

**FIRST UNITARIAN UNIVERSALIST CHURCH OF COLUMBUS  
STANDING RULES**

Adopted by the Board of Trustees, November 1982; amended June 2004; September 2006

**ARTICLE I – MEETINGS OF TRUSTEES**

1. Regular Meetings. The Board of Trustees shall hold monthly scheduled meetings at least nine times a year.
2. Special Meetings. Special meetings of the Trustees may be called at any time, by the Chair or by any three Trustees.
3. Place of Meetings. The regular meetings of the Trustees shall be held at the church, unless notice of a different place is given to each Trustee and published in the church newsletter seven days prior to the meeting date. All special meetings of the Trustees shall be held at the place specified in the notice.
4. Notice of Meetings. No notice shall be required for a regular meeting. Notice of the time and place of each special meeting of the Trustees shall be given to each Trustee at least three days prior to the date of the meeting, and shall be published in the church newsletter seven days prior to the meeting date. Notice of adjourned meetings need not be given.
5. Quorum. The presence of a majority of the Trustees eligible to vote shall constitute a quorum for the transaction of business, except that a majority of the Trustees in office shall constitute a quorum for filling a vacancy on the Board. In the absence of a quorum, any meeting may be adjourned from time to time by a vote of the majority of the Trustees present, but no other business may be transacted. At any such adjourned meeting, at the resumption of which a quorum is present, any business may be transacted at the meeting as originally scheduled.
6. Interim Actions. In the interim between regular and special meetings of the Board of Trustees, the Board may conduct urgent business by telephone or e-mail, provided such actions are reported to the full Board for ratification at its next meeting.
7. Voting. All business of the Board of Trustees shall be decided by majority vote. Each Trustee shall have one vote, and voting rights may not be exercised by proxy.
8. Agenda. The Chair shall determine the order of business for meetings of the Trustees.

**ARTICLE II – RESPONSIBILITIES OF OFFICERS**

1. **Chair of the Board of Trustees.** The Chair of the Board of Trustees shall be the Executive Officer of the church, shall preside at all meetings of the Trustees, shall be an ex-officio member of all committees established by the Trustees, and shall perform all duties incident to the office of Chief Executive Officer and such duties as from time to time may be assigned by the Trustees.

2. **Vice-Chair of the Board of Trustees.** The Vice-Chair of the Board of Trustees shall assume the functions of the Chair in the absence or disability of the Chair, and shall act as coordinator of councils and liaison person to the Board of Trustees for church council(s).
3. **Secretary of the Board of Trustees.** The Secretary shall:
  - A. Certify and keep an up-to-date copy of the Constitution and Standing Rules.
  - B. Keep a book of minutes of the proceedings of all meetings of membership and Trustees.
  - C. Be responsible for giving notices in accordance with the provisions of these Standing Rules and in addition send to each Trustee a copy of the minutes of the preceding meeting at least three days prior to each meeting.
  - D. Exhibit at all reasonable times to any member, upon application, the minutes of the proceedings of the membership and Trustees.
  - E. Assure that updated copies of the Constitution and Standing Rules are posted on the church bulletin board at all time.
  - F. Serve on the Governance Documents Committee and perform such duties as noted in the committee's policies and procedures regarding distribution of changes in and maintenance of the church's Constitution, Standing Rules, and policies.
  - G. In general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Trustees.
4. **Treasurer.** The Treasurer shall:
  - A. Have charge and custody of and be responsible for the proper handling of and accounting for all funds and securities of the church, and deposit all such funds and securities in the name of the church.
  - B. Be responsible for adequate and correct accounts of the church property and financial transactions.
  - C. Disburse church funds as authorized in the budget approved by the congregation at the annual or a special meeting. The Treasurer shall not disburse either for any committee project beyond its budget as approved in accordance with Article IV, Section 2, or beyond the budgeted amount for any budget item or beyond the total budget without prior authorization by the Board of Trustees. The Board, by virtue of its responsibility to the congregation to conduct the affairs of the church, may adjust the budget if the need to do so becomes apparent from actual expense and income experience; the minutes shall fully disclose the need for and circumstances of such adjustment.

