



JOB DESCRIPTIONS

First Parish UU Church - Committees



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Job Description

Board of Directors:

Accountable to:	Congregation
Number of Members:	Seven active members (Two are Clerk and Treasurer)
Date Effective:	February 4 2000

This Committee is expected to submit meeting minutes to the Leadership Forum and Bulletin Board.

Responsible for and performs the following duties:

- On behalf of the membership, develops and activates policies within constraints of the church by-laws, and takes such actions within those policies necessary for the care, well-being and security of all aspects of church life between meetings of the congregation; informs the congregation of its actions and reasons for such actions.
- Delegates actions and activities to elected and appointed officers, committees, and task forces, whenever possible.

Responsibilities and duties specifically:

1. Elects from the Board, a Chairperson and Vice-Chairperson at the first meeting following the annual meeting of the church.
2. Ensures proper care and preservation of all church properties and financial assets.
3. Ensures proper and secure transaction of the general business of the church.
4. Ensures timely determination and coordination of funding ways and means to include, but not to be limited to, the supervision and implementation of the annual canvass for funds to support the annual operating budget.
5. Approves all expenditures not included in the annual operating budget. The total of these expenditures cannot exceed 5% of the annual operating budget in any one year without approval of the congregational members.
6. In consultation with the Leadership Forum and the Finance Committee, presents a proposed calendar year operating budget to the congregation at the Semi-Annual meeting.

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7. Negotiates a Letter of Agreement with a new Minister.
8. Appoints a three-member Committee on Ministry from a proposed list of potential members provided by the Minister; appoints other committees, task forces and individuals as may from time to time be needed to develop and carry out the programs, projects and work efforts of the church.
9. In consultation with the Minister and Personnel Committee, is responsible for the employment, evaluation/review and dismissal of all employees not called by the congregation.
10. Ensures that at least one (1) Director acts as liaison between the Board and each standing committee and task force to maximize proper communication.
11. The Chair or Vice-Chair calls Leadership Forum meetings as appropriate for maximizing church communication and for conducting church business; if necessary designates another Director to convene and preside over such meetings.
12. Ensures appropriate use of church property by outside organizations and groups; establishes rental policies and fees for such usage.
13. For the balance of any church year, with the assistance of the Nominating Committee, fills vacancies which may occur on the Board of Directors or in any other elected or appointed position.
14. Ensures preparation and presentation of a written annual report to the congregation at its annual meeting to include reports from the Minister, church officers, standing committees, ad hoc committees and task forces as well as the proposed program budget for the coming year.
15. Supports and encourages the work of the Minister, employed church staff, committees, task forces, and others engaged in church activities.
16. Receives from committees, task forces and individual members recommendations that require final review and approval of the Board.
17. Engages in long-range planning activities intended to identify evolving problems and opportunities. This function may be delegated to a comprehensive planning Committee.
18. Ensures development, regular review, maintenance and proper implementation of job descriptions, related evaluation procedures, and up-to-date personnel policies and procedures. Ensures that all employees know that they can take their concerns and grievances to the Personnel Committee should they not be able to resolve issues with their immediate supervisor.

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19. With the extended members of the Leadership Forum, develops an annual church calendar of program, social, and fund-raising activities.
20. Conducts regularly scheduled monthly meetings. These meetings are open to members and active friends of the church.
21. Meets in executive session when requested by a majority of the Board members. The Board Chairperson shall take results of the executive sessions to the Minister, other officers and members, as appropriate, following the executive session.
22. Calls special congregational meetings for conducting church business and/or all-member communication. Calls special congregational meetings when requested in writing by ten percent (10%) or more of the active members of the congregation.
23. Performs other duties as may from time to time be required to maintain satisfactory church spiritual life and fiscal health.

(Reviewed and approved by the Leadership Forum 05/11/2015)

Job Description

Committee on Ministry:

Accountable to:	Minister and Board of Directors
Number of Members:	A minimum of three active members chosen jointly by the Minister and Board of Directors
Date Effective:	July 2002

Committees are expected to submit meeting minutes via Board Liaisons.

