



REVISION HISTORY

New document adopted 03/12/14. The Committee on Ministry (COM) developed an extensive Policies and Procedures document at the time COM was instituted in 2004. COM revised and approved the document in June 2011. Beginning in the spring of 2013, in alignment with other UUCWC efforts to bring clarity to UUCWC policies, COM initiated an update to the document. Work on this version of the policy continued during the COM retreat that was held on August 25, 2013 and attended by members whose tenure was ending (Geri Koblis, Andrew Conrad), beginning (Heather Edwards, Scott Umlauf), and ongoing (Nina Todor, Pete Rafle, Marty Friedman, and Jayme Trott.)

BACKGROUND/PURPOSE

Background:

Ministry is defined as everything the congregation does to fulfill its mission. It is the reason that our church exists. We come to this faith community as seekers, and it is through ministry that we find our way.

Purpose:

The challenge and promise of ministry are at the core of the Committee on Ministry's role. COM advocates for the wellbeing of the church's ministry. With the understanding that all programs and activities are an opportunity for ministry, COM promotes the church's Covenant of Right Relations because ministry is dependent on caring, trust and safety. COM acts as an agent of transformation by developing and promoting processes that focus on justice, reconciliation and the restoration of right relationships. And, when there is strife among us, COM works to transform the uncomfortable into an opportunity for increased understanding.

The goal of this policy is to establish the scope of COM's responsibility, authority, and accountability as it relates to ministry at UUCWC.

POLICY

1. Overall Responsibility, Authority, and Accountability

- a. COM is a ministry team that has the responsibility and authority to address issues, concerns, and opportunities related to the UUCWC Covenant of Right Relations.
- b. COM promotes understanding of, commitment to, and behavior consistent with the UUCWC's Covenant of Right Relations.
- c. If the Board directs an assessment of the overall ministry of the church, COM has the responsibility and authority to participate.



- d. COM has the responsibility and authority to create written Procedures implementing this policy and to amend existing written Procedures.
- e. COM is accountable to the UUCWC Board of Trustees.

2. Right Relations Issues Management

- a. COM has the responsibility and authority to receive requests for action/advice/help from any member or friend of the church, the minister, a church employee, or the Safe Congregations Team (SCT).
- b. COM has the discretion to choose to address an issue on its own initiative.
- c. In responding to issues/concerns of UUCWC members, COM is responsible for facilitating the resolution of conflicts by recommending a process toward resolution to the parties who are and should be involved.
- d. COM has the responsibility and authority to refer issues to the SCT, which responds to any incident relating to the emotional or physical safety of a person in our church, including incidents of conflict, disruptive behavior, and harassment.

3. COM Structure

- a. COM consists of six lay members and the minister, for a total of seven members.
- b. Lay members are elected by the congregation and serve a term of three years, with two members rotating off each year.
- c. COM selects a lay member to serve as chairperson each year, who acts as liaison with the Board President.
- d. COM makes decisions by consensus.
- e. There is no Board liaison to COM.
- f. COM meetings are not open. Only COM members and others invited by COM may attend.

4. Confidentiality

- a. COM members are required to maintain appropriate confidentiality with regard to issues and concerns that are brought to it, as well as the names of persons involved.

GUIDELINES

- COM is not a secretive body but one that, through trust, endeavors to enhance our ministry through constructive response to problems and creative efforts at reconciliation. Confidentiality is an important aspect of the work of COM in that it fosters honest and open communication. Confidentiality increases trust: within COM, and of COM by the church as a whole, including the professional ministers.