



Policy Location: Governance SM - 1

Created: 6/1/2024

Title: Shared Ministry Governance Policy

Revised: (date)

Associated Documents: Bylaws Article VII: Board of Directors

Section 7.3B The Board shall establish a leadership structure that guides worship and music, faith development, social justice, congregational life, administration, financial stewardship, and other areas of church life that are identified from time to time. The Board may create or dissolve any leadership group to meet the needs of the Church.

Policy Owner: Board of Directors

Last Reviewed:

Policy

Function:

The Board of Directors shall establish and oversee a Shared Ministry Governance structure. The Shared Ministry Governance structure shall include program area teams that guide worship and music, faith development, social justice, congregational life, administration, financial stewardship, and other areas of church life that are identified from time to time.

Duties:

Under the leadership of the Vice-President, the Board of Directors shall:

1. Approve church members to serve on Shared Ministry program area teams.
2. Assess the impact of programs and activities, and initiate changes, if necessary.
3. Collaborate with staff, common procedures and guidelines for the Shared Ministry program area teams. These shall include:
 - a. an annual goal-setting gathering of all Shared Ministry Teams.
 - b. guidelines for number of meetings per year and expectations for regular communication with the Board.
4. Collaborate with program area teams, staff and the Minister to address any issues that may arise.

Organization:

1. Shared Ministry teams shall consist of 2-4 church members that serve as members-at-large, a staff member and a Board liaison (consisting of members at large with the exception of the Treasurer). Terms of members-at-large are 2 years and are renewable once, unless the Board authorizes an extension.
2. Board liaisons shall attend the program area team meetings or maintain good communication with their assigned team. Board liaisons shall provide a report of their assigned program area team



activities at regular board meetings.

3. Staff members have responsibility to make any operational decisions based on the Shared Ministry Team's input, coordinate logistics of meetings and communicate important information with other program areas or teams.
4. Members-At-Large shall be prepared to participate fully and reflect on best practices that support the mission and vision of the church.
5. The Board may change, create or dissolve any leadership team or group to meet the needs of the church.

Procedure

Meetings and Reports:

1. Shared Ministry program area teams shall meet 3-4 times per year, or more often if needed. Dates of meetings shall be shared with the Office Administrator and made available to the congregation when inquiries are made to the shared ministry team staff liaison.
2. The Board may identify expectations or agenda items for program area team meetings (i.e. goal setting, budget planning, identifying team member vacancies, policy revisions, evaluation of programming, etc.).
3. Minutes or notes from Shared Ministry program area team meetings shall be shared with the Office Administrator and made available to the congregation when inquiries are made.
4. Each Shared Ministry team shall provide a report to the Congregation at the Annual Meeting. Teams shall encourage any sub-teams in their program area to also provide a report for the Annual Meeting.

Filling Shared Ministry Team Vacancies:

1. When a vacancy occurs for a member-at-large on a Shared Ministry team, that team may identify any skills or background that would be preferred when considering church members to fill the vacancy.
2. Shared Ministry Teams will identify any vacancies for the following year and work with the minister and staff to recommend church members to serve in those roles. Recommendations will be shared with the Board of Directors.
3. Vacancies for member-at-large positions may be shared with the congregation so that church members may indicate an interest in serving on a Shared Ministry team.

Shared Ministry team rosters for the next church year shall be shared with the congregation at the Annual Meeting.