

Ministry Team

Roles and Responsibilities

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Purpose

The purpose of this document is to capture written roles and responsibilities of the Ministry Team in order to provide accountability for a well-run Fellowship. This documentation flows from UUFS Board Policy Book, section 2.1.2 Staff Structure. This policy section requires roles and responsibilities descriptions needed for ministry work led by the Minister. As such, the Minister authorizes revision to this document.

Scope

This document contains job descriptions for individual staff and teams serving on the Ministry Team led by the Minister.

Individual staff serving on the Ministry Team may be filled by paid employees / contractors or volunteers. Titles with asterisks indicate paid employees / contractors.

A Team is action oriented and produces results needed by the Ministry Team. Some teams directly fulfill pieces of the congregation's mission, producing the primary results the mission calls for. Worship teams, educational ministries; outreach, service, and social-action teams; hospitality and caring teams; and choirs may fall into the primary-results category. Other teams produce supportive, secondary results: a clean building, a fund-drive mailing, a readable newsletter, an attractive garden. The term team is used to describe the groups that report to the Ministry Team leadership.

Staff of the Minister

Director of Religious Education*

Role:

The Director of Religious Education leads in the development and implementation of our Religious Education program and curriculum.

Responsibilities:

Administrative

- Maintain current and complete records of all children registered
- Maintain class lists
- Maintain attendance records by week, class, and year, and compute average attendance for each year
- Record number of children registered for each year
- Create DRE budget and track expenses

Curriculum

- Maintain curricula materials and ensure their return at year's end
- Maintain current knowledge of curricula available for UU congregations
- Work with RE committee in curriculum selection
- Order new curricula materials when needed

Supplies

- Maintain supplies for teachers
- Keep list of supplies available for teachers
- Purchase new supplies when needed

Teachers

- Recruit and train teachers and assistants
- Seek feedback from teachers about the program
- Provide supportive environment

Communication

- Communicate with congregation via newsletter and Sunday bulletins
- Communicate with parents via e-mail and post when necessary
- Communicate with teachers via e-mail or phone
- Prepare and publish brochure of RE program each year
- Publicize RE program and activities via kiosk

Worship

- Tell children's story at least once a month when there is no Family Service
- Participate in child dedications
- Participate in leading intergenerational worship service when appropriate

Family Service

- Responsible for Family Service
- Choosing music
- Telling story or finding person to tell story
- Creating Order of Service.

Child Care Provider*

Role:

The child care provider is charged with ensuring the safety and wellbeing of the children in her/his care.

Responsibilities:

- Arrive 15 minutes before the start of the service
- To set up the room for arrival of children
- Have appropriate toy available for children to play with
- Give direction to volunteer assistant and or paid childcare assistant
- Check children into room
- Make sure parents sign child out
- Clean room at end of class

Child Care Provider Assistant*

TBD

Choir Director

Role:

The Choir Director collaborates with the Minister, worship leaders and the pianist to create inspirational experiences.

Responsibilities:

- Lead weekly or biweekly choir rehearsals and monthly Sunday performances.
- Schedule choir rehearsals to fit the availability of the choir members and the accompanist, notifying in a timely manner all concerned.
- Choose music pieces for the choir to perform that are appropriate for the level of the choir and the theme of the services.
- Design and direct special musical worship services and performances. Create small choral or musical groups to expand the musical experiences available to adult and child musicians.
- Purchase sheet music according to the music budget, and build and maintain the UUFS music library.
- Build and maintain a list of available singers and instrumentalists, with telephone numbers and e-mail addresses.
- Become a member of the Unitarian Universalist Musicians Network (UUMN) and attend UUMN workshops or other activities for professional development.

Pianist*

Principal duties include:

1) Perform music for Sunday worship services. Service music may include solo performance music, accompaniment for hymns, music for exit of children and teachers, performances with the choir, collaborative performances with other musicians or vocalists, and occasional background music to accompany meditations, ritual observances, or other special elements of the service.

2) Accompany the weekly choir rehearsal; perform with choir during Sunday services approximately twice per month. Collaborate with choir director to plan music selections, rehearsals, and performances.

3) Communicate regularly with minister, choir director, office manager, and worship associates for worship planning.

4) Help to arrange performances by guest musicians.

5) Help to arrange substitute musicians for Sunday services when pianist will be absent.

6) Activities including rehearsals, performances, meetings, and communication should average ten hours per week.

