



The UUAA Shared Ministries Team (SMT)

"... this is our covenant with each other: to dwell together in peace, to search for truth in love, and to help one another..."

PURPOSE:

The purpose of the lay-staffed "Shared Ministries Team" (SMT) is to support and nurture the health of the congregation and its many thriving ministries, with a primary focus on operational policies, processes, and communication.

ROLES/RESPONSIBILITIES:

The primary role of the SMT is to **receive, reflect on,** and directly **respond to** feedback from the congregation related to processes, activities, and communication within the community, with an eye towards supporting and productively enhancing these. Congregational processes, activities, and communication may include the work of the staff, the lay leadership, or members of the congregation, the congregation's operational policies & processes, and the congregation's activities, programs, and ministries.

The SMT honors the confidentiality of its internal reflection and deliberation processes, while committed to the transparency of information sharing and outcomes.

The SMT will serve as an open channel in responding to feedback, questions, or the need for additional information that may arise in our increasingly complex organization, in particular paying attention to areas/issues where it may become apparent that there is a significant critical mass of congregational interest.

The SMT may, at times, proactively survey the congregation and staff to solicit feedback on a particular topic, but it is anticipated that most congregational feedback will be in the form of email, phone calls, and personal communications with the SMT and/or the congregation's staff.

The SMT will work collaboratively with the staff to find a way forward on issues that warrant an adjustment of congregational policies or processes, and provide clarifying information to inquiring parties when such would be helpful.

The work of the SMT will reflect UUAA and UU values, and the congregation's governing policies, and will seek to strengthen the shared covenant-based fabric of our community.

The SMT, and its members, will remain fair and impartial in matters related to congregational life, not serving as an advocate for individual congregants, the staff, the ministers, specific program areas of

the congregation, or specific subgroups of the congregation. The needs of the UUAA community, as a whole, will always be held first and foremost at the center of all that the SMT does.

SELECTION PROCESS & ACCOUNTABILITY:

Members of the SMT will be selected by the senior minister, who will consult with the leadership of the Board of Trustees and the current Chair of the SMT in the selection process of team members. Committee members will serve 3-year staggered terms. The committee will report to the senior minister and will submit an annual report on its activities to the congregation's Board of Trustees. The committee will be composed of members who have a broad knowledge of UUAA and its organizational systems, are generally trusted by the congregation and its members, and can be relied on to keep the best interests of the full congregation at the heart of their work. The specific number of committee members will be determined by the senior minister, in consultation with the chair or co-chairs, based on the workload and needs of the team.

COLLABORATIVE RESPONSIBILITIES:

While it is anticipated that the SMT will focus primarily on over-arching matters related to healthy processes and policies, it is recognized that there is often no way to discuss processes without also discussing relationships and behaviors within the community, touching on the needs of "right relationship" and the healthy embodiment of our UUAA covenant. As such, while the Living Our Values (LOV) Team has primary responsibility for "right relationship" and covenant-based issues and the Shared Ministries Team (SMT) has lead on operational policies, processes, and communication, it is anticipated that both teams will work as closely together as is needed, modeling healthy, ongoing communication, collaboration, and when appropriate, joint action between the two groups.