Responsible for and performs the following duties:

- Clarifies the nature, scope, priorities and expectations of the total ministry of the church. Aids in strengthening the quality of the ministry by monitoring, on a regular and continuing basis, the effectiveness of the congregation's ministry. Acts as counsel for the Minister and helps to ensure good communication and good relationships among the Minister, the staff and the members of the congregation.

Responsibilities - Specific:

1. Works with the Minister to develop the congregation's annual ministerial priorities and recommends these to the Board of Directors for approval.
2. Facilitates the process of evaluating the ministry of the church as it is carried out by the Minister, the staff and laity; spearheads a process for this evaluation involving the Minister, the Board of Directors, the congregation and the staff as outlined in the ministerial evaluation policy and procedures.
3. In consultation with the Minister, makes a ministerial compensation recommendation as part of the annual budgeting process.
4. Supports the Minister's planning for continuing education, sabbaticals and other professional development.
5. Supports continuing education of the congregations from its growing understanding and skill in shared ministry.
6. Continually monitors congregational life.
7. Periodically advises the board regarding the health of the congregation's ministry.

8. Continually educates itself about ministry.
9. Maintains communication with Board of Directors' liaison.
10. Advises Board of Directors of recommendations and activities.
11. Performs other related duties as may from time to time be required for smooth performance of its charge.

(Reviewed and approved by the Leadership Forum 05/11/2015)

Job Description

Nominating:

Accountable to: Congregation
Number of Members: At least three active members
Date Effective: February 4, 2000

Responsible for and performs the following duties:

- The primary work of the Nominating Committee is to present to the congregation at the annual meeting and at special congregational meetings, when needed, and to the Board of Directors, as appropriate, a slate of qualified candidates who are willing to serve in various positions of church leadership, both elective and appointive.
- Between annual meetings, the Nominating Committee shall serve in a consulting capacity to the Board of Directors and other church groups.
- The Nominating Committee shall be a year-round operating Committee.

Responsibilities – Specific:

1. Meets at least bimonthly and more frequently as needed.
2. Works to be continually aware of the leadership resources and needs of the church by working in consultation with the Minister, the Membership Committee and other groups within the church.
3. Provides a slate of candidates to the congregation/Board of Directors when a vacancy is to be filled.
4. Maintains communication with Board of Directors' Liaison.
5. Advises the Board of Directors of its recommendations and activities.
6. Performs other related duties as may from time to time be required for smooth performance of its charge.

(Reviewed and approved by the Leadership Forum 05/11/2015)

Job Description

Personnel:

Accountable to:	Board of Directors
Number of Members:	At least three active members appointed by the Board
Date Effective:	November 28, 2005

This Committee is empowered to make independent decisions based on this job description and the availability of funds in the budget line item. If an issue/decision is beyond the scope of the Committee's charge and/or budget, the appropriate staff or Board Liaison should be notified with proposals made to the Board. All Committee-specific fundraising events shall be reviewed by the Board for scheduling coordination and setting expectations. Committees are expected to submit meeting minutes via Board Liaisons.

Responsible for and performs the following duties:

- Develops and recommends policies regarding employment of staff to the Board of Directors; implements where appropriate.

Responsibilities – Specific:

1. Establishes and implements, consistent with the bylaws, employment-related procedures including those which:
 - a. Ensures the quality of the process of hiring and termination of employees, including job posting, advertising, recruiting, employment interviewing and exit interviewing.
 - b. Ensures that employee evaluations are conducted on a regular basis and in a fair and appropriate manner.
 - c. Ensures that employees hired in a professional and non-professional capacity (e.g. Music Director and Religious Education Director) will have written letters of agreement.
 - d. Monitors and ensures compliance with civil rights, OSHA, ADA and other regulations, procedures and acts for the protection of employees.
 - e. Review personnel policies and pay plans on an annual basis.
2. Develops and revises, as needed, relevant written materials including the following:
3. An employee handbook which describes employee rights and procedures.

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4. Job descriptions, in consultation with others as appropriate.
5. Provides ombudsman services (grievance panel, mediation, arbitration) to members of the professional and non-professional staff, excluding the Minister, as may be required in written employee procedures or as requested by the Board of Directors.
6. Upon request, assists in the determination of equity in compensation.
7. Advises on issues of insurance and liability.
8. Attends to other such employment issues as may arise.
9. Maintains communication with Board of Directors' liaison.
10. Advises Board of Directors of recommendations and activities.
11. Performs other related duties as may from time to time be required for smooth performance of its charge.

