

All Souls Unitarian Universalist Congregation
Job Description of Committee Chair or Ministry Team Leader

Position: Board of Trustees - Member at Large

Date: August 2016

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MISSION STATEMENT: *All Souls UU Congregation is a liberal religious congregation that nurtures lifelong spiritual development. We covenant to create a welcoming, caring, justice-seeking community within and beyond these walls.*

VISION STATEMENT: *All Souls welcomes seekers to our liberal religion and offers a transformative worship experience. We act boldly, compassionately, and publicly for justice. We intentionally share the message of Unitarian Universalism. While building a congregation of over 300 members, we broaden and deepen our ministries with community partnerships and an integrated campus.*

1. How does this committee support the mission and vision of All Souls?
The Board of Trustees at All Souls is responsible to the mission of All Souls.

From the All Souls Bylaws: Section 1. The Board of Trustees shall be responsible for the finances, property, policies, and business affairs of the Congregation. The role of the Board shall be one of oversight, discernment and strategy. The Board shall ensure that decisions made by the Congregation at Congregational Meetings are carried out. It shall receive and act upon the recommendations of the Minister, the staff, and Committee Chairs. The Board may delegate specific tasks.

2. Specific responsibilities:

- attend monthly board meetings, typically the 3rd Thursday of the month, 5:30 - 7:30; regular attendance is expected (with the exception of unforeseen circumstances)
- read financial reports, task-force reports, and other material in the board packet prior to each board meeting. This material is sent out the week before the board meeting
- attend (2) board retreats - one in the summer, one in the winter;
- complete assigned reading for retreats
- count the collection plate typically once a month
- attend council meetings - typically 3/year
- serve as liaison to 2 or 3 committees or ministries - see below for liaison role

- report monthly (briefly, via email) to the rest of the board on anything the board needs to know from the committees to which you are the liaison
- serve on board task forces as they come up (ex: Long Range Plan, Bylaws Revision, property purchases, Policy Revisions, etc.)

3. Role of board liaison:

- To facilitate communication between the committee and the Board.
- To keep the Board informed regarding the important activities of each committee and issues that need Board approval
- To communicate information pertinent from the Board to each committee.
- To monitor the overall functioning of the committees and keep the board informed.
- May attend occasional meetings of assigned committees

4. Estimated number of hours per month: 6; some months more when retreats are scheduled

5. Position term: 2 years, with option to serve another 2 year term

6. This team coordinates with (indicate other teams or committees):
specific committees or teams that you are liaison to

7. Additional relevant information: must be a member of All Souls to serve on the board of trustees