

# POLICY AND PROCEDURES

## MARANATHA: RIVERSIDERS FOR LGBT CONCERNS

Ratified:  
October 30, 2005



*maranatha*  
Riversiders for LGBT Concerns

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## **HISTORY & PURPOSE OF POLICY & PROCEDURES**

From 2003 to 2005, under the leadership of Edgar Richards, Maranatha grew to be an amazing ministry, not only in The Riverside Church, but also within the LGBTQ Community at large. Over 180 new members were added to Maranatha's mailing list within the 2004/2005 year. On a weekly basis, Maranatha now receives requests to partner with LGBTQ organizations advocating for various causes. Further, as Maranatha is the oldest LGBTQ group within a New York congregation and one of the progressive ministries within the historic and prophetic Riverside Church, it is important for us to have a system in place to assure that the vision of Maranatha and its momentum will continue strongly and successfully into the future.

To this end, in August 2005, Edgar Richards, the Convener of Maranatha, invited all active Maranatha committee members to a planning retreat. Retreat attendees looked at Maranatha's current structure, budget, policy and procedures and assessed the way in which the ministry functions. This review produced ideas for helping Maranatha function more efficiently, as well as maintaining Maranatha's revitalization.

## **MISSION STATEMENT**

Maranatha, a ministry of The Riverside Church, is committed to serving God by fostering greater understanding while promoting equity for Lesbian, Gay, Bisexual, Transgender and Queer/Questioning people. To these ends, we have organized our ministry to serve, advocate, and support the LGBTQ community.

## **MEMBERSHIP**

In keeping with the tradition of Maranatha, to be open and to encourage inclusivity, membership in Maranatha is established by attending a meeting, indicating your desire to join the organization, and having your name and contact information added to the membership list.

## **LEADERSHIP**

Maranatha is governed by an Executive Committee made of the following members: Convener, Deputy Convener, and the three Committee Chairs - Support, Advocacy, and Service.

## **DUTIES AND RESPONSIBILITIES OF OFFICERS**

Executive Committee: Interprets the direction of committees under the missions of both Maranatha and The Riverside Church; reviews and assesses Maranatha's involvement regarding program requests from both internal and external organizations; serves as the oversight on budgetary matters; oversees elections; and transcribes/publishes the minutes of all Executive Committee meetings.

## **DUTIES AND RESPONSIBILITIES OF OFFICERS *continued***

Convener: Serves as a liaison between Maranatha and the clergy, congregation and public; oversees the coordination of committees; serves as the financial officer and Chair of the Executive Committee.

Deputy Convener: Serves as an understudy of the convener; assists in all responsibilities of the Convener; serves as a member of the Executive Committee.

Chair of the Support Committee: Executes internal communication for Maranatha; plans social programs; serves as chair for any special event ad hoc committee; oversees the planning of approximately three (3) Second Sunday programs; oversees elections for chair of Support Committee; and serves as a member of the Executive Committee and liaison between said committee and the Support Committee.

Chair of the Service Committee: Oversees the planning and implementation of service projects; oversees the planning of approximately three (3) Second Sunday programs; oversees elections for chair of Service Committee; and serves as a member of the Executive Committee and liaison between said committee and the Service Committee.

Chair of the Advocacy Committee: Oversees the planning and implementation of advocacy projects; develops and maintains relationships with other LGBTQ advocacy organizations; oversees the planning of approximately three (3) Second Sunday programs; oversees elections for chair of Advocacy Committee; and serves as a member of the Executive Committee and liaison between said committee and the Advocacy Committee.

All Chairs of Committee will create a plan of work including budget for respective committee; hold meetings within a targeted timeframe; oversee the recruitment of members to respective committee; ensure the transcription of all minutes from every meeting; report to the Executive Committee, by telephone or written communiqué, on a monthly basis. The following must be approved by the Executive Committee: programming proposals; when funding is needed; when the use of Maranatha name is necessary for public venue.

## **TERMS & ELECTIONS**

Office terms allow for new leadership and for volunteers to have opportunities to share and experience many aspects of the ministry.

The Convener serves a one-year term from June until the June of the following year.

The Deputy Convener serves a one-year term from June until the June of the following year. Following a Deputy Convener's one year term, he/she is automatically promoted to Convener for a one-year term.

This change-over occurs annually at the June Pride Breakfast at which time the present Convener steps down and the Deputy Convener takes the Convener position.

## **TERMS & ELECTIONS *continued***

A Deputy Convener Elect is elected annually by the membership at large at an election during a March Business Meeting. At the June Pride Breakfast when the Convener steps down and the Deputy Convener takes the Convener position, the Deputy Convener Elect, elected the March before, takes the Deputy Convener position.

Committee Chairs also serve one-year terms from April to April of the following year. Chairs of the committees are elected annually at April elections within their respective committees.

## **CANDIDATE ELIGIBILITY**

To be nominated for the Deputy Convener, one must be an active member of any of the three committees or be a former convener.

To be nominated for a Committee Chair, one must be an active member of the committee of which he/she is nominated to be Chair.

If there are no eligible candidates for a Committee Chair, the Convener and Deputy Convener may appoint a Committee Chair with the consent of the Executive Committee.

## **VOTING ELIGIBILITY**

To vote for the Deputy Convener, one must be a Maranatha member prior to the date of the election, which means that his/her name appears on the membership list on the day of the election. An election notice will be emailed or mailed to all members at least one month prior to the election date. Persons must be in attendance to vote.

To vote for a Committee Chair, one must have attended at least two (2) committee meetings prior to the election date. Attendance is documented through attendance sheets of the committee. All persons eligible to vote will be notified by the current chair at least one month before the voting takes place. Persons must be in attendance to vote.

## **SPECIAL ELECTIONS**

At any time a Deputy Convener or Convener or Chair of Committee is unable to serve, a special election is held.

If the Convener is unable to serve, the Deputy Convener becomes Convener and a new Deputy Convener is elected.

If the Deputy Convener is unable to serve, there is an election for a new Deputy Convener.

## **SPECIAL ELECTIONS *continued***

If a Chair of a committee unable to serve, there is an election for a new Chair. If there are no eligible candidates for a Committee Chair, the Convener and Deputy Convener may appoint one.

These special elected officers serve the remainder of the term of the Officer who is unable to serve.

## **BUDGET MONITORING**

The yearly financial report for Maranatha is prepared by the Executive Committee and presented to the membership at the first business meeting of the calendar year, usually held in March. The financial report will include an accounting of monies received, expenses, surplus, and/or deficit for the preceding year with a comparison to the previous year's budget. Proposed expenses and income for the coming year shall also be presented.

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