(Reviewed and approved by the Leadership Forum 05/11/2015)

Standing Committees:

Job Description

Finance:

Accountable to:	Board of Directors
Number of Members:	At least three members, plus Treasurer & Assistant Treasurer who will serve Ex Officio
Date Effective:	February 27, 1995

This Committee is empowered to make independent decisions based on this job description and the availability of funds in the budget line item. If an issue/decision is beyond the scope of the Committee's charge and/or budget, the appropriate staff or Board Liaison should be notified with proposals made to the Board. All Committee-specific fundraising events shall be reviewed by the Board for scheduling coordination and setting expectations. Committees are expected to submit meeting minutes via Board Liaisons.

Responsible for and performs the following duties:

1. Coordinates the process of developing a draft of the annual budget; requests budgets and/or anticipated expenses for the coming fiscal year from all standing and special committees and organizations within the church; and presents a draft of an annual operating budget to the Leadership Forum for review and recommendations before presenting final draft to the Board of Directors.
2. At each of its meetings, reviews reports from the Treasurer on the status of the operating budget, including all items of revenue and expenditure. It shall make reports regarding the budget to the Board.
3. Ensures oversight of the status of individual pledges.
4. Reviews any requests for expenditures beyond those approved in the annual budget and reports its recommendations to the Board, including suggestions as to the sources of revenue to cover such expenditures.
5. Receives regular reports pertaining to the church's bookkeeping arrangements from the Treasurer.
6. Is responsible for the management of the church's financial resources, including its endowment, and recommends changes in these arrangements to the Board

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7. Arranges for periodic audits or reviews of the financial records by an independent accountant or financial agency. A full audit will be conducted whenever there is a change in church treasurers.
8. Annually reviews the church's property and liability insurance policies.
9. Has general financial oversight responsibility for all church fund-raising activities, including pledge and capital drives, but is not responsible for the appointment of leadership of such efforts nor the implementation of them. Concerns about financial aspects of any fund-raising activity will be referred to the chair of the committee responsible for the activity and/or to the chair of the Board.
10. Makes quarterly reports in the newsletter to update the congregation on the activities of the Committee and the status of the budget and prepares a detailed report of the year's activities for inclusion in the Annual Report.
11. Oversees the maintenance of the church's permanent financial records for the purpose of current review and future planning.
12. Maintains communication with Board of Directors by way of the Liaison, the Treasurer.
13. Advises Board of Directors of recommendations and activities.
14. Performs other related duties as may from time to time be required for smooth performance of its charge.

(Reviewed and approved by the Leadership Forum 05/11/2015)

Job Description

Membership:

Accountable to:	Board of Directors
Number of Members:	At least three members
Date Effective:	February 4 2000

This Committee is empowered to make independent decisions based on this job description and the availability of funds in the budget line item. If an issue/decision is beyond the scope of the Committee's charge and/or budget, the appropriate staff or Board Liaison should be notified with proposals made to the Board. All Committee-specific fundraising events shall be reviewed by the Board for scheduling coordination and setting expectations. Committees are expected to submit meeting minutes via Board Liaisons.

Responsible for and performs the following duties:

- To ensure the nurturing and maintenance of the members and friends of the church; to reach out to the public and invite them in; to reach out to members and friends who have become disconnected from the church community.

Responsibilities – Specific:

1. Distributes orientation packets to those who express an intent to join First Parish UU and conducts "Welcoming Sessions".
2. Updates and maintains an adequate supply of orientation packets.
3. Maintains an up-to-date list of the membership of First Parish.
4. Oversees the publication of an annual church directory of members and friends.
5. Oversees/promotes activities to attract visitors and encourage new members.
6. Maintains communication with all committees via the Liaisons and reports.
7. Advises Board of Directors of recommendations and activities.
8. Performs other related duties as may from time to time be required for smooth performance of its charge.