- D. Prepare and present to the Trustees and/or the congregation periodic reports on the financial condition of the church and a final report for complete fiscal year. The form of the report may vary depending upon circumstances, but generally should include the financial position at a given date and the results of activities for a stated period; it should encompass all funds for which the Treasurer is responsible.
  - E. Prepare for distribution at the annual meeting of the membership a report of the current financial condition of the church, including an estimate of the receipts and expenditures for the current fiscal year.
  - F. Exhibit at reasonable times to any member, upon application, all periodic reports of the financial condition of the church.
  - G. Provide for the handling of designated-gift funds as follows:
    - 1) Memorial funds shall be used as designated by an administrator named at the time such a fund is established, or at the discretion of the Board of Trustees or the congregation if such designation is not made or if the administrator cannot be located or contacted.
    - 2) Restricted-use reserves, established by approval of the Board of Trustees with funds designated for special purposes by the donors, or by the Board of Trustees or the congregation if the donors cannot be located or contacted.
  - H. Serve as an ex-officio member of the Finance Committee, and assist the chair of the Finance Committee in the preparation of the budget.
  - I. Be responsible for appointing a person to serve as Chief Teller, who in turn shall be responsible to recruit teams of two persons to count and deposit Sunday cash collections.
  - J. In general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Trustees.
  - K. **Assistant Treasurer.** The Board may appoint one or more Assistant Treasurers to perform specific duties assigned to the Treasurer.
5. **Moderator.** As specified in the church's constitution, the Moderator is elected by the congregation and serves as an officer of the church.
6. **Resignation, removal, and vacancies.** With the exception of the Moderator, any officer may resign at any time by giving written notice to the Chair or Secretary. Such resignation shall take effect at the time specified therein. With the exception of the Moderator, any officer may be removed from office by a vote of the majority of the whole Board of Trustees. Vacancy in any office shall be filled by the vote of a majority of the Board of Trustees.

### **ARTICLE III – CHURCH COUNCILS**

1. Participation. Chairs of all standing committees and linkage committees of the church as defined by these Standing Rules shall be asked to serve on the Church Council, or on a council if more than one council is established by the Board. Persons serving as temporary chairs of such committees, as well as similar committees established by the Board of Trustees but not formally established and described in these Standing Rules, are also invited to participate on Church Council or councils.
2. Purposes and Objectives. The purposes and objectives of Church Council or councils shall be:
  - A. To facilitate communication among member committees;
  - B. To coordinate council-sponsored multi-committee programs;
  - C. To monitor scheduling of committee activities and programs.
3. Leadership. Each church council shall be chaired by a member of the Board of Trustees, as designated by the Board. The Vice-Chair shall act as coordinator of councils and liaison person to the Board for council(s).
4. Meetings. Church councils shall meet regularly. Council members unable to attend particular meeting of their council shall appoint alternate committee members to attend and represent their particular committees.
5. Ad hoc Committees. Persons chairing ad hoc committees shall attend meetings of Church Council or of one of the councils, during the time period or at such times when such attendance would be most relevant.
6. Quorum. The presence of a majority of committees, each represented by its chair or a representative designated by the committee's chair, is required in order to conduct business at a Church Council meeting. Each committee represented shall have one vote.

### **ARTICLE IV – STANDING COMMITTEES**

1. When recruiting candidates for positions of responsibility within the church, the Board shall be guided by the principle of seeking out and nominating candidates who reflect the church's commitment to inclusiveness and diversity. Inclusiveness and diversity includes but is not limited to: race, gender, ethnicity, age, sexual orientation, physical condition, socio-economic status, and belief.
2. Appointments and Terms. In order to accomplish the work of the church, and to involve members in the work of the church, the Board of Trustees shall appoint chairs for standing committees and such temporary committees as it may deem necessary. Unless otherwise

noted, the chair of each committee generally serves for two years. Only church members may serve as committee chairs.

