



MISSION: The mission of the TUCW- Neighborhood Circles effort is to create small gatherings by geographical proximity to attain deeper levels of connectivity as congregants.

TUCW-NC Purpose and aspirations include:

- Manifesting our commitment to extend love and service to each other; and
- Creating the developing of compassionate companions on a common journey giving and receiving help that enables all to live life to the fullest.

Roles & Responsibilities:

1. Neighborhood Circles – Catalyst:

- Facilitate a monthly NC facilitator meeting (in person/conference call) to capture the facilitators’ learnings and respond to issues as they emerge
- Maintain a communication strategy to maintain visibility and to encourage TUCW participation (To keep it evergreen!) (Soundings, Web-site, Posters, Constant Contact)
- Meet with TUCW staff on quarterly basis to keep them apprised of NC developments and
- Identify and clarify TUCW policies (legal, ethical, insurance etc.) with critical issues
- Prepare and make an annual NC report for the TUCW- BOD
- Coordinate with the TUCW membership director in maintaining accurate circle rosters

2. Neighborhood Circles - Coach:

- Coaching of each NCC facilitator through the start up phase
- Provide ongoing coaching to NC facilitators within circle formation and as issues surface

- Provide orientation meeting for each NC coordinator
- Identify & provide training targeting to specific areas of facilitator skill building
- Develop and maintain a TUCW Neighborhood Circles handbook

3. Neighborhood Circles – Facilitators: The functions of each Circle Facilitator are to:

- Oversee the creation of social gatherings of those in their geographical area on a schedule determined by their circle members,
- Consult with TUCW Pastoral Care Associates and staff regarding individuals who surface with personal needs as appropriate,
- Maintain relevant communications internal to their circle, and share learnings across circles,
- Encourage the connectivity of those within their circle,
- Attend or have their delegate participate in scheduled NC facilitator meeting, and
- Identify a co-facilitator for their circle
- Inform the membership director of all circle membership changes or moves

Expected terms of service for each of these positions shall be two years. Exceptions to this limit shall be made in consultation with the senior minister and director of membership as the appropriate.

Guidelines:

The frequency, format and venues for gatherings of each circle shall be decided by its members.

Goals:

- To explore, discover & share best practices
- To create a Neighborhood Circles calendar
- To develop a NC handbook by June, 2016
- To create a NC presence on the TUCW website

Accountabilities:

Neighborhood Circles are an extension of the ministry of our congregation and supported by the Director of Membership and accountable to the Senior Minister.