

## Turning Circle Officer Duties

### COORDINATOR(s)

- Attending all monthly meetings if possible, arriving 15-30 minutes early to assist custodian, and ritual leader with set-up, and getting out supplies.
- Leading a short introduction and brief announcements at the start of each meeting.
- Bringing paper products to each meeting, keeping track of ritual supplies, and coordinating with the purserwarden to buy more as needed.
- Overseeing clean-up of OBIC rooms after meetings, and making sure rooms and furniture are in good state.
- Scheduling, preparing, and facilitating planning meetings approximately quarterly. Doing same for annual business meeting in September.
- Providing guidance: keeping the best interests of the group in focus, and guiding the group in line with our stated missions.
- Making sure TC practices remain in accordance with UU principles and UUCC covenant statement.
- Assisting new people at events by explaining what Turning Circle is, and welcoming them to the group.
- Assisting people in becoming new members: keeping track of the number of meetings they have attended, calling a vote, and providing them with a contact info sheet to fill out.
- Growing new leadership -- getting others interested in leading and participating in rituals.
- Coordinating with the church for reserving OBIC space for all dates. (Getting approval from UUCC to hold the event, and then contacting OBIC to actually reserve the space.)
- Serving as liaison with UUCC, offering to lead services for the church (ie: Summer Solstice and Winter Solstice), and serving as consultants on Paganism, Earth-based spirituality, etc.
- Coordinating social action for TC approximately quarterly – overseeing charities picked, donations and money gathered, and mailed or delivered.
- Overseeing yearly donation given to UUCC along with yearly Scribe report and yearly finance report at the end of our fiscal year (end of September.)

- Networking with other Pagan groups in the area to schedule multi-group events (ie: camping with Moonfire, hosting Pagan Pride Week events, etc.).
- Attending Pagan leadership conferences like WABAPLC.
- Making sure a gift card is given to Zeke the OBIC custodian at Yule time.
- Maintaining a back-up list of TC members with contact information.
- Overseeing that files of rituals, business meetings, bylaws, and pertinent information get archived on our Yahoo group files site.
- Filling in when any meetings are unexpectedly left open with a back-up ritual.
- Keeping in contact with other officers to make sure duties are running smoothly, and in the event an officer role is left vacant, filling in as needed.
- Having one Coordinator be a member of UUCC according to our bylaws.
- Fulfilling duties of Liturgist and Outreach person if roles are not filled by others -

### **LITURGIST**

- Providing support to ritual leaders: supplying props needed, and information about lore, holidays, and deities as needed. (Researching when needed.)
- Assisting in organizing others to take parts and help in ritual as needed.
- Assisting ritual leader to provide write-up for email list a week in advance describing upcoming ritual with background lore and information.

### **OUTREACH COORDINATOR**

- Sending information about Turning Circle events to
  - o Local Pagan email lists
  - o Pagan websites
  - o Community newspapers
  - o UUCC email announcements, Order of Service, and LINK newsletter
  - o Posting fliers at OBIC
- Maintaining and being contact for on-going info blurbs for TC, answering questions from new people finding us from
  - o Witchvox website
  - o UUCC Order of Service, and RE booklet

## **PURSEWARDEN**

- Keeping all monies collected for TC at meetings.
- Keeping an accurate record of all financial transactions for TC.
- Posting a monthly report of the financial record to TC email list.
- Providing a financial report at all business meetings.
- Providing yearly financial report at the close of our fiscal year (end of September) along with our yearly donation to UUCC.
- Collecting yearly or half-year membership dues.
- Coordinating with other officers in keeping current membership list.
- Reimbursing TC purchases as approved by coordinator(s).
- Working with officers to provide monies for charity donations.

## **SCRIBE**

- Recording minutes at business meetings and posting to the TC email list.
- Attending all monthly meetings, and writing up blurb – attendees, social action done, and a general synopsis of event for annual scribe report.
- Submitting annual scribe report to UUCC at end of September.
- Maintaining the membership list with contact info for TC.
- Updating the online Yahoo groups calendar to send reminders for events.
- Moderating/Maintaining TC email list, and culling bounced addresses as needed.
- Posting monthly list of upcoming TC events to TC email list.
- Posting monthly list of other Pagan events happening in the area to TC email list. (optional)
- Checking and replying to emails to [tcofficers@yahoo.com](mailto:tcofficers@yahoo.com)

## **SOCIAL ACTION COORDINATOR**

- Help chose charities that we give money and goods to once a season
- Poll members on which ones we would most like to give to
- Gather & deliver monies or goods to the organizations
- Share any follow-up thanks or news on the groups