

**LONG RANGE PLANNING**  
(See also Finance Committee)  
April 2005

**Role:** To maintain and update long range planning documents for the Fellowship as the basis for identifying priority/strategic programs, fostering growth and development, and managing financial resources in the most effective way. Maintain Long Range Planning and Finance Committees as parallel committees in order to recognize the close relationship between program priorities and effective financial management.

**Responsibilities:**

- Review current *Long Range Plan* on an annual basis to ensure that goals correspond to the needs/interests of the congregation.
- Maintain and represent goals in a format that is easily updated and communicated to members.
- Consult with the Executive Committee in order to identify goals and action plans that are considered strategic priorities.
- Detail action plans associated with goals. Update status as projects advance.
- Communicate with congregation on an annual basis via *Bulletin*, Annual Meeting, etc. al., in order to add/delete programs and to set priorities for action.
- Conduct formal revision of goals every five years in consultation with entire congregation (2003, 2008, 2013, 2018 ...)
- Relate budget development requests and recommendations to *Long Range Plan* each year.
- Attend Executive Committee meetings as needed.
- Provide information about committee activities for Executive Committee meetings.
- Review monthly Executive Committee meeting minutes.
- Recruit members of the Long Range Planning Committee in parallel with Finance Committee.
- Schedule and facilitate committee meetings as needed.
- Submit committee information for the newsletter to the Fellowship Administrator by the 15<sup>th</sup> of each month as needed.
- Make Sunday announcements as needed.
- Submit announcements for Sunday Bulletin by noon on Thursday.
- Check mail at the Fellowship.
- Communicate with other committee chairs as needed.
- Submit expenditures to Treasurer within 30 days.
- Keep committee expenses within budget.
- Provide input for annual budget development.
- Participate in the end of year evaluation of Executive Committee activities.
- Orient new Long Range Planning Chair as needed.
- Transfer materials to new Long Range Planning Chair as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.