Connections Coordinator*

ROLE:

The job of the connections coordinator is to help our congregation grow by welcoming new people and by helping and supporting them to move into participation in the congregation.

GOALS:

1. Welcome and follow up with visitors and newcomers.
2. Facilitate moving newcomers into membership or supporting friend status.
3. Shepherd new members into becoming active volunteers in support of the work of our congregation.

RESPONSIBILITIES:

1. Each Sunday before, during, and after church service, provide welcoming presence, especially for first time and returning visitors.
2. Recruit, train, schedule and support volunteers for Sunday welcome table/greeter roles (as needed).
3. Attend Connection Team meetings and work with team members to address ongoing needs
4. Perform or delegate follow-up duties to encourage visitors to continue to attend services and get better connected with UUFS groups and activities.
5. Maintain records of Sunday attendance, contact information, and current membership list.
6. Help implement current Connection programs (e.g. Sunday ceremonies to recognize new members, U.U. 101 introductory courses).
7. Help develop and implement new programs (e.g. monthly orientation for newcomers after the service, social events for newcomers).
8. Help develop and implement new procedures for tracking Sunday service attendance and membership (e.g. new database, update guidelines for winnowing membership list, increase ways to get feedback from newcomers regarding satisfaction levels with UUFS)
9. Other duties TBD

Office Manager*

Role:

The Office Manager should be a clear, courteous and accurate communicator, in person, in writing, and on the telephone. S/he must be proficient with MS Word, competent with e-mail and internet navigation tools such as Internet Explorer or Mozilla Firefox, and comfortable working with computer hardware peripherals (printers, scanners, fax machines, etc.). S/he must be very organized, with a strong attention to detail, and have the ability to work independently and responsibly – and know when to take initiative.

Responsibilities:

- Pick up mail from the US Post Office, then distribute it to office and committee mailboxes. Order stamps, envelopes and other items needed for basic mail functions.
- Read, reply to and manage office e-mails; compose and send weekly e-mail to congregation and staff.
- Maintain all e-mail, phone, and computer documents for the Unitarian Universalist Fellowship.
- Answer the phone, taking and delivering messages. Answer or refer all questions.
- Keep a calendar of all on- and off-campus events so that committees and groups do not double-book rooms.
- Gather information, then design, print, and assemble materials for the weekly Order of Service.
- Assemble, format, and edit the monthly newsletter.
- Design and edit brochures and signage for Fellowship groups, programs and events.
- Communicate with the Treasurer; and make weekly bank deposits.
- Enter yearly Pledge Drive information and weekly deposits into Membership Plus accounting program.
- Provide requested contribution reports from Membership Plus to congregation members or to Treasurer.
- Assist in updating and maintaining UUFS event calendar on website (including Sunday Services).
- Order and maintain adequate office stock and supplies. Ensure office supplies are always available.
- Serve as scheduling liaison with property landlord – this includes scheduling events not in our normally assigned times.
- Provide general administrative support to the Minister and various committees as requested – available by appointment (e.g. fill, label and stamp envelopes for mailing).
- Responsible for light housekeeping in the office.
- Perform other administrative duties as requested by Minister, Fellowship members and committees.

Bookkeeper*

Role and Responsibilities:

The Bookkeeper, reporting to the Treasurer, is primarily responsible for maintaining accounting records for the Fellowship. This involves collecting, recording, and reconciling all account transactions and statements necessary to maintain an accurate Profit & Loss (P&L) Statement and Balance Sheet for UUFS. The accounting software/application used for this purpose is Quickbooks, so the Bookkeeper should be well-versed in the use of this application.

In order to perform these duties, the Bookkeeper must receive, or be provided with, the following accounting items provided by both the Treasurer and Office Manager:

- Itemized statements of deposit to all accounts*
- Balance statements to all accounts
- Records of payment/disbursement from all accounts
- Reimbursement requests paid to all UUFS members

*Note that “all accounts” refers to Wells Fargo checking/savings, Charles Schwab, UUA Common Endowment Fund, PayPal, and/or other monetary holding accounts.

The Bookkeeper also produces all checks payable from UUFS. These include payments for normal operations including rent, utilities, and UUA fees as well as payments for member reimbursement and employee payment of benefits & services. These checks are provided to the Treasurer, or other authorized individual with signature authority, to be signed/authorized and disbursed. All check records with accompanying receipts are then provided back to the Bookkeeper for reconciliation.

