

FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN DIEGO
Board of Trustees

EMPOWERED ORGANIZATION & ACCOUNTABILITY OVERVIEW
Revised - September 17, 2007

The Board

- Governs on behalf of the entire congregation representing the congregation in:
 - Long-term visioning
 - Writing governing policies
 - Monitoring the Lead Minister
 - Serving as legal representative of the Church under California state law
- Decides what to have policies about & to what level of detail it will develop them.
- Develops policies that contain everything the board has to say about values & perspectives that underlie all organizational decisions, activities, practices, budgets, & goals.
- Has developed policies that fit into 4 categories:
 - **Ends**: Which human needs are to be met, for whom, & at what cost.
 - **Executive Limitations**: Boundaries of acceptability within which staff methods & activities can responsibly be left to staff. These policies limit the means by which **Ends** shall be achieved.
 - **Board-Staff Linkage**: The manner in which it delegates authority & how it evaluates performance relative to **Ends & Limitations**.
 - **Governance Process**: The Board's philosophy, accountability, & job specifics.
- Speaks with one voice or not at all. This is not possible if board members serve as liaisons to church programs or committees.
- Establishes committees only to help carry out its responsibilities. Board Action Groups include the Governance Action Group, Diversity Action Group, Compensation Action Group, Finance Group, & Audit Action Group.
- Does not establish committees to advise the Lead Minister or staff.
- Regularly monitors church activities against criteria contained in Board policies
- Is responsible for receiving suggestions & recommendations & for addressing concerns & complaints related to Board policies & the work of the Board & of the Lead Minister.

The Ministers

- Perform all ministerial duties outlined in his/her contract.
- Have individual “portfolios”/areas of expertise.
- Each minister is responsible for Ministry Team activities & committees & identified support staff which fall within his/her agreed upon portfolio. Additionally, the Lead Minister has overall responsibility for church operations and supervising all professional staff.
 - **Lead Minister Responsibilities:**
 - > Ministry Teams Portfolio:
 - Worship & Program Ministry Team
 - Denominational Affairs Ministry Team
 - Generosity Ministry Team
 - > Identified Ministry Team Support Staff Supervised:
 - Worship & Program Ministry Team: Director of Music
 - Generosity Ministry Team: Church Administrator
 - > Church Operations:
 - Financial planning & budget
 - Management of church assets
 - > Other Professional Staff Supervised:
 - Associate Minister
 - Choir Director
 - Director of Religious Education
 - **Associate Minister Responsibilities:**
 - > Ministry Teams Portfolio:
 - Caring Ministry Team
 - Social Justice Ministry Team
 - Community Living (formerly Inreach) Ministry Team
 - > Identified Community Living Ministry Team Support Staff Supervised:
 - Community Living (formerly Inreach) Coordinator
 - Young Adult & Campus Ministry Coordinator
- Each minister is responsible for receiving suggestions & recommendations & for addressing concerns & complaints related to the specific Ministry Teams supervised.

The Director of Religious Education

- Performs all duties outlined in her contract.
- Is responsible for the Lifespan Religious Growth & Learning Ministry Team.
- Is supervised by the Lead Minister.
- Is responsible for receiving suggestions & recommendations & for addressing concerns & complaints related to the work of groups within the Lifespan Religious Growth & Learning Ministry Team.

The Church Administrator

- Is the principal executive of the Church.
- Is responsible to the Board & supervised by the Lead Minister.
- Implements Board & Administrative policies and procedures.
- Oversees all church operations.
- Supervises all administrative/operational staff not supervised by the Ministers.
- Is responsible for receiving suggestions & recommendations & for addressing concerns & complaints related to church operations (facilities, parking lot, maintenance, etc.)

Paid Church Program/Ministry Team Support Staff

- Are assigned in support of specific church programs, committees, or affiliated groups.
- Act within their job descriptions & Board policies.
- Identify, implement, &/or support church activities & programs which are monitored on a regular basis by the Board.
- Are supervised by specific professional staff.
- Are responsible for receiving suggestions & recommendations & for addressing concerns & complaints related to the group, project, or activity to which they are assigned.
- Bring unresolved complaints or conflicts to their supervisor (as identified in this document).

Volunteer/Lay Church Program/Ministry Team Contact Persons/Co-Leaders

- Are approved by the Ministry Team Council in support of specific church programs, committees, or affiliated groups.
- Act within Board policies
- Collaborate with paid church program/Ministry Team support staff to identify, implement, &/or support church activities & programs which are monitored on a regular basis by the Board.
- Are responsible for receiving suggestions & recommendations & for addressing concerns & complaints related to the group, project, or activity to which they have self-assigned.
- Bring unresolved complaints or conflicts to the professional staff member responsible for their Ministry Team (as identified in this document).

The Ombuds Committee

- Are lay leaders elected by the congregation.
- Functions as an extension of the Ministry staff.
- Is responsible for receiving & responding to church-related complaints or conflicts between individuals or within church groups (committees, ministry teams, task forces) to help achieve equitable settlements.

Church Committees & Affiliated Groups

- Form as a result of church member interest or identified congregational needs.
- Are responsible/accountable to their constituents & to their Ministry Team.
- Bring suggestions & recommendations & complaints or conflicts to their Ministry Team Contact Persons/Co-Leaders.

The Ministry Team Council

- Facilitates the work of ministry teams.
- May serve in an advisory capacity to Ministry Teams.
- Meets monthly & is comprised of the staff and lay-person who co-lead each Ministry Team.
- Is responsible for receiving suggestions & recommendations & for addressing concerns & complaints related to church programs brought to the council by Ministry Team Contact Persons/Co-Leaders.

**PROCESS FOR BRINGING FORTH
SUGGESTIONS/RECOMMENDATIONS & CONCERNS/COMPLAINTS**

Concern With/About:

Initial Contact:

- | | |
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| <ul style="list-style-type: none"> ▪ A Church Member or Friend | <p>The Ombuds Committee</p> |
| <ul style="list-style-type: none"> ▪ A Church Program, Church Committee, or Affiliated Group or Their Policies | <p>The appropriate Paid Staff Support Person or Ministry Team Contact Person(s)</p> |
| <ul style="list-style-type: none"> ▪ Administrative Staff or Policies (Facilities, Parking Lot, Maintenance, etc.) | <p>The Church Administrator</p> |
| <ul style="list-style-type: none"> ▪ The Board or Board Policies | <p>The Board or any Board member</p> |
| <ul style="list-style-type: none"> ▪ Lead Minister | <p>The Board or any Board member</p> |
| <ul style="list-style-type: none"> ▪ Professional Staff (Associate Minister, Director of RE, Music Director) | <p>The Lead Minister</p> |
| <ul style="list-style-type: none"> ▪ Community Living (formerly Inreach) Coordinator &/or Young Adult/Campus Ministry Coordinator | <p>The Associate Minister</p> |