(Reviewed and approved by the Leadership Forum 05/11/2015)

Job Description

Caring:

Accountable to: Board of Directors via Membership Ministry

Number of Members: **Sub Task Force;** Three at minimum (plus Membership Chairperson, Ex Officio)

Date Effective: March 5 1995

This Committee is empowered to make independent decisions based on this job description and the availability of funds in the Membership Ministry's budget line item. If an issue/decision is beyond the scope of the Committee's charge and/or budget, the appropriate staff or Board Liaison should be notified with proposals made to the Board. All Committee-specific fundraising events shall be reviewed by the Board for scheduling coordination and setting expectations. Committees are expected to submit meeting minutes via Board Liaisons.

Responsible for and performs the following duties:

- To assist the Minister in the performance of responsive pastoral activities involving the caring for, and needs of, those parishioners whose situations call for special concerns.

Responsibilities - Specific:

1. Monitors calls of the Minister, or other individuals in the church, providing information concerning the hospitalization, home or nursing home confinement, illness or other congregants' needs.
2. Responds as Committee members to the needs of congregants as they arise.
3. Solicits and recruits other non-Committee members, both inside and outside of the church membership, to provide for the needs of congregants in a timely and comforting manner.
4. Communicates to the Minister and to appropriate church committees, information concerning parishioners in need so that they can also react appropriately to meet congregants' needs.
5. Maintains communication with Board of Directors' Liaison.
6. Liaison via the Membership Ministry.
7. Advises Board of Directors of recommendations and activities.

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8. Performs other related duties as may from time to time be required for smooth performance of its charge.

(Reviewed and approved by the Leadership Forum 05/11/2015)

Job Description

Music:

Accountable to:	Board of Directors
Number of Members:	At least three active members
Date Effective:	February 4, 2000

This Committee is empowered to make independent decisions based on this job description and the availability of funds in the budget line item. If an issue/decision is beyond the scope of the Committee's charge and/or budget, the appropriate staff or Board Liaison should be notified with proposals made to the Board. All Committee-specific fundraising events shall be reviewed by the Board for scheduling coordination and setting expectations. Committees are expected to submit meeting minutes via Board Liaisons.

Purpose:

To assist the Music Director in maintaining a high-quality music program at First Parish, which is diverse in its offerings and spiritually enriching.

Responsible for and performs the following duties:

- Acts as Liaison to the congregation, choir, Music Director, and the Board of Directors, for matters related to the music program.

Responsibilities – Specific:

1. Prepares an annual budget each year including professional fees, organ and piano maintenance, and music purchases.
2. With the Music Director, conducts an annual review and evaluation of the music program.
3. The committee offers recommendations to the minister for the evaluation of the Music Director.
 - a. The Music Director and Music Committee will develop goals at the beginning of the program year.
 - b. The Music Committee offers input and recommendations to the minister for the evaluation of the Music Director.
 - c. The Minister submits the evaluation report to the Board for approval and has the formal review with the Music Director.

Note: The Personnel Committee is responsible to ensure this process is executed every program year.

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4. In cooperation with the Board of Directors, the Minister, and the Personnel Committee, conducts the search for a new Music Director when a vacancy exists.
5. Maintains communication with Board of Directors' Liaison.
6. Advises Board of Directors of its recommendations and activities.
7. Performs other related duties as may from time to time be required for smooth performance of its charge.

(Reviewed and approved by the Leadership Forum 05/11/2015)

(Revised and approved by the Board 05/26/2015)

(Revised and approved by the Board 05/2016)

Job Description

Properties:

Accountable to:	Board of Directors
Number of Members:	At least three active members
Date Effective:	February 4, 2000

This Committee is empowered to make independent decisions based on this job description and the availability of funds in the budget line item. If an issue/decision is beyond the scope of the Committee's charge and/or budget, the appropriate staff or Board Liaison should be notified with proposals made to the Board. All Committee-specific fundraising events shall be reviewed by the Board for scheduling coordination and setting expectations. Committees are expected to submit meeting minutes via Board Liaisons.