3. **Committee Budgets and Disbursements.** Except as otherwise noted, the following applies. Each committee chair shall submit an itemized budget request for the activities of the committee for the next fiscal year to the Chair of the Finance Committee by a date set by the Finance Committee and in accordance with the guidelines set by the Finance Committee.
4. **Committee Direction.** All committees, except as otherwise provided, shall perform their functions under the direction of the Board of Trustees, in cooperation with the minister(s), and shall coordinate planning with other committees through the church council(s). At the close of each church year, each committee shall submit a summary report of its work to the church office for inclusion in the church's annual report. If a committee wishes to alter its charge or responsibilities as described in these Standing Rules, change its name, divide into two or more committees, or disband; or if two or more committees wish to merge into one committee, these proposals for change shall be presented to the Board of Trustees for approval. Further, the creation of any new committees shall be the responsibility of the Board of Trustees.
5. **Committee Membership.** Committees shall consist of the chair and a number of members appropriate to accomplish the committee's charge. Membership is open to members and friends of the congregation who have significant interest in and commitment to the mission of the committee, the mission of the church, and the principles and purposes of the Unitarian Universalist Association (UUA). At the beginning of the church year, the chair shall submit a list of its committee members to the church office. Throughout the year, if membership changes, the chair shall keep the church office apprised of membership changes.
6. **Committee Meetings.** Committees will work together closely to accomplish their work. Committees are encouraged to meet on a regular basis.
7. **Committee Functions.** Standing committees shall be responsible for the following:
  - A. **Communications.**
    - 1) **Communications Committee.** The Communications Committee shall coordinate publicity functions on behalf of the church, advise in the planning and execution of advertising programs and publicity campaigns; and oversee publication of the church newsletter, the church's website and electronic communications, and the physical postings of communications on church property.
  - B. **Facilities Management.**
    - 1) **Building Committee.** The Building Committee shall have charge of the maintenance and operation of the church building. It shall plan and execute projects for construction and beautification, make recommendations to the Board of Trustees as to priorities in construction, repair, and beautification items;

evaluate proposals from other committees for expenditures for improvements and completion; and direct the work of those engaged in making minor repairs and improvements. It shall organize and conduct periodic workdays. It shall be responsible for the general appearance of the church.

- a) **Art and Space Team.** The Art and Space Team shall be responsible for the aesthetic appearance of the church properties as regards placement of art pieces. It shall also create and oversee policies regarding acceptance of artwork on behalf of the church.
  - b) **Kitchen Team.** The Kitchen Team shall be responsible for kitchen cleanliness, equipment, and supplies as well as training interested parties in the use of the equipment.
- 2) **Grounds Committee.** The Grounds Committee shall have charge of the maintenance and operation of the church grounds. It shall plan and execute projects for construction and beautification, make recommendations to the Board of Trustees as to priorities in construction, repair, and beautification items; evaluate proposals from other committees for expenditures for improvements and completion; and direct the work of those engaged in making minor repairs and improvements. It shall organize and conduct periodic workdays. It shall be responsible for the general appearance of the church grounds.
- a) **Memorial Garden Team.** This team shall manage and maintain the Memorial Garden and the Scatter Garden and shall oversee the reserved fund for these gardens, arranging for funds to be developed and disbursed for the care of the gardens.

### C. Financial Management.

- 1) **Development Committee.** The Development Committee shall (1) seek to develop the financial resources of the church, through the annual pledge campaign and all other annual fund-raising events, special gifts, and endowments; (2) assure that the pledge campaign is initiated and completed on a timely basis, including the recruiting, training, and advising of the Pledge Campaign Team; (3) follow up to secure commitments from members who do not pledge during the campaign and from new members of the church; (4) follow up with members to assure that pledge commitments are met on a timely basis throughout the fiscal year; and (5) authorize, oversee, and coordinate all other ad hoc requests for fund-raising activities. In addition, it shall be responsible for coordinating special fund raising events to provide miscellaneous income to the church general fund.
- 2) **Finance Committee.** The Finance Committee shall make recommendation to the Board of Trustees on the fiscal policies of the church; supervise the preparation of the budget, which shall provide for containing total expenditures within total anticipated income and which shall guide the Board of Trustees in administering

the church finances, and present it to the Trustees for approval not later than the January meeting of the Board; prepare for distribution at the annual meeting of the membership an itemized budget for the next fiscal year, and offer financial counsel to the Treasurer who shall serve as and ex-officio member of the committee. In addition, the Finance Committee shall also conduct a quarterly review of all investments, including but not limited to, Restricted, SYC/Operating, and Endowment. The committee shall make recommendations to the Treasurer, who can rebalance the investments according to the strategies outlined in the church's Finance Policies. All trades shall be reviewed and approved, prior to execution, by the Finance Committee, Executive Committee or Board and recorded in the minutes. Annually the committee shall collect requests for the disbursement of earnings from the Endowment Fund and shall present a list of projects that meet the policy requirements along with the maximum money that can be disbursed to the Board for its consideration. The Board shall review and determine the list that will be presented at the annual congregational meeting in June.

