

Committee on Shared Ministry Charter

1. Name of Committee or Group:

Committee on Shared Ministry

2. General Purpose:

Serves to strengthen the quality of the ministries of UUFA, including but not limited to:

- Professional leadership
- Music
- Social Justice
- Religious Education
- Pastoral Care
- Sunday Services (Worship & Forum)

3. Membership:

- 5 members
- Chosen by the Board from nominations by the Nominating Committee and approved by the minister
- Members must have sustained involvement in ministerial activities of UUFA, have the confidence of the Minister and congregation, and represent a range of ages and perspectives
- Terms are staggered, with three being chosen in odd-numbered years; two in even-numbered. Any vacancy occurring during a term will be filled by the Board, in consultation with the Minister, to complete that term.
- The minister sits as an *ex officio* member of the committee.

4. Leadership:

- A chairperson is chosen by the members of the committee from amongst its members.
- The chairperson convenes meetings and facilitates the duties of the committee.

5. Meetings:

- Meets monthly
- Meetings are announced to the congregation via *Tapestry* and weekly announcements.
- The Committee may choose to hold either open or closed meetings.

6. List the specific duties and responsibilities of the committee/group:

- Reviews & renews Fellowship's purpose; e.g. through open meetings, surveys and other means
- Develops strategic directions related to Fellowship's activities to be submitted to the Board
- Creates sub-committees, as needed, to assist with its work.
- Systematically evaluates effectiveness of ministerial activities
- Communicates with the Board and the congregation

7. Annual Goals, Objectives:

- The Committee will set goals and objectives annually after a review of the previous year's goals and objectives.

8. Accountability: The committee is accountable to the Board and the minister.

9. Reporting requirements: Reports to the Board monthly. Reports to the congregation as needed, but at least once a year.

10. Relationship to professional staff and other committees/groups of UUFA: The Committee on Shared Ministry works with the Minister, the Board, all staff, all committees and ministries to evaluate activities throughout the Fellowship.

11. Communications:

- Representative may attend Leadership Council meetings as needed.
- Reports are made in *Tapestry* and weekly announcements as needed.
- A simple statement of the committee's purpose and membership will be stated on the UUFA web site.

12. What decision-making authority does the committee/group have?

- The committee may make recommendations to the Board and/or congregation.
- The committee has the authority to determine what ministries and committees it will evaluate, how it will evaluate, how it will report to the congregation, and to develop and recommend strategic directions to the Board for the Fellowship based on its work.

13. Spending authorities:

- The committee shall be provided with a budget to carry out its duties as needed. Expenditures must be approved by the committee and requests for reimbursement signed by the Chair.