



REVISION HISTORY

New provisional policy adopted **2/12/14**; revised policy adopted **1/13/16**.

BACKGROUND/PURPOSE

The congregation looks to its Minister for spiritual leadership and initiative, for assistance in setting and articulating its vision, and for professional and inspired performance and oversight of the congregation's programs in collaboration with the Board of Trustees and the congregation's committees. This shared ministry among Minister, Board, and leaders of this congregation is intended to be consultative, collegial, and inclusive. This policy provides a framework to clarify leadership responsibility and authority, which is to be exercised in a democratic and egalitarian spirit. All church leaders (including members without formal authority who exercise informal leadership) are expected to practice transparent decision making, healthy conflict management, and respect and support for each other in their respective roles.

Under the Bylaws, the congregation of UUCWC elects a Board of Trustees to function as its governing body. The Board has the authority to formulate and implement Church policy (Art. IV, Section 2), including the authority to create committees and write policies that define their functions, responsibilities, and operations (Art. IV, Section 9). Under the Bylaws, the Minister is elected by the congregation (Art. VII, Section 2); is the congregation's religious and spiritual leader; and is expected to be concerned with all aspects of the Church's activities and programs (Art. VII, Section 1). The Minister works in partnership with the Board as a non-voting member and is expected to bring to the Board's attention matters pertinent to the welfare of the Church (Art. VII, Section 1). The Minister is staff supervisor as agent of the Board of Trustees (Art. VII, Section 1).

POLICY

1. The Board of Trustees, elected as provided in the Bylaws, has the responsibility and authority for church governance and policy. The Board sets overall annual goals to carry out the church's mission; monitors the church's strategic plan; and ensures that policies exist to clarify responsibility, authority, and accountability of the committees, teams, and staff (including the Minister) who carry out activities in support of the mission and strategic plan of the church. The Board is primarily accountable to the church's mission and secondarily accountable to members of the congregation.
2. The Minister, committees, teams, and staff have, in general, the responsibility and authority to carry out the daily practical work of the congregation, including making decisions that must be made on a day-in, day-out basis about what to do and how to do it. Responsibility, authority, and accountability in specific areas is distributed in the manner specified in Board-approved policies.
3. In January-February and June-July, the Board and the Minister will engage in a mutual evaluation of their own and one another's contribution to the congregation's mission, the goals and priorities established for the period, and the quality of their work together.
4. The Minister has the responsibility and authority to supervise staff and is accountable to the Board for proper supervision, as follows:
 - a. As head of staff, the Minister is responsible for and has the authority to maintain a productive and effective staff team; to ensure that staff efforts are directed toward fulfilling the congregation's mission and the Board's annual goals; to work with staff on goal-setting in support of the congregation's mission and the Board's annual goals; to



- ensure staff compliance with the Bylaws and Board-approved policies; and to evaluate staff at least annually at a time convenient for the Board's budgetary planning for each upcoming fiscal year.
- b. The Minister has the responsibility and authority to carry out an annual cycle of evaluation that produces (at a minimum) a written evaluation of each paid staff member by his or her supervisor. The primary purpose of the evaluation is to recognize achievement, build morale, enhance communication and working relationships, and assess progress toward meeting goals and priorities for the period. The evaluation is also an opportunity to discuss ideas an employee may have for making the staff position more effective in meeting the church's mission. The Minister is required to carry out staff evaluations each March. The Minister and the Personnel Committee may make independent recommendations to the Board regarding staff performance, positions, and personnel matters, but are required to consult with each other prior to submitting a recommendation.
 - c. The Minister is not responsible for overall financial reporting, which is carried out by the Treasurer in conjunction with the Finance Committee, but the Minister is responsible for ensuring, and has the authority to ensure, that staff members whose work contributes to financial reporting carry out their duties in a way that provides accurate, appropriate, and timely assistance to the Treasurer and the Finance Committee.
 - d. The Minister has administrative responsibility for the safety and legal compliance of church facilities and programs, and for directing staff as appropriate in this area. The Minister is required to consult with staff, committees, and teams responsible for safety and legal compliance, and has the authority to make necessary decisions in this area.
5. The Minister is a consultant to the Right Relations Committee and has the responsibility and authority to advise that group and to participate collaboratively in its work (except when the Committee meets in executive session). The Minister and the Right Relations Committee are permitted to make independent recommendations to the Board regarding matters of the congregation's ministry, but are required to consult with each other prior to submitting a recommendation. The Minister and the Right Relations Committee are accountable to the Board and are required to report at least annually on their work.
6. The Minister has the responsibility and authority for worship, pastoral care, and all ministry activities and programs of the church, subject to the Board's policies concerning the functions, responsibilities, and operations of committees and teams.
- a. The Minister has direct responsibility and authority to manage (in a consultative manner) programs and projects in the following ministries: worship, pastoral care, rites of passage, Membership, and community-building. The minister has indirect responsibility and authority to manage (in a consultative manner) programs and projects in the following areas: religious education (Director of Lifespan Religious Education), music (Music Director), and Facilities Management (Office/Church Administrator). The Minister is required to work consultatively with staff, committees, and teams active in these ministries. The Minister is accountable to the Board for management of these ministries.
 - b. In other areas, committees and teams have direct responsibility and authority to manage programs and projects and the Minister has consultative responsibility and authority. This balance of responsibility and authority expressly applies to Communications; Denominational Affairs; and faith-in-action programs (the part of our mission to change the world through acts of justice and compassion) carried out through the Council for



Faith in Action (“CFA”) and UUCWC committees and teams affiliated with CFA. The Minister and groups or individuals with activities in these areas share responsibility, authority, and accountability in the manner specified in Board-approved policies. If no policy yet exists, Communications and Denominational Affairs are accountable to the minister; CFA is accountable to the Board; and CFA-affiliated committees and teams are accountable to CFA.

- c. The Minister has the responsibility and authority to consult with governance committees and Board-appointed task forces upon request or as issues come to the Minister’s attention. These areas include Finance, Endowment, Personnel, Stewardship, and Fundraising. The Minister is accountable to the Board for appropriate consultation in these areas.
 - d. The Minister is not a member of the Nominating Committee but is expected to consult with this committee upon request.
7. The Minister is required to make monthly written reports to the Board regarding matters within the Minister’s purview. The Minister has the responsibility and authority to require staff members to submit reports to the Board from time to time noting progress on staff goals and priorities. In consultation with the Board, the Minister may call upon staff to attend a Board meeting for a report on the area of the church’s mission for which staff members are responsible. The Minister is accountable to the Board for this reporting function.
 8. In keeping with Unitarian Universalist history and tradition, the Minister has freedom of the pulpit and is expected to express her values, views, and commitments without fear or favor.

GUIDELINES

The Minister, staff, ministry teams, committees, and Board are expected to engage in a continual process of monitoring and evaluation so as to:

1. Foster excellence in the congregation’s ministry through open communication and regular feedback among all whose work contributes to achieving the church’s mission;
2. Help the various groups, teams, and committees carry out the annual goals adopted by the Board and the overall mission of the church; and
3. Ensure that Minister, staff, and congregational leaders follow UUCWC Bylaws and Board-approved policies.