

# Charter

## The Rainbow Task Force (hereinafter referred to as RTF) of The Unitarian Church in Westport

### **Mission Statement: (what is the purpose of this group?)**

*Our mission is to continue to be a Welcoming Congregation providing an affirming, safe place for all—where Lesbian, Gay, Bisexual, Transgender, Queer or Questioning (hereinafter referred to as LGBTQQ) people feel truly included and valued. We seek to advocate for the full equality and acceptance of LGBTQQ people in the broader society.*

### **Goals: What do we hope to accomplish? These would be established at the beginning of the year and used for self-evaluation at the end of the year**

- *Participating in social justice endeavors designed to foster acceptance.*
- *Advocate for the full and equal rights of all LGBTQQ people domestically and internationally.*
- *Participate in the annual Transgender Day of Remembrance.*
- *Partnering with other LGBTQQ groups, welcoming congregations and organizations such as the Triangle Community Center.*
- *Sponsor social activities with members and friends of The Rainbow Task Force.*
- *Create and conduct church services dealing with LGBTQQ concerns.*
- *Participate in LGBTQQ and community events such as the Fairfield County Pride Celebration and Westport Memorial Day Parade.*
- *Ongoing education of ourselves, the congregation, and the community about LGBTQQ issues.*
- *Participate in workshop with youth group.*
- *To encourage young adults to join RTF*
- *Establish a succession plan for a smooth transition.*

### **Roles: (define chair, other essential roles, succession planning)**

*Coordinators (2),*

*Role: Write and send monthly agenda and meeting minutes.*

*Coordinate and delegate tasks to RTF members*

*RTF communicates through e-mails and has an e-mail list that is updated by*

*Coordinators as needed*

### **Responsibilities: (length of term, expectations of members)**

*Members:*

*RSVP Yes/No and respond to emails*

*Reply to items, suggestions issues that are sent to them. (Reply to sender only.)*

**Guidelines: (meeting schedule and format, record keeping, reporting, communicating with congregation)**

*Meetings are scheduled monthly Sept-June*

*Minutes are sent out within 2 weeks after meeting*

*Agenda for next meeting is sent out approximately 5 days prior to meeting.*

*Minutes are taken by volunteer members on a rotating basis.*

*Communicates to the congregation through all print and electronic forms provided by TUCW-Soundings, facebook, e-blasts, Order of Service etc.*

**Accountability: how will we know if we are moving towards our goals?**

*RTF Coordinators make a yearly evaluation that is sent to RTF members and to the Social Justice Director with a summary of accomplishments and current/pending projects.*