

## Committee on Shared Ministry

10/18/18

**Mission:** Ministries of the Fellowship are expected to contribute visibly and sustainably to the spiritual health of the members, friends, staff, and visitors who spend time in the congregation in worship or through specific programs. Worship and programs should be value-laden, accessible, and subject to revision and renewal over time.

**Purpose:** The Committee on Shared Ministry (**CSM**) is a standing committee of the Board whose purpose is to advance and assess the various ministries of the UUFM in fulfilling this mission. The CSM performs in relationship with the Minister, who has primary responsibility for insuring that the ministries of the Fellowship actualize the Vision and Mission set forth by the Board.

**Responsibilities:** This work has three elements: clarity of ministry charges, effectiveness of ministries, continuous improvement of ministries. The key ministries of the congregation are:

- Worship and Music
- Children's Faith Development
- Member and Friends Connections
- Pastoral Care

Other duties may eventually be added to this list.

For each ministry of the Fellowship, the CSM will:

1. Define the charge or charges of the ministry, in consultation with previous documentation,
2. Create and enact standards for determining the health of the ministry,
3. Offer suggestions to improve the effectivity and function of the ministry,
4. Report findings and recommendations to the Board,
5. Engage Board in discussion of barriers to productive ministry that it might remedy with human or financial resources, and
6. Organize leadership retreats, workshops, and meetings to improve ministry function, in consultation with the Board.

**Membership:** 4 members, serving 3-year rotating terms. Minister is an ex-officio non-voting member. One year must pass before a former member can be considered for another term, for a maximum of 6 years in a 10-year period. It is recommended that members hold no simultaneous position on the Board or as Chair of a Board committee with substantial work. Selection is by the Board of Trustees in consultation with the Minister. The chair of the CSM will be selected by the members of the committee. While the Minister remains in Preliminary Fellowship, some members of the CSM ought to be drawn from the Ministerial Search Committee.

## **Policies:**

- Covenant: Work together is confidential, except as the CSM agrees to publish; commitment to group wisdom and speak to the congregation with one voice; support the committee's decisions once they have been made.
- Meetings: Aim to meet monthly, but at least quarterly. Meetings held at private venue and attendance of non-members is by invitation only. Meetings are not publicized except for date and contact person for communication of suggestions/concerns.
- Congregational Input: Any member of the congregation may contact the Committee Chair with suggestions or concerns at any time. The Chair is responsible for bringing the issue to the committee and reporting back to the congregant on the outcome, while maintaining confidentiality. The Committee Chair will inform the Board about input from congregants.
- Reports: The CSM publishes an annual report to congregation and a monthly update to the Board ("Nothing new" is acceptable for a monthly report). The CSM may issue reports at its discretion throughout the year, using the Weekly and/or the Website.
- Recommendations: The CSM may forward recommendations to the Board at any time, through its monthly report, through direct contact between the Committee Chair and Board Chair, or through the minister to the Board directly.
- Procedures: The Committee shall establish written procedures for managing its processes, avoiding triangulation, managing conflict, assuring follow-through, and assigning roles, as needed.
- Assessments: The CSM will set up a regular review schedule for all ministry teams, with each ministry assessed once every two years. These performance assessments will be presented to the Board at its April meeting and to the congregation at the Annual Meeting in May.

## **Board work:**

- Annual Mission
- Covenant Renewal Service
- Evaluation of Minister
- CSM description outlining its function and availability
- Appropriate usage of the Mission Covenant statement (brochures, paraphernalia, worship services, etc.)