#### D. Member Services.

- 1) **Caring Committee.** The Caring Committee shall seek to be aware of, and to respond to specific personal needs of members, such as might result from illness or accident, divorce or separation, illness or loss of a family member; aging of the member or any other situations which might suggest that the involvement of the minister(s) or another church member might be helpful. Caring includes receiving information about needs, contacting, informing church members (when applicable), assisting, referring and following up. Support groups established to bring together persons in similar circumstances are one example of church response to needs, and such groups will have liaison with the church structure including councils and the Board of Trustees through the Caring Committee.
- 2) **Library/Bookstore Committee.** The Library/Bookstore Committee shall provide bookstore services to people from both first and second church services on Sundays, oversee the church library, and develop procedures to run these programs.
- 3) **Membership Committee.** The Membership Committee is responsible for welcoming visitors to the church, and orientating and enrolling new members.
  - a) **Functions.** Duties include, but are not limited to: schedule, train, and oversee greeters; respond to inquiries about denominational and church organization and policy; maintain guest book; provide visitor name tags; and assure that replacement name tags for members are made. In close cooperation with Ministers, it shall organize regular Getting Acquainted sessions; orient new members through the Path to Membership classes; and witness signing of the membership book and sign-in procedures. The committee shall compile new member packets; schedule new member recognition ceremonies and other

new member events; become acquainted with new member interests and activities, encourage new members to participate in committees, and encourage their involvement in the church community; and supervise the literature rack and brochure racks and procure literature relative to Unitarianism Universalism for free distribution.

- b) **Church Membership Status.** The committee shall provide information to church staff for the maintenance of congregational member records. The committee shall notify the Board of Trustees when a member indicates that she/he no longer wishes to be a member. The committee shall be responsible for an annual review of members' support of the church. The minimum financial contribution of a member should cover a member's denominational dues and the amount required to cover production and distribution of their newsletter. The committee shall convene a group comprised of the ministers, long term members with a broad based familiarity of church members, and representatives from financial committees to update the member roll. If there is no known participation by a member for one year, this group shall contact these members to determine their standing with the church. The committee may recommend to the Board of Trustees that action to drop such persons from the rolls be instituted in accordance with the Church Constitution.
- 3) **Social Committee.** The Social Committee shall plan and conduct parties, picnics, and dinners at the church or in homes, and other similar events designed to promote closer fellowship among the members of the congregation. It shall have teams responsible for coffee hour on Sunday morning and First Friday.
- a) **First Friday Team.** The First Friday Team shall oversee the monthly program that provides intergenerational activities and potlucks for members and friends.
  - b) **Sunday Coffee Team.** The Sunday Coffee Team shall oversee the weekly program that provides after-service refreshments for members, friends, and guests.
  - c) **Dinner Series Team.** The Dinner Series Team shall oversee the communications and organization of church groups to meet for scheduled potluck dinners.

#### E. Outreach.

- 1) **Denominational Connections Committee.** The Denominational Connections Committee shall keep the Board of Trustees and the congregation informed on the district and continental activities of the Unitarian Universalist Association (UUA) and its affiliated organizations. It shall make recommendations for church representation to denominational bodies and meetings at all levels for action by the Board of Trustees.

- 2) **Social Justice Committee.** The Social Justice Committee is an important outreach arm of the church, promoting First Unitarian Universalist Church's mission to be a strong liberal presence in central Ohio by promoting the principles and purposes of Unitarian Universalism and strengthening the connection between spirituality and social justice. Its mission is to promote social justice, strengthen church members' faith, and leave the legacy of a better world.
- a) Responsibilities. The responsibilities of the committee include:
- (1) Review proposals and select social justice projects proposed by church members or friends that require financial resources or volunteer support. Requests for very short-term activities to be conducted in Fellowship Hall may (for a maximum of three Sundays) be granted or denied at the discretion of the Chair. (These would include, for example, enlisting volunteers for the AIDS Walk or other events not specifically sponsored by the Social Justice Committee or other church groups.)
  - (2) Disburse funds contributed through the monthly social justice collection and from other sources to support social justice projects of the church.
- b) Membership. The leader of First UU's BREAD Team and the chair of the Unitarian Universalist Service Committee (UUSC) Team are among the members of the Social Justice Committee.
- (1) **Unitarian Universalist Service Committee.** The Unitarian Universalist Service Committee (UUSC) Team is charged with promoting and publicizing the work of the UUSC. It has the responsibility of raising funds for the UUSC using materials as the UUSC may offer. It shall not conduct any sort of general solicitation within the congregation without specific approval of the Board of Trustees.
- 3) **School for Young Children (SYC) Committee.** The School for Young Children Committee shall maintain and guide a church-sponsored weekday school, based on a philosophy of humanitarian values, and open to young children without regard to race, creed, sex, or socio-economic level. The committee shall preserve the SYC philosophy, which is to be responsive to each child's needs, to encourage expression of feelings, to foster self-discovery and self-worth—all in an environment of free play.
- a) The committee shall cooperate with the Board of Trustees to assure the most effective use of the church facilities. It shall recommend to the Board the appointment of a Director, and, if needed, an Associate Director of SYC, and shall review the SYC budget and recommend salaries for its

