



**UUCNH Governance Task Force**  
Congregational Information Sessions  
April 2017

GTF Membership

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## Concepts and Definitions

- All Activities – Either Governance or Ministry
- Governance – Advances Mission Long-term Through Strategy, Long-range Planning and Policy, and Oversight
- Ministry – Action that Sustains Church and Advances Mission on Day-to-day Basis – Program Leadership
- Standard Terminology for Groups
  - Committees (governance)
  - Teams (ministry)
  - Task Forces (temporary, ad hoc)

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## Board Process and History

- Discussion at board retreat - July 2014
  - Identifies need to simplify UUCNH's complex church governance structure.
- Board recognizes two long-term goals:
  - Focus more on policy and strategy
  - Distribute more responsibility to other church groups
- Board charges new Governance Task Force (GTF)
  - Explore alternatives
  - Recommend revised structure

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## Board Policy Governance

- The board interprets the congregation's wishes and needs by:
  - establishing long-term goals that UUCNH strives to meet,
  - ensuring that prudent and ethical means are employed to reach these goals,
  - establishing a clear boundary between board and staff,
  - managing the board's own process.
- The board develops policy in a nested series (think nested bowls) from general to more specific until the next step clearly becomes implementation.

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### Policy Development Example

- Board identifies need for policies regarding safety at UUCNH.
- The Board develops a series of policies that become increasingly more specific:
  - **General Principle** – Everyone who participates in church activities must be kept safe.
  - **Second Level** – Policy with respect to children: Staff must follow current best practices for preventing abuse of children.
  - **Implementation Level – Detailed Best Practices** – Specific practices might include:
    - Background checks are required for working with children.
    - Two adults will be present at activities for children and youth.

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### Goals of Proposed Reorganization

(Continued)

- Provide Support for Group Leaders of Governance and Ministry Activities.
  - Lessen Demands on Leaders
  - Encourage Leaders to Volunteer
- Leverage Talents of Minister to
  - Provide Valuable Professional Guidance, Particularly for Ministry Teams
  - Avoid Placing Undue Demands on Minister’s Time

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### Goals of Proposed Reorganization

- Make Leadership and Management
  - Efficient (requires less time and effort)
  - Effective (improves results for the function)
- Provide Clear, Understandable, Simplified Lines of Authority and Responsibilities
- Focus Board Work on Policy and Strategy and High-Level Oversight of the Church and Its Ministry

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### Recent Governance Improvements

- Improved efficiency of board meeting process:
  - Consent agenda
  - Board huddle
  - Concentration on policy and strategy
- Developed CAR (Charge, Authority and Responsibilities) documents for current committees and teams – set policies around their activities
- Better defined roles and interaction of minister and staff
- Differentiated some groups
  - Governance and ministry
  - Fellowship

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### January 2017 Bylaws Amendments

- Governance Task Force Recommendations Approved Effective July 1, 2017
  - Reduce Size of Board to 7 (from 9)
  - Select Church Corporate Secretary from Voting Members of the Board
- Primary Motivation
  - Reduce Number of Congregation Members Needed for the Board from 10 to 7

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### Ministry Responsibilities

After Reorganization

- Minister
  - Head of staff: DLFD, Office Administrator, Choir Director,
  - Chair of Ministry Council
  - Sunday Services
  - Lay Pastoral Care Team
- Church Community Life
  - Connections (including Greeters)
  - Helping Hands
  - Coffee/kitchen/hospitality/special events
  - Fellowship Groups

### Board Responsibilities

After Reorganization

- *Policy Development and Review* – Including Charge, Authority and Responsibilities (CAR) Documents
- *Oversight for Ministry Activities*
- *(Paid) Personnel* – Engagement and Management
- *Finance* – Budgeting, Collections and Payments, Accounting, Managing Financial Assets
- *Stewardship*, including Fundraising, Grocery Cards, etc.
- *Management of Real Estate* – Buildings & Grounds, Decoration and Universal Design, Memorial Garden, Rentals

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### Ministry Responsibilities

After Reorganization

(Continued)

- Faith in Action
  - Systemic Change Team
  - Compassionate Service Team
  - Children’s Memorial Fund
- Church Relationships
  - UUA Denominational affairs, UU Pittsburgh Cluster, Central Eastern Region (CER)
  - Communications/Publicity
  - Bellwood

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### Ministry Council

- Membership
  - Minister – Chair, responsible to Board
  - DLF
  - Board Member (Appointed by Board)
  - 3 Ministry Coordinators – Nominated by Leadership Development Team, Elected by Congregation
    - Church Community Life
    - Faith in Action
    - Church Relationships

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### Covenantal Relations Committee (CRC)

- Three Major CRC Functions
  - Promote Our Covenant – Instill Covenant Throughout Congregation
  - Manage Its Own Processes for Dealing with Covenantal Violations
  - Address Covenantal Violations that May Occur

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### Ministry Council

(Continued)

- Charge, Authority and Responsibilities (CAR) MC
  - GTF Draft of *Interim* Document
- Role of MC
  - Assist minister in carrying out ministry and program functions, guided by Board policies
  - Minimize inconsistencies between teams.
  - Work with the teams to resolve issues.
  - Communicate with Board through minister and Board member serving on Council
  - Propose changes to *interim* CAR to Board.

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### Covenantal Relations Committee (CRC)

(Continued)

- Committee is Hybrid – Governance and Ministry
- Expectation – CRC to Meet at Least Quarterly
- Membership
  - Board Member Selected by Board
  - Minister
  - 3 Members of the Congregation
    - Nominated by Board
    - Approved by Congregation

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