The Bookkeeper collects all payroll information (hours worked) and processes the payroll information for UUFS employees and contractors. Payroll checks or direct deposit receipts are sent to the Treasurer for disbursement to employees. The payroll summary statements included with these checks/receipts are provided to the Bookkeeper for reconciliation.

The Bookkeeper has access to the UUFS PayPal account and performs the transactions necessary to transfer funds from the PayPal account to the Wells Fargo account. As part of this transfer process a transaction report is generated from PayPal so that deposits can be credited to the appropriate accounts (pledges, other payments, or fees).

Teams

Connections Team

Role:

To provide a warm atmosphere where new and old members are welcomed to join in fellowship.

Responsibilities:

- Staff the Welcome Table each Sunday so that visitors feel that their presence is appreciated
- Meet once a month to discuss procedures and needs of the congregation
- Record visitors' names, addresses, and telephone numbers
- Send Welcome postcards to visitors
- Provide periodic orientation events for newcomers
- Periodically recognize new members in an in-gathering ceremony with the minister and the congregation.
- Keep up-to-date records of membership
- Place a notice in the December and April newsletters about by-law requirements for becoming a member eligible to vote at business meetings
- Issue telephone directories and/or updates when necessary
- Ensure that members feel appreciated for their volunteer efforts
- Assist other committees by providing them with membership and visitors information as requested.
- Maintain contact annually with long-standing inactive members
- Advise the office manager on issuance of telephone directories and/or updates when necessary
- Schedule Ingatherings of new members, as needed

Religious Education Team

Role:

The team supports the DRE in leading congregation's ministries of education and community building for children, families, and adults. It provides support, direction and recommendations for children's RE planning.

Responsibilities:

- Meet monthly to check on RE class progress
- Develop RE curriculum
- Plan RE events
- Work on recruiting assistants

Life Enrichment Team

Role:

To set goals, objectives, and philosophy for the adult life enrichment programs it establishes.

Programs may include:

- Classes and workshops on spirituality, theology, relationships, money, ethics, and justice.
- Book and film discussion groups.
- Covenant groups which offer a circle of peers for reflection and discussion and consider powerful themes that give life meaning.
- Support groups such as meditation groups and other spirituality groups.
- Social Justice and inclusion programs, engaging us in the changing the world, and our changing congregations. Example programs include The Welcoming Congregation, Building the World We Dream About and Standing on the Side of Love.

Responsibilities:

- Consider interests and needs of young adults (ages eighteen to thirty-five), adults, and elders.
- Be familiar with the religious education materials available from the UUA, from other congregations, and elsewhere.
- Assess the interests and skills available among members within the congregation that can be used in program development, program leadership, and promotion of the program.
- Design a program for the year – and consider a several year sequence, in rotation – that is well balanced and adapted to the needs and interests of various segments of the congregation and that also uses available resources.
- Involve the constituents of various programs (parents, young adults, singles, older adults, and so on) in recommending program ideas and plans.
- Locate leadership for various aspects of the program and provide orientation, training, and support for leadership.
- Arrange for necessary class or meeting space and work with congregational leaders to create an appropriate learning environment in that space.
- Arrange for necessary equipment and supplies.
- Coordinate a schedule that considers other congregational events and programs.
- Promote events via pulpit announcements, insert in order of service, UUFS Web site, weekly e-mail communication, and newsletter.
- Evaluate the program in a way that includes feedback from participants and leaders.
- Plan programs with the congregation's leadership so that dynamic religious education programming can be an expression of the congregation's guiding vision and sense of mission, and be a means of outreach into the surrounding community.

Social Justice Team

Role:

To coordinate UUFS efforts to promote social justice in the community, in keeping with our UU principles.

Responsibilities:

- Meet monthly to plan social-justice-oriented activities
 - Provide members with agenda before the meeting and minutes within two weeks after the meeting
- Discuss current projects of the committee and how UUFS can address social injustice
- Inform congregation by newsletter and email
- Hold Sunday Supplements when appropriate
- Compile and keep a list of (mostly local) non-profit organizations whose work we want to support with our donations and other activities
- Enlist and coordinate volunteers to participate in activities such as:
 - Provide Men's Rotating Shelter dinner and serve, as needed
 - Contribute new underwear for homeless people at designated "Undie Sunday" services
 - Habitat for Humanity building projects
- Work with Finance and Pledge Committees to establish our budget for coming fiscal year
- Notify the UUFS Treasurer on a monthly basis of the outreach contribution recipient (including mailing address) at least two weeks prior to the end of each quarter
- Get the check from the Treasurer and mail it with a note to the recipient
- Provide copies of donation acknowledgement from recipient for the Treasurer's files for tax reasons
- Inform congregation of donations made in their name via newsletter and order of service inserts, and at semi-annual business meetings