staff. The committee shall be composed of the SYC Committee Chair, parents who head SYC committees, and SYC staff members, a Religious Education Council member, and a church member who is not affiliated with SYC in any way. The Director of SYC and the Chair of the Religious Education Council shall be ex-officio members of the committee.

- b) **Committee Chair.** The SYC Committee Chair shall be chosen by the Director and Associate Director of SYC and presented to the Board of Trustees for approval. This Chair shall serve a term not less than two years and continue as needed and willing after that term by agreement of the Board Chair, SYC Director, and SYC Associate Director.
- c) **Meetings.** The SYC Committee shall meet throughout the year as needed.
- d) **Budget.** The budget for the SYC is created by the Director, approved by the SYC Committee, and then presented to the Finance Committee for approval. After expenses are taken from the budget, any other monies are divided with the church, using a formula of 50% for the SYC and 50% for the church. This formula will be waived for special fundraising activities specifically designated for scholarships as approved by the Finance Committee. The SYC Committee Chair has the authority to approve purchases for the school. The SYC Secretary shall have standing a petty cash fund of \$300 for office supplies.

**F. Religious Education Council.** The committees of the Religious Education Council are responsible for programs and activities including, but not limited to, children's programs and activities, youth programs and activities, and adult programs and activities. Their mission is to nurture Unitarian Universalist lifespan religious education.

- 1) **Leadership.** To ensure continuity and renewal the Religious Education chairperson and secretary are expected to serve two-year terms with a maximum of three years. The vice-chair position is intended as preparation and training for assuming the position of Religious Education Council chair.
- 2) **Membership.** The Religious Education (RE) Council is composed of the Chair and the Secretary of the RE Council, and the Chairs of the Sunday School Program Committee, the Youth Ministry Committee, the Adult Enrichment Committee, and the Merriment Committee or their designated representatives. The council may create additional council positions, including a Vice-chair or other positions to head taskforces or serve in other ways. All of those mentioned above are voting members of the council. The Director or Minister of Religious Education and the Associate Minister are ex-officio non-voting members.
- 3) **Committees within the Religious Education Council are:**

- a) **Adult Enrichment Committee.** The Adult Enrichment Committee plans, promotes, and offers courses to support the religious growth and education of adults in the congregation and the community. A chair serves as the committee contact and facilitates meetings.
- b) **Merriment Committee.** The Merriment Committee facilitates community building within the programs of Religious Education. It sponsors and/or encourages multigenerational, family, and other activities that involve FUN!
- c) **Sunday School Committee.** The Sunday School Committee is responsible for maintaining quality operations of the Sunday morning program for toddlers through the ninth grade Coming of Age program. The Sunday School Program Committee works closely with the DRE.
- d) **Youth Committee.** The Youth Committee is responsible for maintaining quality operations of youth programming for middle school through senior high youth, including the appointment of youth advisors acceptable to the RE Council.

G. Worship.

- 1) **Worship Committee.** The Worship Committee and the minister(s) shall cooperate in creating and enlarging opportunities for religious experience for the congregation. In the absence of the minister(s), the committee is fully responsible for the Sunday Service. It shall be concerned with, but not limited to, the planning of Sunday services, ordination, installation, and other occasional services; and the physical setting of the Worship Center, including the chancel and flowers. The committee shall ensure the recruitment, training, and scheduling of ushers.

**ARTICLE V – BOARD LINKAGE COMMITTEES**

- 1. **Governance Documents Committee.** The Governance Documents Committee shall monitor regularly and revise as necessary the Standing Rules, policies, and procedures of the church.

