act as the Board's liaison to the Team. All members of the Team will be voting members. Qualified members will have

demonstrated an interest in Church governance and anti-racist principles (will have taken or commit to take Jubilee anti-racism training) and an ability to work with other congregants consistent with the Church's Covenant of Right Relations. Before making final appointments, the Board will consider the diversity of the Team.

The Board of Trustees shall appoint co-chairs, who shall be responsible for calling meetings, coordinating agendas, appointing a member to record minutes, post online, and distribute to members before the next meeting, preparing a set of goals, and assigning tasks.

Team members will serve for two years and may be removed before term expiration by a vote of 7 of the 9 members of the Board of Trustees. With Board approval, committee members may serve for one additional year. The Board will consult with committees before identifying replacements as needed.

Meetings

Minutes will be posted online on a designated Team webpage. A meeting quorum for voting will be 6 members. The Team may adopt rules governing the use of electronic meetings in the conduct of its business, including meetings by teleconference, videoconference, and additional means not specified herein, but may not allow meetings conducted exclusively by email.

Reporting

The Team will report to the Board of Trustees on a monthly basis through the Board-appointed liaison to the Committee. The Board may request, on occasion, that the Team co-chair(s) attend and present at a Board meeting.

Timeline

The Team will be reassessed annually, leading up to annual meeting and it shall be formally dissolved when its purposes have been fulfilled in the opinion of a majority of the Board of Trustees, after considering the recommendation of the Team.

Amendment

These Terms of Reference may be amended by a majority vote of the Board.

Adopted: April 25, 2018