



**ORGANIZATIONAL STRUCTURE
OF
THE UNITARIAN UNIVERSALISTS
OF
TRANSYLVANIA COUNTY**

ORGANIZATIONAL STRUCTURE

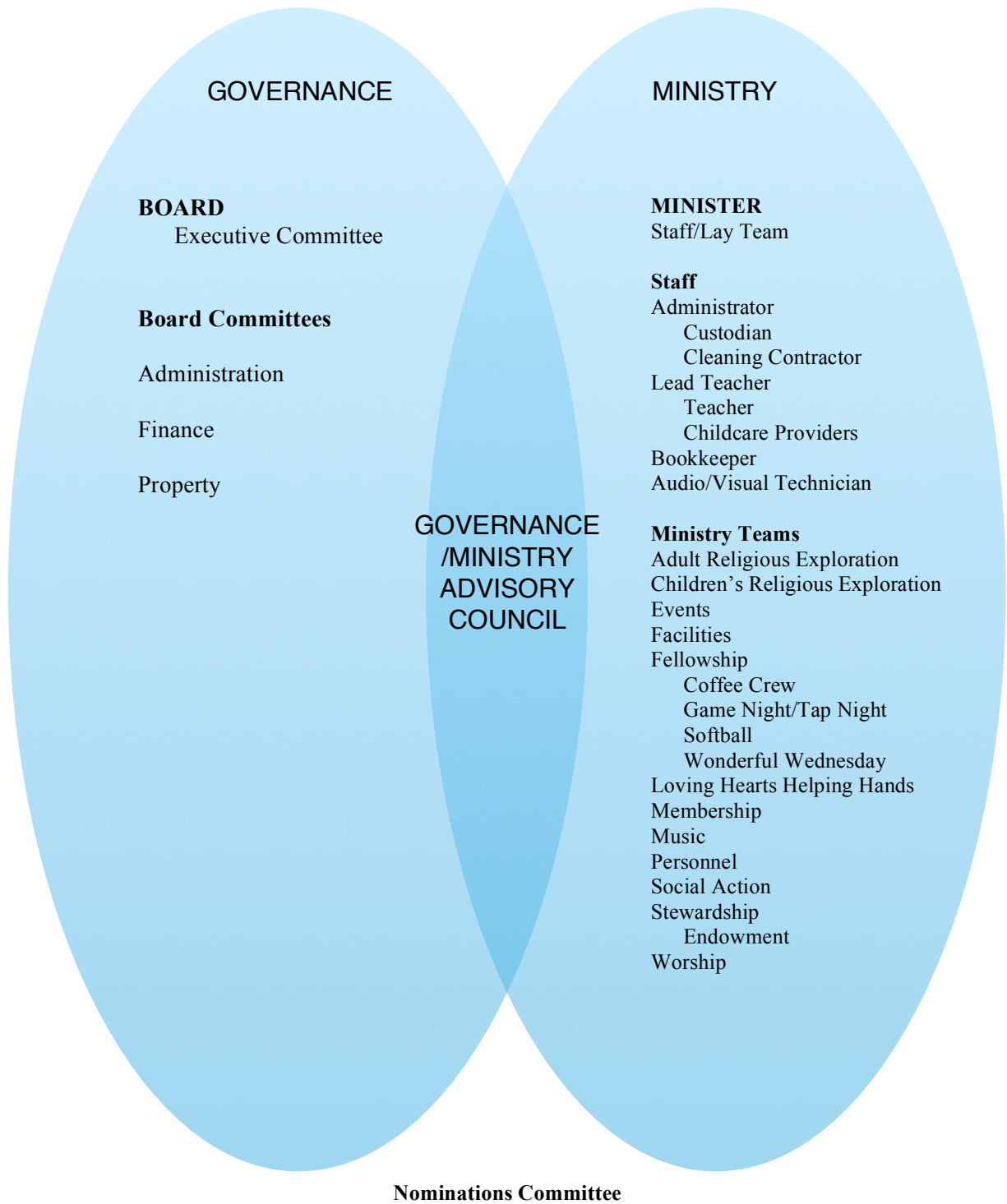
Ultimate authority for the Unitarian Universalists of Transylvania County (UUTC) resides with the Congregation. Operating under its Bylaws, the Congregation delegates responsibility for its structural organization to the Board of Trustees.

Governance and Ministry are two distinct but overlapping spheres of congregational organization and action of UUTC.

Governance: As directed by the Bylaws, the Board assumes the usual and customary responsibilities for managing the business affairs of the Congregation and for providing oversight of its programs. Governance is the principal function of the Board of Trustees (Board). Within this sphere, the Board and the Committees of the Board (Committees) set or recommend policy, respectively. In addition to setting policy, the Board will support the Committees and the Ministry, and thus the Teams and Task Forces, in accomplishing their goals.