A. Responsibilities. The responsibilities of this committee shall include the following:

- 1) Review and evaluate all current governance documents and their adequacy in implementing the principles, goals, and priorities of the church, documenting date of review.
- 2) Consider proposals for additional documents and/or revisions to current documents.
- 3) Make non-substantive changes in grammar, format, or updated language.

- 4) Devise ways to encourage the involvement of members and staff in the review process.
  - 5) Prepare recommendations regarding governance documents.
- B. **Leadership.** The Board of Trustees shall designate one member to serve as chair.
- C. **Membership.** All members shall be appointed by the Board and shall include the Board Secretary and another Board member, the Church Administrator, and two other church members with experience in church governance.
- D. **Meetings.** The committee shall meet at least quarterly.
- 1) **Archives Team.** The Archives Team shall work in cooperation with the Governance Documents Committee and the church Historian. Its responsibility is to review and cull the current (1-2 years) and inactive (3-6 years) records of the church on an annual basis, after the completion of a church year, and recommend to the Board of Trustees which records should be changed in category (e.g., current to inactive or inactive to permanent) and which should be destroyed. It shall review permanent records every four years for relevance and condition. It may also recommend which records should be archived offsite. Membership shall include the Historian, a representative of the Governance Documents Committee, and up to three other members selected by the Board.
2. **Inclusiveness/Diversity Committee.** The Inclusiveness and Diversity Committee is responsible for working primarily, but not exclusively, within the church community and structure through its activities, institutional bodies, and programs, to achieve meaningful participation for all members and friends of the church. The committee shall give special attention to the needs of minorities in the church. Further, the committee shall encourage the congregation to achieve real inclusion.
3. **Personnel Committee.** The Personnel Committee is responsible for making recommendations to the Board of Trustees regarding the conditions of employment, including salaries, wages and benefits and working conditions for employees of the church.
- A. **Responsibilities.** The committee's responsibilities include:
- 1) Review surveys and market analysis data which will help it in its determinations;
  - 2) Review current denominational information regarding the employee policies, practices and working conditions;
  - 3) Meet with staff members and generally serve as a communication link between staff members and the Board;
  - 4) Assure the administration of annual performance appraisals for non-professional staff members;

- 5) Forward to the Board through the Board Chair all relevant information gathered by the committee to support its recommendations.
- B. Membership. Members of this committee shall be appointed by the Board of Trustees.
  - C. This committee shall serve as a committee of the Board and shall report to the Board.
  - D. The Board of Trustees shall be responsible for gathering applicable performance and resource information from appropriate committees, councils, staff, and members as it deems suitable for professional staff members.
4. **Strategic Planning Committee.** The committee is charged with articulating what the church will look like in the future and to maintain the church's strategic plan.
    - A. Responsibilities. The committee's responsibilities are:
      - 1) Clarify the vision and mission of the church through a program of surveys of church members; workshops on planning and goal setting; and close interaction with the Board and standing committees;
      - 2) Prepare and maintain a strategic plan with a planning horizon of 3-5 years; provide an assessment of current strengths and capabilities, and define specific measurable goals, assign (through the Board) specific responsibilities for attaining those goals to other committees and task groups;
      - 3) Identify barriers to achieving the church's goals and propose ways to overcome them;
      - 4) In conjunction with the Board, monitor the plan and assess progress toward attaining the church's stated goals; and prepare revisions to the strategic plan as needed.
    - B. Membership. The committee shall consist of nine members appointed by the Board. Three of the committee members shall also be members of the Board, with one appointed each year. The other six members shall be selected to represent the broad characteristics of the church. Names can be suggested by the committee and provided to the Board for its consideration.
    - C. Terms of Service. Each member shall serve a three-year term, with a limit of two three-year terms for any individual.

## **ARTICLE VI – MINISTERIAL/DRE/MRE LINKAGE COMMITTEES**

1. **Covenant Group Steering Team.** The mission of the Covenant Group Steering Team is to implement, administer and evaluate a network of small groups that: (1) provide participants a deeper understanding of themselves and their faith, (2) strengthen their connections to one

another and to the church, (3) activate their faith by ministering to each other and by serving the church, (4) explore how group intimacy leads to social justice work, (5) integrate new members into the church community, and (6) identify and encourage new church leadership.

