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**Number 1.1 UUFC Plans and Planning**

**1. Purpose**

This policy outlines requirements for and general content of plans to be developed, maintained, and updated by the Board of Trustees (BOT) on behalf of and in consultation with the congregation of the UUFC. This policy specifically addresses development of the Strategic Plan, the Annual Plan, and the Facilities Plan. General planning processes and timeframes are also specified, along with the role of the Long-Range Planning Committee (LRPC).

**2. UUFC Strategic Plan**

- a. Purpose. The UUFC Strategic Plan serves as an overall planning guide for Fellowship ministry, programs, facilities, staffing, fundraising, and growth. It is designed to guide the evolving vision and mission of the congregation. It also provides a broad framework for more specific annual planning.
- b. Policy.
  - i. The UUFC strategic plan typically covers a 4-year period, with major updates at that interval. Planning should include direct involvement of the congregation, committees, ministers, and staff, and be coordinated by the BOT and its LRPC.
  - ii. A new strategic plan or major updates to an existing plan shall be presented to the congregation for approval at the Fellowship's regular annual meeting.
  - iii. The current strategic plan may be updated at any time to reflect new issues or as a basis for annual planning of actions.
  - iv. The content of the strategic plan may vary, but at a minimum it should include the following:
    1. Background and contextual information
    2. Vision and mission statements
    3. Long-range goals and supportive information for:
      - a. Fellowship ministries, including, but not limited to, worship, pastoral care, music, religious exploration, and outreach
      - b. Fellowship activities and programs
      - c. Buildings, grounds, and infrastructure
      - d. Staffing, including paid and volunteer
      - e. Finance, fundraising, and investments
      - f. Membership, growth, and welcoming
      - g. Congregational governance
    4. Other information the LRPC or BOT believes is necessary
    - 5.

**3. UUFC Annual Plan**

- a. Purpose. The UUFC Annual Plan serves as a more detailed action plan for implementing the Fellowship goals identified in the strategic plan. It is designed to implement high priority objectives and actions that the BOT, ministers, staff, and committee chairs propose to carry out for a given year.
- b. Policy.
  - i. The Annual Plan shall be initiated by the BOT and the LRPC at their annual leadership retreat each summer/fall and be completed by the end of that year, when it will be presented to the congregation. Ministers, staff, committee chairs, and other leaders should be involved in that process, folding in their plans and proposed activities for the new year.
  - ii. The content of the Annual Plan may vary, but it should be based principally on the long-range goals in the UUFC Strategic Plan. Individual board members, together with relevant staff and committee chairs, may coordinate various sections of the plan. The annual plan format should be generally consistent with the format of the Strategic Plan. For relevant goals, it should include specific objectives and associated implementation actions/tasks, as well as information about who should be involved and what resources may be needed. As appropriate, it may include other information, such as BoT roles, key staff and/or committees involved, and timeframe. For clarity, important terms are defined here:
    1. Goal: a broad yet clear statement of what the community hopes to achieve over time; often it is simply a positive rephrasing of a problem or opportunity.
    2. Objective: a concise, measurable, goal-connected statement of what the community will accomplish within a given timeframe.
    3. Implementation actions/tasks: specific sequenced actions or tasks necessary to achieve an objective; documentation may include schedules, participants and their roles, and resources needed.

#### **4. UUFC Facilities Plan**

- a. Purpose. The UUFC Facilities Plan is the physical plan for buildings, grounds, parking areas, and other infrastructure needed to support the mission and needs of the UUFC. It should be part of and consistent with the UUFC Strategic Plan. The BOT and/or the LRPC may appoint ad hoc committees or task forces to address particular actions, such as building improvement or expansion.
- b. Policy
  - i. The UUFC Facilities Plan shall be updated as needed consistent with strategic and annual planning decisions. It should incorporate realistic growth expectations for the UUFC, including considerations for worship space, areas for children and youth, staff offices, social activities, and related needs.
  - ii. The content of this plan may vary, but it may include written and/or architectural plans for buildings, landscaping, and other facilities, as well as cost estimates and schedules.

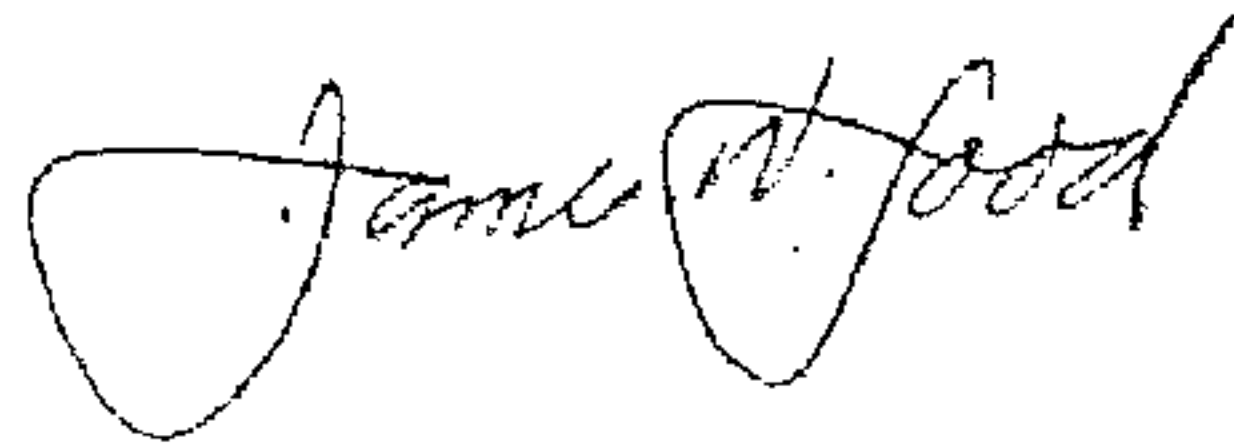
#### **5. Long-Range Planning Committee**

The LRPC shall be appointed by and shall report to the BOT. It shall consist of at least six members, at least one of whom is also a member of the BOT. The LRPC shall be the principal working group in the development of the UUFC Strategic Plan, the Annual Plan, and the Facilities Plan, as described in Sections 2, 3, and 4. The LRPC may establish, with BOT approval, subcommittees to assist in carrying out these responsibilities.

#### **6. Board Calendar**

Planning activities outlined in this policy will be incorporated into the Board's annual calendar.

Approved by the Board of Trustees on December 13, 2010



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*President*