Ministry: Ministry refers to the implementation of policy and includes the total programming of the church. The Minister is responsible for this implementation.

UUTC ORGANIZATIONAL DIAGRAM



GOVERNANCE: Board of Trustees (Board)

Governance is the principal function of the Board of Trustees. The Board consists of:

- President (1 year term; President-Elect from prior year; 1 term maximum)
- President-Elect (1 year term; 1 term maximum)
- Secretary (1-year term; maximum of 2 consecutive terms)
- Treasurer (1-year term; maximum of 3 consecutive terms)
- At-Large-Members (three), serving 3-year, staggered terms (maximum of 1 term of 3 years, unless initial appointment is to fill unexpired term).

See Bylaws for responsibilities of Officers and Board Members.

After term limits, a 2 year period must elapse before an individual may serve in the same position.

The **Executive Committee of the Board** consists of the President, as Chair; President-Elect; Secretary; and Treasurer.

The Board meets monthly and as-needed, with dates and times of its meetings publicized to the Congregation.

Responsibilities of the Board:

- 1. Policy development:** Within the sphere of Governance, the Board sets policy and, as directed by the Bylaws, maintains and annually updates the Policy Manual.
- 2. Oversight:** As directed by the Bylaws, the Board assumes the usual and customary responsibilities for managing the business affairs of the Congregation and for providing oversight of its programs. This includes, but is not limited to, maintaining an appropriate organizational structure and setting organizational policy. The creation, purpose, structure and composition of all Committees except the Nominations Committee (which is a Committee of the Congregation), are at the discretion, and under the management, of the Board. Accordingly, the Board holds the Committees, the Council and the Ministry, and thus the Teams and Task Forces, accountable for their charges.
- 3. Planning:** The Board collaborates with the Council and the Minister in planning for and utilizing an annual Governance/Ministry Planning Retreat to develop goals for the coming year and plans for their implementation. For any of these activities, the Board may draw upon the advice of the Council, especially as the

Council exercises its charge for “visioning”, and may appoint Task Forces outside its membership to engage in given tasks to fulfill these responsibilities.

- 4. Budget:** Utilizing suggestions from the Finance Committee, the Board develops and recommends the annual budget to the UUTC Congregation for consideration and vote at its annual Congregational Meeting.
- 5. Selecting, hiring, and discharging a Minister:** The Board determines any changes to the Role, Job Description and/or Compensation Agreements with the Minister. For the latter, the Board relies on information from the Finance Committee.

The Board develops essential information and processes for selecting and calling an Interim Minister and/or a Minister or for terminating the UUTC relationship with a Minister or Interim Minister. It may appoint Task Forces to develop recommendations for and carry out some or all of these tasks on its behalf. Board decisions to call or dismiss a Minister are made in executive session and, at the discretion of the Chair of a Task Force created by the Board to assist in this process, Task Force meetings may also be held in executive session.

- 6. Evaluating the performance of the Minister:** The Executive Committee of the Board meets with the Minister annually to review the effectiveness of the Minister. It provides a written report of this review to the Minister and to the Board and places a copy in the Minister’s personnel file. Financial compensation is not a part of this review.
- 7. Staff:** Through the Minister, the Board relies on the Personnel Team for establishing the appropriate processes to employ, evaluate and discharge staff. The Board, through its Finance Committee, considers recommendations from the Minister for employee salaries and/or independent contractor fees and determines those in its annual budget review (or, on an as-needed basis). The Board relies on its Administration Committee for recommendations concerning personnel policy and changes in staff job descriptions and lines of authority.
- 8. Determine affiliation status:** As directed by the Bylaws, the Board shall direct an annual review of the membership rolls to determine membership status and to remove Members and Friends from affiliated status.
- 9. Public representation:** The Board represents UUTC in the broader community and authorizes any formal public statement in the name of the Congregation.
- 10. Additional responsibilities:** According to the Bylaws, the Board may be assigned special powers through an Enabling Resolution (ER).

Board Committees

The following are the standing Committees reporting directly to the Board of Trustees:

- **Administration**. As directed by the Board, it makes policy and organizational structure recommendations for UUTC, monitors policy implementation, and serves as the custodian for the UUTC Policy Manual.
- **Finance**. It makes policy recommendations for the purpose of managing UUTC funds in keeping with Congregational objectives and Board directives.
- **Property**. It makes policy recommendations for all UUTC buildings and grounds and their use.

Committee Membership:

Board Committees will be comprised of a Chair, a Chair-Elect and a minimum of 3 additional members, chosen from among UUTC Members and Friends and serving staggered terms. Committee members shall be approved by the Board.

