



Policy Location: GSA-1 Created: 5/15/2024
Title: Administration Shared Ministry Team Policy Revised: (date)
Policy Owner: Board of Directors
Associated Documents: Bylaws Article VII.3 Responsibilities of the Board; SM – 1 Shared Ministry Governance Policy
Last Reviewed:

Policy

Function:

To support church programs by caretaking our property and communications.

Duties:

1. Utilize resources available through the UUA, along with other sources, to reflect on and envision best practices in this program area in service to the mission and goals of the church.
2. Create and provide support to any Administration program area subgroups and help to coordinate programming in these areas as needed.
3. Administration program area subgroups include:
 - a. Communication & Technology
 - b. Building and Land Stewardship
 - c. History Group
 - d. Memorial Garden
 - e. Visual Arts
 - f. and any other groups that the program team chooses to establish.
4. Plan and coordinate budget funds for the program area at large and for program area subgroups, with practices of equity to share appropriate funds.
5. Draft policies that balance effective use of technology and communication tools with the needs of our congregants and children for both privacy and safety.
6. Connect church members and friends with opportunities for service and spiritual growth.
7. Gather input and ideas from the Congregation as to how the Administration Team can best serve the church.
8. Complete other duties assigned by the Board of Directors (i.e. policy recommendations, communication with the Congregation, etc.)
9. Work together with church leadership and staff to recommend church members to fill any vacancies on this Shared Ministry Team as outlined in the SM – 1 Shared Ministry Governance policy.



MANUAL OF POLICIES, PROCEDURES, & GUIDELINES

10. Review policies, procedures and guidelines for this program team and all connected subgroups on a regular basis, or as directed by the Board, to ensure that all policies are up to date.

Organization:

1. The Administration Program Team is made up of two staff members, two to four members-at-large and a Board liaison. The Operations Director and Property Steward will serve as staff members.
2. Team member roles are:
 - a. **Members-At-Large:** be prepared to participate fully and reflect on best practices that
 - b. support the mission and vision of the church
 - c. **Board liaison:** reflect on policy and “larger picture” of church life; serve as a communication liaison between the program team and the Board of Directors
 - d. **Staff:** Administer and implement the program area and coordinate subgroups
3. The members-at-large are recommended by church leadership and staff as outlined in the SM – 1 Shared Ministry Governance Policy and approved by the board.
4. Terms of members-at-large are 2 years and are renewable once, unless the Board authorizes an extension.
5. Major decisions on the teams (about goals, program philosophy, policy, etc.) are made by collaborative consensus. When a consensus cannot be reached on a significant matter, a team may either vote for a majority or work with the Board or Minister to find a resolution.
6. Administrative decisions, including coordinating regular operations and any approved spending in support of the Administration program area budget, are managed by staff.
7. Staff and board liaisons are voting members of the team. The Minister and Board President are ex-officio, non-voting members.

Procedure

Meetings and Reports:

1. Teams will hold open meetings quarterly and may continue their work between meetings through informal communications or additional team meetings as needed.
2. Larger meetings of all Shared Ministry Program Teams will happen at least annually for sharing and planning.
3. Staff will coordinate the logistics of meetings as well as communicate pertinent information with other program staff or teams.
4. Agendas will be drafted in consultation with staff and team members.



MANUAL OF POLICIES, PROCEDURES, & GUIDELINES

5. Team members will share documentation or note-taking responsibilities. Notes from meetings will be shared with the church office for publication on the church website.
6. The Team shall provide a written report to the Congregation at the Annual Meeting.