Responsible for and performs the following duties:

- Oversees the proper maintenance of the interior and exterior of the church buildings, the grounds and the electrical, heating, plumbing and safety systems.
- Ensures proper maintenance of all furnishings. The maintenance of the church's historic furnishings and fine art objects may be delegated to an arts and improvements sub-Committee or Task Force.

Responsibilities – Specific:

1. Assists Minister in overseeing the cleanliness of the church.
2. Keeps building maintenance records.
3. Reviews all proposals for changes to buildings, grounds and equipment. Where appropriate, makes recommendations to the Board of Directors for its action and/or presentation to the congregation.
4. Reviews all proposals for changes to furnishings. Upon approval, makes recommendations to the Board of Directors for its action and/or presentation to the church membership.
5. Maintains communication with Board of Directors Liaison.
6. Advises Board of Directors of recommendations and activities.

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7. Performs other related duties as may from time to time be required for smooth performance of its charge.

(Reviewed and approved by the Leadership Forum 05/11/2015)

Job Description

Arts and Improvements:

Accountable to:	Board of Directors via Properties Ministry
Number of Members:	Sub-Task Force ; Three (plus Properties Chairperson, Ex-Officio)
Date Effective:	February 4 2000

This Committee is empowered to make independent decisions based on this job description and the availability of funds in the Properties Ministry's budget line item. If an issue/decision is beyond the scope of the Committee's charge and/or budget, the appropriate staff or Board Liaison should be notified with proposals made to the Board. All Committee-specific fundraising events shall be reviewed by the Board for scheduling coordination and setting expectations. Committees are expected to submit meeting minutes via Board Liaisons.

Responsible for and performs the following duties:

1. Reviews and coordinates aesthetic and physical changes to the interior and exterior of church building(s) proposed by members and/or friends of the congregation to insure that such changes conform to the historic period of the church.
2. Reviews and determines appropriateness of proposed gifts and/or loans of furnishings and fine art objects (not money) offered to the church. Upon consultation with Properties Committee, makes recommendation to the Board of Directors for its action and/or presentation to the congregation.
3. Continually monitors condition of furnishings and fine art objects belonging to the church.
4. Coordinates maintenance, upkeep and proper care of the antique furnishings and fine art objects. This includes maintaining a list of the current value of these objects.
5. Maintains communication with Properties Committee.
6. Advises Board of Directors of recommendations and activities.
7. Performs other related duties as may from time to time be required for smooth performance of its charge.

(Reviewed and approved by the Leadership Forum 05/11/2015)

Job Description

Religious Education:

Accountable to:	Board of Directors
Number of Members:	At least three active members
Date Effective:	September 2007

This Committee is empowered to make independent decisions based on this job description and the availability of funds in the budget line item. If an issue/decision is beyond the scope of the Committee's charge and/or budget, the appropriate staff or Board Liaison should be notified with proposals made to the Board. All Committee-specific fundraising events shall be reviewed by the Board for scheduling coordination and setting expectations. Committees are expected to submit meeting minutes via Board Liaisons.

Purpose:

The Religious Education Committee is committed to: The nurturing of children's and youth's spirituality; the inclusion of children and youth in the activities of the First Parish community.

Responsible for and performs the following duties:

- Oversees the programs and special events for children and youth to ensure that they promote spiritual development, religious growth, learning, and a sense of community; assists the Director of Religious Education (DRE) in the organization, development and implementation of the programs and events where appropriate.
- In consultation with the Minister and the DRE, determines the philosophy, goals, and objectives in all matters of children's and youth's religious education.
- Assists the DRE in determining how to fulfill the needs of parents and families. Cultivating a community of church families is a special concern of the RE Committee, but is not the exclusive responsibility of this Committee.
- RE Committee's involvement with the performance evaluation of the DRE:
 - The DRE in consultation with the Minister and RE Committee chair will develop goals at the beginning of the program year.
 - The Minister welcomes input from the RE Committee via the Chair for the yearend performance review of the DRE.
 - The Minister writes a performance evaluation noting recommendations for growth of the DRE.

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- The Minister submits the evaluation report to the Board for approval and has the formal review with the DRE.

Note: The Personnel Committee is responsible to ensure this process is executed every program year.

- In cooperation with the Board of Directors and the Minister, conducts the search for a DRE when a vacancy occurs.