A. Responsibilities. The responsibilities of the team are as follows:

- 1) Establish guidelines for how covenant groups operate individually and as part of the church community;
- 2) Identify, train, and support facilitators;
- 3) Promote the program within the congregation;
- 4) Administer a registration and assignment process that is sensitive to member and facilitator needs, honors church diversity, encourages group cohesiveness and provides a method for incorporating new members into the church community;
- 5) Administer logistical needs such as program budget, schedule, locations, child-care, and waiting lists;
- 6) Coordinate Covenant Group community service and social justice work with the Social Justice Committee so as to maximize the impact of this work;
- 7) Evaluate the program on a regular basis, including the effectiveness of meeting structure and content, the satisfaction levels of program participants and facilitators, the impact of covenant groups on the church's social justice program, and the congregational benefits resulting from the program.

B. Membership. The membership of the steering team shall consist of members or friends of the church and one minister.

2. **DRE/MRE Relations Committee.** The DRE/MRE Relations Committee shall be responsible for advising the Director of Religious Education (DRE) or Minister of Religious Education (MRE) on matters on which the DRE/MRE seeks its counsel. It shall generally serve as a support group for the DRE or MRE. In addition, it shall be responsible for keeping the DRE/MRE informed of the thinking and feeling of the congregation and for enhancing relations with the Board. The committee may initiate recommendations to the DRE/MRE as it deems appropriate. It shall serve to facilitate communications between the DRE/MRE and the congregation, serving as a two-way channel of communication. The DRE/MRE shall advise the Board of those members appointed to serve on the committee. Members serve at the pleasure of the DRE/MRE.
3. **Ministerial Relations Committee(s).** The Ministerial Relations Committee (MRC) shall be responsible for advising the minister(s) on matters on which the minister(s) seeks its counsel. If there is more than one minister, each minister may appoint his/her own MRC, or they may choose to share a common committee. It/They shall generally serve as a support group for the minister(s). In addition, it/they shall be responsible for keeping the minister(s)

informed of thinking and feeling of the congregation and for enhancing relations with the Board. The committee(s) may initiate recommendations to the minister(s) as it/they deems appropriate. It/They shall serve as a sounding board both for the minister(s) and for members of the congregation, serving as a two-way channel of communications. The minister(s) shall advise the Board of those members appointed to serve on the committee. Members shall serve at the pleasure of the minister(s).

4. **Pastoral Care Team.** The Pastoral Team involves lay members in one-on-one caring ministry with other members who need care. Pastoral Team members work closely with the professional ministers and coordinate their work with the Caring Committee and the Neighborhood Network. A Pastoral Team Member is a confidential, compassionate, and listening presence. The team enhances the ministers' capacity to be present to each other in the context of the church's liberal religious tradition.

- A. **Membership.** Team members are selected by the professional ministers and receive intensive training before being installed. Members generally sign up for two years of service. The team shall meet year-round for ongoing training, supervision, and peer review of their work. The number of team members shall vary, determined by need and by the number of persons willing, qualified, and trained to perform this important pastoral role.

## **ARTICLE VII – APPOINTIVE POSITIONS**

1. The Board of Trustees shall, by majority vote, appoint members of the congregation to serve at the pleasure of the Board of Trustees with responsibilities as indicated:

- A. **Art Coordinator.** The Art Coordinator shall be responsible for art exhibits in the church hallways, lounges, and other spaces, other than the Worship Center. Liaison with the Board of Trustees shall be primarily through the Chair of the Board. The Art Coordinator shall serve as a member of the Art and Space Team.

- B. **Bookstore Manager.** The Bookstore Manager is responsible for the operation of the church's Sunday book table, which will be open for service during the church's program year. The Bookstore Manager shall serve as a member of the Library/Bookstore Committee. Responsibilities, which may be delegated as appropriate, include:

- 1) Purchase for resale books and other materials concerning Unitarian Universalism and other subjects of interest to members, including publications of the Unitarian Universalist Association (UUA);
- 2) Proper management of funds collected from the sale of bookstore materials which must be submitted to the Treasurer on a regular basis;
- 3) Coordination of special events such as book sales which may be held from time to time.

