

## **Ministry Council – Interim CAR Document**

### **Background**

The Ministry Council is a new group at the Unitarian Church of the North Hills. This document will serve as the initial charge to the Council, set its initial authority and define its initial responsibilities. It has been developed by the Governance Task Force of the Board.

### **Charge**

The Ministry Council is charged with coordinating the ministry programs of the Church. The Council consists of the Minister, who serves as its Chair, the Director of Lifespan Faith Development, three Ministry Coordinators and a member of the Board designated by it.

Each of the members of the Council, except the designated Board member have job descriptions that govern their work. The initial Charge to the council is to coordinate and support the efforts of the various Ministry Teams. The goal is to eliminate, to the extent possible, overlaps in these efforts and to fill gaps where efforts are lacking.

The Council is charged with developing its own policies and procedures. As these are developed, the Council is charged with considering what changes should be made to this Interim CAR Document and communicating them to the Board of the Church for its deliberation and approval processes.

### **Authority**

The Council is envisioned to be primarily a coordinating body. As such, it has the authority to:

- Assist the minister, its chair, in carrying out the ministry and program functions of the Church. In this, the Council is to be guided by policies promulgated by the Board, including the CAR documents of the ministry teams.
- Help ensure that there are no inconsistencies or conflicts between teams. If it determines that any such issues exist, it has the authority to work with the teams to attempt to resolve the issues. If issues continue to exist, the Council has the authority to refer these issues to the Board for resolution.
- Communicate with the Board, through the minister and the Board member serving on the Council, about the ministry of the Church.
- Propose changes to this interim document to the Board.

### **Responsibilities**

- 1) Develop and maintain a Master List of activities, duties, timelines, tasks, formats, etc. for which the Council is specifically responsible.
- 2) Maintain a relationship with and provide updates as necessary to the Board through the minister and the Board member serving on the Council.
- 3) Submit a report on the its activities for inclusion in the UUCNH annual report to the congregation.