

**Unitarian Universalist Church of Davis**  
**COMMITTEE ON MINISTRY CHARGE**  
*Adopted by the Board of Trustees, October 8, 2012*

**Purpose**

The Committee on Ministry (COM) shall assess the Church's ministry and make recommendations to enhance its effectiveness. In so doing, the COM shall be guided by the Church's mission, vision, and covenants.

**Responsibilities**

The COM's actions shall be directed toward the following:

- A. Living and modeling shared ministry in its relationships with the Church's ministers, staff, Board of Trustees and other leaders, and congregation.
- B. Recognizing and responding to opportunities to strengthen the Church's ministry, always keeping in mind the Church's overall spiritual health.
- C. Regularly assessing the effectiveness of the Church's ministry, rotating through each aspect of the Church's ministry. The COM may undertake a comprehensive review from time to time. The COM shall report its findings annually to the Board of Trustees.
- D. Fostering education that enhances the Church's ministry. Examples include:
  - 1. Sponsoring seminary students. The COM shall administer the Church's sponsorship of seminary students.
  - 2. Advocating training and experiences that deepen members' and leaders' ability to engage actively in the ministries of the Church.
  - 3. Supporting the ongoing professional development of the minister, including sabbaticals.
- E. Consulting with and providing support for the minister. The COM will review with the minister any conditions within the congregation that may affect relationships between the minister and Church members and work to strengthen the quality of the relationship.
- F. Overseeing periodic review of ministerial contracts (Letters of Agreement) prior to contract renewals by the Board of Trustees.
- G. Managing conflict within the Church.
  - 1. The COM shall care for both sides of a conflict, with the express goal of creating safe, caring and respectful environments and facilitating direct, honest, face-to-face discussions of differences and disagreements.
  - 2. With the knowledge that anonymous complaints and conflicts can be hurtful and extremely difficult to evaluate and resolve, the COM generally will not deal with such situations until a way is found to work with affected individuals directly.
  - 3. When the COM is not directly involved in managing a conflict, it shall be a resource for the affected parties.
  - 4. The COM is responsible for applying the Congregational Guidelines on Disruptive Behavior Policy.

## **Qualities Needed by Members**

The following qualities shall be valued in the selection of COM members:

- Primary commitment to the Church's mission above other agendas.
- Ability to care for the whole, not only the parts.
- Capacity to keep confidences.
- Objectivity and fairness.
- Willingness to listen, share honest opinions, and make hard decisions.
- At least three years as an active Unitarian Universalist.
- The trust of the congregation.
- Willingness to forego other major leadership roles in the congregation while on the COM.

## **Number of Members Needed**

The COM consists of five or six members of the congregation. The minister serves on the COM *ex officio*.

## **Terms of Office and Committee Co-Chairs**

Regular members serve overlapping three-year terms, typically beginning July 1, the start of the Church's fiscal year. The COM Co-Chairs are ideally two members, one serving the third year of his/her term and the other serving the second year of his/her term.

## **Membership Selection Process**

Each spring the COM, in consultation with the minister, develops a list of candidates based on the needs of the committee. Based on this list, candidates are then invited to join. When the full complement of five or six members has been achieved, the names of the proposed new members are presented to the Board of Trustees for approval. If a member leaves the COM, a process similar to the one above may be initiated to select a new member, or the COM may postpone adding a new member until the membership selection process is initiated the following spring.

## **Meetings, Confidentiality, and Decisions and Actions Summary**

- A. Regular meetings shall be held once per month. Special meetings may be called as needed by either Co-Chair or by the Senior Minister.
- B. Because COM meetings often deal with confidential information, they are closed.
- C. The COM will keep written records of its decisions and actions. Because COM records often contain confidential material, they are not open. Access to them by non-COM members must be approved by the COM.
- D. The COM will strive to communicate openly and fully on the non-confidential aspects of its work.