

Charter

Committee on Ministries (COM)

Second Unitarian Church, Chicago IL

Adopted May 12, 2010

Purpose

The mission of Second Unitarian Church is to celebrate life, welcome diversity and promote spiritual growth and social responsibility. The Committee on Ministries promotes and supports 2U's church ministry in fulfilling this mission. In recognition of 2U's history of shared ministry, COM will support the variety of ways we minister to each other and the larger world around us. The actions and policies of the committee will be guided by 2U's covenant and reviewed on an ongoing basis to ensure that they remain in concert with the covenant.

Role

The role of COM is to create a supportive, challenging, and safe environment for shared ministry at 2U, based on deep, trusting relationships between congregation and ministers, which encompasses the integrated work of clergy & laity. The method to accomplish this is through assessing and evaluating the current state of the church's ministries, while visioning future directions.

Trust, integrity, and confidentiality are essential to the work of this committee. Committee members must hold a firm commitment to the overall health of the congregation and not be tied to any special interest within the life of the congregation. With the minister, COM shares responsibility for educating the congregation about the ministry in general, about particular ministries of the congregation, and about the partnerships and trust necessary to bring them to life.

Responsibilities of COM

Church Ministries

- Provide a trusted connection among the congregation's members, committees, and ministers to discuss the direction of the church
- Review the ministries of programs such as faith development, worship, and outreach and recommend new programs
- Recommend and define church relationship with and support for ministerial students
- When required, provide written review to UUA or other programs
- Create opportunities for congregational conversations on ministry

Church Minister

- Being available for counsel for the minister
- Support the minister in developing their continuing education program, sabbatical planning, or other profession development; advocating such plans to the board or personnel committee as needed
- Consult with minister and submit an annual compensation recommendation based on UUA guidelines to the board or personnel committee

Board of Trustees

- Provide feedback to the Board of Trustees as to the ministries of the church, primarily via the liaison trustee, who acts as liaison between the Board of Trustees and COM, but is not a member of COM

Conflict Management and Resolution

- When differences occur, direct and open communication is preferred. Parties are encouraged to communicate with one another before bringing issues to COM's attention.

- When appropriate, COM will respond to needs for conflict/grievance management and advise for the best possible result.
- In cases where COM is not the appropriate agent for conflict resolution, the committee will direct parties to the appropriate party/committee.
- The committee plays a facilitative role when appropriate; however, the ultimate responsibility for conflict resolution rests with the individuals involved.
- COM reserves the right to create a subcommittee to assist in resolving conflict, as certain issues may become time consuming or sensitive and affect the overall functioning of COM. Subcommittees will be comprised of 2U members not directly involved in the issue.

Membership

- The COM will be appointed by the Board of Trustees, consisting of four to six (4–6) members. A majority is required for quorum at meetings.
- The term of office will be 3 years and a person can be reappointed to one additional sequential 3-year term. A partial term served to fill a vacancy counts as one term.
- The minister and COM will consider candidates, and the chair of COM will submit names of prospective members to the board for approval.
- If a vacancy occurs during any COM member's term, names for candidate replacements will be submitted to the board for approval to complete the original COM member's term.
- At least two (2) members will continue to serve concurrently at any time, i.e. terms are staggered for continuity.

Meetings

- The committee will meet monthly, though certain meetings may be waived by the Chair based on the circumstances (i.e. summer, sabbaticals, etc.).
- Meetings will be held with the minister(s), and if a meeting is held at which the parish minister is not present, the Chair or a designee will meet with the parish minister as soon as possible to discuss the substance of that meeting.

This Charter will replace any and all written references as to policy for the Committee on Ministry, and is in precedence to any practices/processes published for COM.

Presented to the congregation: 04/18/2010

Adopted by the Board of Trustees: 05/12/2010

*While our community is in transition, the Committee on Ministries will proceed thoughtfully as it continues to review the above charter. In the coming months, COM will consider the following important issues and determine how each will fit into the charter.

- How COM will interface with the various committees of the church to best achieve 2U's mission
- Leading the minister's annual review.
- Devise a clear statement about deliverables from COM, (i.e.: an ongoing process of vision, implementation, and evaluation)
- In cooperation with the Board of Trustees, offering the congregation opportunities to interact directly with COM