Committee Chairs:

The UUTC Board President and President-Elect together will appoint Committee Chairs and Chairs-Elect, who must be Members of the Congregation. Board Committee Chairs and Chairs-Elect will not be members of the Board but will have ex-officio status and attend Board meetings as necessary and/or as they desire.

Terms of Committee Service:

The one-year terms of Chairs and Chairs-Elect will be in tandem with the term of the Board President and President-Elect appointing them.

The Committee Chair and Chair-Elect will recruit the additional members to serve staggered terms of 3 years. No member shall serve longer than 3 years consecutively without a 2-year gap in that service, unless the initial appointment is to fill an unexpired term.

During the 3 months prior to the beginning of the up-coming Administrative year, the Chair and Chair-Elect will work with the Committee (utilizing counsel from the Minister, the Governance/Ministry Advisory Council and the Nominations Committee as resources) to identify and recruit new members to replace those rotating off or planning to leave the Committee for the coming year.

The Committee Chair and Chair-Elect will work with Committee members (utilizing counsel of the Minister, the Council and the Nominations Committee as resources) to recruit for vacancies that may occur during a term.

Task Forces:

To extend their capacity, Committees may appoint Task Forces from among Members and Friends outside the Committee for short-term projects.

Dual Membership:

Generally, Committee members may simultaneously serve as members of other Committees, members of Ministry Teams, members of the Council and/or members of the Nominations Committee. However, Committee Chairs and Chairs-Elect may not serve concurrently as Chair of another Committee, Leader of a Team, as a Council member, or as a Board member.

Operating Guidelines:

Each Board Committee shall establish Operating Guidelines that describe its functions, responsibilities and procedures necessary to carry out its mission, in keeping with Board directives. See Appendix A for the Operating Guidelines Template.

MINISTRY: Role of the Minister as the Executive of Ministry**Leadership:**

The Minister and the Congregation share responsibility for the leadership and ministry of the Congregation. The UUTC Congregation looks to its Minister for spiritual leadership and initiative and for assistance in articulating its vision. In collaboration with the Board and the Congregation, the Minister is responsible for professional performance and oversight of the Congregation's Ministry.

Services to the Board, the Council, Committees and Teams:

The Minister is an ex officio member of the Board and will provide a written report to the Board at its regular meetings.

The Minister is responsible and accountable to the Board for the total Ministry of UUTC and the effective functioning of all Ministry Teams.

The Minister is an ex officio member of the Council, all Committees and Teams, except the Executive Committee of the Board.

Relationship to Church Staff:

The Minister is administratively responsible, either directly or indirectly, for the day-to-day supervision of staff members and for their annual performance reviews. The Minister is the Team Leader for the Staff/Lay Team.

Ministry Teams

The Minister may determine that new Teams are needed and/or that current Teams are not needed to effectively carry out the Ministry of UUTC. In that event, the Minister will inform the Board of plans for changes in the Ministry Teams and be accountable to the Board for the results.

The Teams listed below were those in operation at the time of the formal adoption of the new organizational structure by the Board on 05/15/2014:

- Adult Religious Exploration
(Wonderful Wednesdays)
- Children's' Religious Exploration
- Equal Exchange
- Loving Hearts Helping Hands
- Membership
- Music
- Social Action
(Diversity)
- Social
- UU Connections
- Worship
- Building
- Grounds
- Personnel Team
- Stewardship Team
(Endowment)
- Staff/Lay Team

See the Organizational Diagram on page 3 for a list of current Ministry Teams.

Team Leaders:

The Minister will either appoint Team Leaders or direct Teams to choose their own Leaders. Team Leaders must be Members or Friends of the Congregation. Team Leaders (or a representative) will participate on a regular and as-needed basis (frequency and need to be determined by the Team Leader and Minister) in the Staff/Lay Team meeting.

Team Members:

The Team Leader and the Minister will work together (utilizing the counsel of the Council and the Nominations Committee's resources) to recruit Team members. Team members who are not Leaders do not require formal affiliation with UUTC.

Terms of Team Service:

Team Leaders may serve in that role no longer than 3 years without a break in leadership service of at least 2 years. **Additionally, when a Leader steps down from a leadership role, (s)he will be ineligible to serve as a member of that Team for one year.**

Team members may serve unlimited terms because of their special interests and/or expertise.

Dual Membership:

Generally, Team members may simultaneously serve as members of other Teams, members of Board Committees, members of the Council, members or officers of the Board, and/or as members of the Nominations Committee. However, Team Leaders may not serve concurrently as Leader of another Team, Chair of a Committee, as a Council member, or as Board President.

Operating Guidelines:

Each Ministry Team shall establish its own Operating Guidelines that clearly describe its functions, responsibilities, and the procedures it follows to carry out its mission. See Appendix A for the Operating Guidelines Template.

