



Policy Location:	GSFD - 1	Created: 5/15/2024
Title:	Faith Development Team Policy	Revised: (date)
Policy Owner:	Board of Directors	
Associated Documents:	Bylaws Article VII.3 Responsibilities of the Board	
Last Reviewed:		

Function:

To provide opportunities for spiritual development for all ages.

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 Faith Development program area and help to coordinate programming in these areas as needed:
 - Adult Faith Development
 - Assess congregational needs for faith development options.
 - Identify classes, programs and learning opportunities.
 - Stay current on UUA Adult RE curricula and resources and Beacon Press material.
 - Inform congregants of a variety of learning opportunities within the UUA and the community.
 - Maintain a lending library of books and other resources for the congregation.
 - Faith Development for Children
 - Assess congregational needs for faith development options.
 - Identify curricula and programs for children.
 - Communicate with parents/guardians about happenings in Faith Development.
 - Maintain a lending library of books and other educational material for families.
 - Provide Childcare as outlined in the "Childcare Policy."
 - Faith Development for Youth
 - Assess congregational needs for faith development options.
 - Identify curricula and programs for youth.
 - Communicate with parents/guardians about happenings in Faith Development.
 - Provide an opportunity for Youth to participate in organized activities and classes such as Coming of Age, Youth Group (WHY), or Taking Flight/Our Whole Lives, etc.
 - Maintain a lending library of books and other educational material for families.
3. Plan and coordinate budgeted funds for the program area at large and for program area subgroups, using practices of equity to share budgeted funds.
4. Connect church members and friends with opportunities for service and spiritual growth.
5. Gather input and ideas from the Congregation as to how the Faith Development Program Team can best serve the church.



MANUAL OF POLICIES, PROCEDURES, & GUIDELINES

6. Complete other duties assigned by the Board of Directors (i.e. policy recommendations, communication with the Congregation, etc.)
7. Work together with church leadership and staff to recommend church members to fill any vacancies on this Program Team as outlined in the Shared Ministry Governance policy.
8. 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 Faith Development Program Team is made up of Faith Development staff members or designees of the Director of Faith Development, two to four members-at-large, and a Board liaison.
2. Team member roles are:
 - Members-At-Large: be prepared to participate fully and reflect on best practices that support the mission and vision of the church.
 - 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;
 - 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 Shared Ministry Governance Policy and approved by the Board. Terms of members-at-large are 2 years and are renewable once, unless the Board authorizes an extension.
4. 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.
5. Administrative decisions, including coordinating regular operations and any approved spending in support of the Faith Development program area budget, are managed by staff.
6. Staff, members-at-large 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. Larger meetings of all Shared Ministry Program Teams will happen at least annually for sharing and planning.
2. Staff will coordinate the logistics of meetings as well as communicate pertinent information with other program staff or teams. Agendas will be drafted in consultation with staff and team members.
3. 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.
4. The Team shall provide a written report to the Congregation at the Annual Meeting.