

# All Souls Unitarian Universalist Church

## Steering Committee: Capital Campaign and Building Renovations Charter

**Mission:** To oversee and coordinate a capital campaign and building renovations at All Souls

### **Committee Members:**

- Jane Wilson, Co-Chair and representative from the Vision Task Force and Feasibility Task Force
- Lamar Hicks, Co-Chair and liaison to the Board of Trustees
- Kelley and Chris Davis, co-chairs of the Architect Selection Task Force (ASTF)
- Yvonne Jameson and Jamie Koelsch, co-chairs of the Capital Campaign Task Force (CCTF)
- Diane Cassity, representative from the Building Renovations Task Force
- Bob Miller, representative from the Finance Committee and member of the ASTF
- Communication Coordinator TBD

### **Member Qualifications:**

- Active and voting member of All Souls
- Familiarity and compliance with the Board's Conflict of Interest Policy
- Donating participant in the Capital Campaign

**Duration of Committee:** The Steering Committee will continue to meet and function until building renovations are complete.

### **Meetings:**

Meetings will be called on an as-needed basis. Any member of All Souls may request that any member of the Steering Committee place a question or concern on the agenda for the next meeting. Any member may attend meetings as an observer. When any discussion contains confidential information, the committee may close the meeting for that portion of the discussion.

### **Responsibilities:**

- Attend Steering Committee Meetings.
- Participate in creating a Steering Committee covenant and comply with the covenant.
- Oversee and coordinate CCTF, ASTF and Architectural Design Task Force .
  - ✓ Support and respond to questions and concerns raised by each task force.
  - ✓ Ensure calendaring and deadlines are clear and achievable by each task force.
  - ✓ Receive reports from each task force at each milestone.
  - ✓ Advise and counsel each task force on communication with the congregation.
  - ✓ Ensure coherent messaging and communication plans across all task forces.
  - ✓ Seek Board approval of task force proposals when needed.
- Create and staff additional task forces as needed.
- Establish a communication process with staff as important stakeholders.
- Report monthly to the Board of Trustees.
- Communicate openly and frequently with the congregation.
  - ✓ Post charter, frequently asked questions and meeting summaries on the ASUU Web site.
  - ✓ Respond to questions and concerns posed by or anticipated from the congregation
  - ✓ Use all available communication media.
  - ✓ Ensure active and enthusiastic engagement with the congregation, including events, technology, tours, etc.
- Act as “immune cells” by being sensitive to the “mood” of the congregation, communicating openly and honestly, and insuring all information is clear and accurate.