



Policy Location: GSA - 5 **Created:** 3/27/2024
Title: History Group **Revised:** (date)
Policy Owner: Administration Shared Ministry Team
Associated Documents: Associated Documents: GSA – 1 Administration Shared Ministry Team Policy
Last Reviewed:

Policy

Purpose:

The committee will work to collect, document, preserve, write, and present the history of the congregation.

Duties:

1. Develop collections policy to guide decisions about items to keep or discard.
2. Document congregational memories about the church's history and related physical objects.
3. Explore UU Rochester material located in other collections (i.e., History Center).
4. Integrate archives into church life including workable access policy for church members.

Organization:

1. Participation in the History Team is open to any church member who wishes to be involved.
2. A team leader or leaders will be selected by the group.
3. Decisions shall be reached by consensus whenever possible.

Procedure

Meetings and Reports:

1. A list of members of the History Group is submitted to the church office each September and should be updated as needed.
2. The team will meet as needed and determined by the group.
3. Notes from each meeting are distributed to members of the team, the Administration Shared Ministry Team and the Church Office.
4. The History Team will submit information for the annual report to the Administration Shared Ministry Team.
5. Any requests for funds to support the work of the History Team will be submitted to the Administration Shared Ministry Team or the Minister.