Responsibilities – Specific:

1. Meets monthly August through June.
2. Plans programs to involve newcomers in RE.
3. Sets policy on issues such as behavior, safety, and scholarships.
4. Prepares an annual budget.
5. In consultation with the Board of Directors, plans and implements special fund-raising events.
6. With the DRE, coordinates child care for Sunday services.
7. Selects curricula with recommendations from the DRE.
8. Assists the DRE with the recruitment of teachers and volunteers.
9. Assists and supports children's and youth's participation in worship services, in intergenerational services, in pageants, and in RE ceremonies of recognition.
10. Ensures the upkeep of the RE classrooms.
11. Encourages professional development of the DRE and of the Committee members.
12. Assists the DRE with the planning and development of the holiday pageant.
13. With the DRE, conducts an annual review and evaluation of the RE program.
14. The Chairperson and/or the Committee approves the RE Director's proposed professional expense requests to be submitted to the Board via the Minister.
15. Committee members may teach.
16. Maintains communication with the Board of Directors' Liaison.
17. Advises Board of Directors of recommendations and activities.

18. Performs other related duties as may from time to time be required for smooth performance of its charge.

(Reviewed and approved by the Leadership Forum 05/11/2015)

Job Description

Social (Responsibility) Justice:

Accountable to:	Board of Directors
Number of Members:	At least three active members
Date Effective:	February 4, 2000

This Committee is empowered to make independent decisions based on this job description and the availability of funds in the budget line item. If an issue/decision is beyond the scope of the Committee's charge and/or budget, the appropriate staff or Board Liaison should be notified with proposals made to the Board. All Committee-specific fundraising events shall be reviewed by the Board for scheduling coordination and setting expectations. Committees are expected to submit meeting minutes via Board Liaisons.

Responsible for and performs the following duties:

- In the spirit of the Purposes and Principles of the UUA, promotes an awareness of local, national and international social and environmental issues within the congregation and the greater Kennebunk communities and facilitates actions that promote social justice, understanding, peace and the health of the planet.
- The issues presented and positions advocated shall not be required necessarily to represent consensus of the congregation.

Responsibilities – Specific:

1. Promotes support of the Unitarian Universalist peace and social justice organizations.
2. Keeps abreast of the current significant local, national and international social issues.
3. Provides and disseminates social action materials.
4. Encourages and facilitates support (letters, e-mail, fax, phone calls) on urgent issues.
5. Takes actions necessary to provide a forum for public discussions of local, national and international social and environmental issues.
6. Sponsors worship services on social justice issues throughout the church year.
7. Works in cooperation with other churches and social action agencies.

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8. Maintains communication with Board of Directors' liaison.
9. Advises Board of Directors of its recommendations and activities.
10. Performs other related duties as may from time to time be required for smooth performance of its charge.

(Reviewed and approved by the Leadership Forum 05/11/2015)

Job Description

Worship:

Accountable to:	Board of Directors
Number of Members:	At least three active members
Date Effective:	April 1, 2000 modified April, 2015

This Committee is empowered to make independent decisions based on this job description and the availability of funds in the budget line item. If an issue/decision is beyond the scope of the Committee's charge and/or budget, the appropriate staff or Board Liaison should be notified with proposals made to the Board. All Committee-specific fundraising events shall be reviewed by the Board for scheduling coordination and setting expectations. Committees are expected to submit meeting minutes via Board Liaisons.

Responsible for and performs the following duties:

- With the Minister, oversees the consistency and quality of the Sunday morning worship experience at First Parish.

Responsibilities – Specific:

1. Meets monthly September through June.
2. Provides assistance to the Minister in preparing regular worship services.
3. Arranges lay-led and visiting Ministers' services throughout the year
4. Informs publications of service times for September through mid-June services and the "Summer Services".
5. From November through March of each year the Committee ensures that notice of the cancellation policy appears in each Sunday program.
6. Maintains communication with Board of Directors' liaison.
7. Advises Board of Directors of recommendations and activities.
8. Performs other related duties as may from time to time be required for smooth performance of its charge.

(Reviewed and approved by the Leadership Forum 05/11/2015)