GOVERNANCE/MINISTRY ADVISORY COUNCIL

Governance/Ministry Advisory Council (Council): The Council is a bridging advisory group between the Governance (Board) and Ministry (Minister) functions of UUTC.

Council Membership:

Membership on the Council is collaboratively determined by the Board President and the Minister, with the following 5 members, who must be Members of the Congregation:

1. A past President of the UUTC Board, jointly chosen by the Board President and the Minister.
2. Two members recommended by the current Board President.
3. Two members recommended by the Minister.
4. The Board President and the Minister are Ex-Officio members.

Terms are for 1 year, with a maximum of 3 continuous terms served. A member may serve again after two years have passed.

Council Leadership:

The Council will select a Chair from its members each year.

Dual Membership:

No Council member may serve concurrently as a Team Leader, a Committee Chair, or as a Board member.

Responsibilities of the Council:

1. Provide a “listening ear” to the Congregation and for communication of information for both the Board and Minister. In addition to the more informal “listening” that is a charge to members of the Council, the Council will develop processes for on-going and regular ways of soliciting feedback and ideas from the Congregation—and the various groups operating within the spheres of Governance and Ministry—that can improve the ability of UUTC to more effectively achieve its mission. As needed, the salient representatives of Governance and Ministry will be invited to attend Council meetings to receive information gathered by the Council and the Council will provide pertinent information to the Board President and the Minister.
2. Visioning. The Council is ideally situated in the organizational structure of UUTC to carry out on-going processes for “visioning” the future needs and opportunities for UUTC. In exercising this responsibility, the Council will design appropriate processes for developing a UUTC vision for its future and collaborate with the Board and the Minister to determine timing for up-dating of vision statements, advising both Governance and Ministry about issues to be addressed.
3. Annual Governance/Ministry Planning Retreat: The Council, as the bridging group between Governance and Ministry, and with the charge to be the formal “listening ear” to the Congregation, is also ideally situated to conduct the annual Governance/Ministry Planning Retreat. The purpose of the Planning Retreat is to take stock of the needs and “health” of UUTC, identify goals for the coming year and specify the responsibilities of the Board and Minister in their implementation. The Council will consult with the Board and Minister in setting the Retreat date, place, and agenda. It may appoint a Task Force(s) to include others who are not Council members to assist with this task.
4. Identification of potential future leadership (working throughout the year in collaboration with the Nominations Committee). As the recipient of information from a wide variety of sources within UUTC, the Council is well positioned in the organization’s structure to identify potential leaders. It will develop an on-going process for regular dialogue with the Nominations

Committee of the Congregation and the Minister so that leadership for positions can be identified and selected well in advance of annual elections.

5. Leadership development to carry out both the Governance and Ministry of UUTC. The Council identifies the training needs of current and future UUTC leaders and facilitates access to the appropriate training resources, such as on-site-training, workshops, and conferences. For consideration in the Board's budget planning, the Council makes recommendations to the Board Finance Committee annually concerning financial support needed for leadership development.
6. Conflict management, following policies of the former Conflict Management Team and drawing from a pool of trained conflict mediators. Any group or individual within UUTC may request this service of the Council. The results of the mediation effort will be shared with the Board President and the Minister. Appropriate privacy and confidentiality will be protected.

Operating Guidelines:

The Council shall establish Operating Guidelines that describe its functions, responsibilities, and the procedures necessary to carry out its mission. See Appendix A for the Operating Guidelines Template.

ATTACHMENTS: APPENDIX

APPENDIX A: Operating Guidelines Template

APPENDIX A

Operating Guidelines Template

Each UUTC Governance Committee, Ministry Team, and the Governance/Ministry Advisory Council shall establish its own Operating Guidelines to define its function and clearly delineate how it carries out this function. Operating Guidelines will enable current and incoming leaders and members of Committees, Teams, and the Council to clearly understand their purpose, their responsibilities, and the tasks that are required of the group.

In order to maintain some consistency throughout the UUTC organization, the Operating Guidelines shall include, at a minimum, the following:

<i>Organizational Group:</i>	<i>Committee/Team/Council Name</i>
<i>Function:</i>	<i>statement of purpose</i>
<i>Responsibilities:</i>	<i>list of the responsibilities</i>
<i>Membership:</i>	<i>description of the make-up of the membership, including leadership roles and the established rotation schedule (must adhere to current UUTC Organizational Structure)</i>
<i>Operating Procedures:</i>	<i>list of the procedures and tasks that the group follows to carry out its responsibilities</i>

The function, responsibilities and procedures of each group may be modified as needed over time.

All initial Operating Guidelines developed by Committees, Teams, and the Council shall be submitted to the Board for review and approval. Once established, each group shall review its Operating Guidelines annually. Revisions to Committee and Council Operating Guidelines must be approved by the Board of Trustees. Revisions to Team Operating Guidelines must be approved by the Minister.