- C. **Childcare Coordinator.** The Childcare Coordinator shall screen qualified child care agents and schedule them as needed for church events.
- D. **Church Legal Counsel.** The Church Legal Counsel shall serve as statutory agent for the church, receive all legal notices, and advise the Board on legal matters. Liaison with the Board of Trustees shall be primarily through the Chair of the Board.
- E. **Church Historian.** The Church Historian shall be responsible for maintaining a comprehensive record of the development of the church, keeping a permanent file of material on important events, undertaking research to make the record as full as possible, informing the congregation of findings, and recommending to the Board of Trustees and to the minister(s) appropriate commemorative occasions. Liaison with the Board of Trustees shall be primarily through the Secretary of the Board. The Church Historian shall serve as a member of the Archives Team.

## **ARTICLE VIII – RESPONSIBILITIES OF THE MINISTER(S)**

1. **Worship and Ceremonies.** The minister(s) shall work with the Worship Committee to present the Sunday programs, have the essential responsibility to address the religious needs of the congregation and to increase its awareness of major denominational tenets and developments, shall help individuals discover their own religious philosophies, and shall provide ongoing opportunities for religious growth.
2. **Pastoral Responsibilities.** The minister(s) are responsible for home and hospital visits, spiritual and personal counseling, funerals and weddings, and other member needs. The minister(s) may delegate these to other persons or committees where appropriate, but retain responsibility for seeing that these needs are met in a timely and caring way. The Senior Minister shall be responsible for the music program of the church.
3. **Community Outreach.** The minister(s) shall give or develop leadership in these significant components of Unitarian Universalism: social action, community relations, interpretation and advocacy of liberal religion, and liberal church presence in the community.
4. **Organizational Involvement.** The minister(s) shall be ex-officio non-voting members of the Board of Trustees and of all committees of the church, with the exception of the Nominating Committee.
5. **Denominational Involvement.** The minister(s) are encouraged to participate in various levels of denominational activity: local, district, and continental.
6. **Administration.** The minister(s) shall coordinate the work flow and priorities of both professional and support church staff.
7. **Program Evaluation and Reporting.** The minister(s) are responsible to call the attention of the Board of Trustees what is going well and also any issues of concern: spiritual development of the congregation, new member involvement, community presence, lay leadership, the state of

the physical plant, committee functioning, and all other aspects of church programming and administration. Except during July and August, the minister(s) shall prepare and deliver a monthly report to the Board of Trustees, which shall normally be given both orally and in written form.

## **ARTICLE IX – RESPONSIBILITIES OF THE MINISTER/DIRECTOR OF RELIGIOUS EDUCATION**

1. Church School Curriculum. The MRE/DRE shall work with the Religious Education Council to develop a curriculum for toddlers through age 12 focusing on understanding of what it means to be a Unitarian Universalist and what it means to be a religious person.
2. Youth Activities. The MRE/DRE shall work with the Religious Education Council to develop youth groups and activities that speak to the needs of the young people in both junior and senior high school.
3. Adult Programs and Activities. The MRE/DRE shall work with the Religious Education Council to plan, develop, promote, and conduct programs for adults that meet the needs of adult members of the church for adult religious education, personal growth, intellectual stimulation, and interaction with others.
4. Intergenerational Activities. The MRE/DRE shall work with minister(s) and the Worship Committee to create intergenerational activities and further opportunities for adult and children to come to know each other.
5. Congregational Interaction. The MRE/DRE shall be an ex-officio non-voting member of the Religious Education Council, the School for Young Children Committee, the Church Council, and the Board of Trustees, and is encouraged to interact in the religious education program of the church.
6. Program Evaluation and Reporting. The MRE/DRE is responsible to call the attention of the Program Council and the Board of Trustees the status of the religious education program at all levels, including but not limited to, attendance figures, problems, and recent developments in the program.
7. Pastoral Responsibilities. If the person in this position is a Minister of Religious Education, that individual shall assist the minister(s) in pastoral responsibilities.

## **ARTICLE X – CHURCH STAFF**

1. The composition of the staff shall be established by the Board of Trustees. An official job description shall be developed and maintained for each staff person. The minister(s) shall direct the activities of all staff, except as specifically provided by the Constitution, these Standing Rules, or the Board of Trustees.

## ARTICLE XI – AMENDMENTS

1. Any of these Standing Rules may be altered, amended, or repealed, and new rules may be adopted at any meeting of the Board of Trustees by the affirmative vote of a majority of the whole Board provided that notice of the proposed adoption of any standing rule shall be given the congregation through the church newsletter prior to the meeting of the Board at which such adoption is to be voted upon.

Typed by:

Nancy Berquist 1982

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