

# **CHARTER FOR THE**

## **U.U. Friends of the J. Paul Taylor Center (UUFJPTC)**

### ***Identity Statement***

The U.U. Friends of the J. Paul Taylor Center (The Friends) is a subcommittee of the Social Action Committee (SAC) of the Unitarian Universalist Church of Las Cruces. The establishment of the subcommittee was based upon the Unitarian Universalist affirmation to promote justice, equity, and compassion in human relations; and our affirmed goal of a world community with peace, liberty, and justice for all. This charter establishes the working group, U.U. Friends of the J. Paul Taylor Center and establishes guidelines for initiating, conducting, and evaluating all of the Unitarian Universalist Church of Las Cruces' outreach projects undertaken at, or on behalf of, the J. Paul Taylor Center.

### ***Goals***

The Friends want to provide the youth housed at the correctional facility with positive role models, enhanced interaction with members of the community, and whenever possible, additional resources that will help them make sound life decisions. Our overall goal is to make their experience at the Center as positive as possible, thereby helping them to return to the community as successful, productive citizens.

### ***Scope***

The Friends are limited to those activities at the J. Paul Taylor Center conducted under the aegis of the Unitarian Universalist Church of Las Cruces. It excludes all activities by church members for the Center not sponsored by the church.

### ***Organization***

The Friends shall determine a schedule rotation among its members for the following four administrative tasks:

- Meeting Leader – Schedules meetings, sets the agenda, and ensures that assigned tasks are completed.
- Note taker – Records the minutes of regular meetings and prepares notes for SAC
- Recordkeeper – Maintains records of all UUFJPTC business, including: meeting notes, memorandums, blank and completed forms, and documents such as this charter.

### ***Initiating a Project***

Any member or friend of the Unitarian Universalist Church of Las Cruces may propose a Center project to the UUFJPTC for review and submission to the J. Paul Taylor Center.

Anyone wishing to conduct a project at the Center should speak with the UUFJPTC to help clarify the project's goal, scope, and learn previous concerns of the Center. However, a written proposal should be made to the Church board that clearly defines the project and its scope, sets project goals, discusses how the project will be conducted, and defines measures for evaluating the success of the project.

The UUFJPTC will act as the primary communicating and coordinating body for all projects involving JPTC.

### ***Reporting Structure***

The Friends will provide a monthly oral report to SAC that addresses the following three topics:

- New and unresolved issues that must be called to the attention of the Social Action Committee
- Issues that have been resolved within The Friends since their last report
- Progress on scheduled events, projects, and deliverables with a special emphasis on impending critical dates

The Friends will provide a standardized monthly oral report to the Director of the J. Paul Taylor Center that addresses the following three topics:

- Projects currently underway
- Projects authorized by the J. Paul Taylor Center Director but still in the developmental stage
- Proposed projects awaiting the J. Paul Taylor Center Director's approval
- Outstanding action items, issues or questions

The UUFJPTC will provide the SAC with an annual account of its plans and projects that will be incorporated into the SAC annual report.