

**UUCSC Committee on Ministry - Job Description (approved 11/21/00)**

**Charge**

The Committee on Ministry (CoM) supports, informs, advocates for, and evaluates the ministry of the Unitarian Universalist Congregation of South County (UUCSC). Ministry in this context means:

- ! the ways in which members of the congregation care for one another.
- ! how the lay leadership, the professional minister, and staff serve the members of the UUCSC congregation
- ! how the UUCSC congregation serves its surrounding community.

The Committee on Ministry functions as a liaison among the minister, staff, lay leaders, and the congregation to ensure a high quality of ministry, and to provide meaningful and timely feedback to the congregational hopes and concerns.

**Responsibilities**

The CoM meets this charge by receiving congregational hopes, concerns, and ideas and communicating these to the minister, UUCSC staff, Executive Board, or committee(s), as appropriate. The CoM will facilitate this communication by several mechanisms:

- ! CoM members will identify themselves and make themselves available to receive and communicate congregational hopes and concerns during church services and events, at open meetings focused on particular issues, and other times.
- ! CoM members will hold open meetings focused on particular issues to promote communication from the UUCSC congregation members.
- ! CoM members will maintain a comment box, available to congregation members during church services and events. The CoM will request that all comments be identified with the member's name, to facilitate follow-up.
- ! Other feedback mechanisms may be developed and maintained in consultation with the Executive Board.
- ! All member's communication with the CoM will be confidential.

The CoM will evaluate the ministry of the UUCSC on a regular basis, through formal survey(s) of the congregation. The design, administration, and results of this survey process will be shared with the congregation members, the Board, and UUCSC staff. As well, the CoM fosters the resolution of conflicts within the congregation or between UUCSC staff and congregation member(s) as needed. CoM members will maintain confidentiality of congregational communications to the CoM. However, the CoM will report the nature and particulars of these complaints, as well as the resolution of same, to the UUCSC Board in a timely fashion.