



February 21, 2013

## Lay Ministry Charter

### Purpose

The Lay Ministers are trained leaders who assist the Parish Minister in visioning, planning, coordinating, and reflecting on the shared ministry and programs of UUFA. Lay Ministers nurture their leadership skills, deepen their spirituality, strengthen their connections among the membership, and develop their UU identity in the course of serving the Fellowship's mission and vision. They form a Ministry Council with the Music Director, Director of Religious Education, and Parish Minister.

### Eligibility

Lay Ministers must be proven leaders of UUFA and have participated in a year-long training program under the leadership of the Parish Minister. Candidates must apply for entry into the program and it is at the discretion of the Minister to approve and/or terminate their service as Lay Ministers.

### Terms and Leadership

Upon completion of their first year of training Lay Ministers may serve up to two consecutive two-year terms, after which there shall be at least two years before another term may begin. All terms begin July 1 of the year of appointment. Leadership of the Ministry Council meetings is rotated and shared by the Lay Ministers. Should a ministry area be without a Lay Minister, the Minister may waive the two-term renewal restriction.

### Responsibilities

The Lay Ministers shall

- as members of the Ministry Council, meet regularly with the Parish Minister and program staff to advise, review, and discuss ongoing needs and concerns of the Fellowship
- be accountable to each other for maintaining their leadership, integrity, and confidentiality
- coordinate and preside over the Leadership Council and its meetings
- communicate with and oversee a specific cluster of committees and activities
- participate in budget planning and oversight of their cluster groups
- participate in strategic planning retreats with the Board, program staff, and Parish Minister
- be visible and available to Fellowship members appropriate to their responsibilities
- encourage UUFA members to develop leadership skills and become more engaged and committed to UUFA's mission, vision and covenant, and to our UU Principles
- be ex officio members of all committees and teams under their ministries and encourage the development of new groups or disbanding of old groups as needed
- develop and monitor strategic goals for their lay ministry and with the groups within their cluster

### Reporting

Lay Ministers shall report their activities to the Minister regularly, to the various communication outlets as activities warrant, and to the congregation annually.