Meals for Men's Rotating Shelter

UUFS donates one dinner per month, for as many months of the year as they are needed, to the Men's Rotating Shelter. This shelter is operated by Faith In Action and serves a maximum of 16 men per night, but at times the count is much lower.

The Faith in Action coordinator for these meals is Mary Ellen Hennig (FHennig@att.net, 408-255-6382). She informs the UUFS coordinator of the location of the shelter every month as it moves from one of the twelve participating congregations to the next, and of the dates that dinners are not already promised. Overall responsibility for Faith In Action resides with Cathy Edwards (cody36@yahoo.com, 408-221-9852).

On the two Sunday's preceding any date that UUFS commits to providing a dinner, an announcement at the service should be provided. The announcement should state that five or six people are needed to provide each part of the meal, and that sign-ups will be taken after the service during the refreshment time.

After the Sunday with the above announcement, an entry in the mid-week should occur; the office manager must be informed about whether that entry needs to be made again for a second week. If all the food was not promised the first Sunday, a request should be made to the office manager for an announcement during the service again for the Sunday prior to the date of the dinner. Then sign up for the rest of the volunteers may occur after the service.

Two or three days prior to the dinner, the UUFS coordinator queries Ms. Hennig as to how many men are participating currently. Reminder calls to all the volunteers bringing food should be made two days prior to the dinner informing each one of the volunteers approximately how many servings of food are needed.

Worship Associates Team

Role:

To develop and support Sunday Worship Services.

Responsibilities:

- Attend planning sessions
- Create Worship Associate calendar (Google)
- Lead, co-lead, or support the minister in Sunday services
- Ensure items in service binder are up-to-date and organized properly
- Be open and encourage feedback in regards to all aspects of Sunday Services from members of the congregation

For All Services

- Assist office manager and minister in developing order of service, including cover illustration
- Follow order-of-service and service binder when leading service
- Assist in lighting the chalice and instructing others in how to light it
- Pass the microphone during Joys & Sorrows
- Read the words for the offering
- Attend to any items necessary for the success of the worship service, ensuring they are put out before the service and returned to their places following the service

For Services with Guest Speaker or in Minister's absence

- Support guest speakers with all aspects of service
- Develop content for services
- Lead services
- Coordinate with guest speakers to ensure their contribution to order of service; their ability to find UUFS; calculate mileage reimbursement; and other special needs
- Submit requisition form to Treasurer to ensure check is ready for guest speaker prior to service

Caring and Support Network Team

Role:

To coordinate volunteers to meet the special needs of individuals and families of UUFS when difficulties arise.

Responsibilities:

- Coordinate caring and support services, which includes meals, rides to appointments, telephone check-ins and other assistance as available and needed
- Maintain a list of people wishing to participate in various caring and support tasks
- Keep participant list in electronic form both at the church office and with caring and support coordinators
- Hold meetings on an as-needed basis
- Create a phone tree if needed
- Assure that someone is always available in case there is a need

Human Resource Team

Role:

To assist the minister (head of staff) with human resource functions in managing staff

Responsibilities:

1. Assist the Minister in drafting employment agreements (for joint Board approval).
2. Maintain job descriptions for all employees.
3. Maintain personnel records.
4. Assist Minister in reviews of employees; facilitate goal setting and evaluation.
5. Prepare notification of compensation change letters for Minister (for joint Board approval).
6. Advise the minister on personnel matters and conflicts.
7. Maintain confidentiality of HR functions and documents.

Reporting: HR Lead reports to minister

Audio/Visual Team

Role and Responsibilities:

To ensure that the speakers' voices at Sunday services are amplified, and to create a recording of the services for those who are unable to attend.

Hospitality Coordinator / Team

Role:

The Hospitality Coordinator purchases all supplies needed for the Fellowship's Sunday morning coffee and tea service, plus occasional special events and cleanup thereafter: coffee, tea, cocoa, sweeteners, stir sticks, napkins, paper towels, cups, bowls, plates, utensils, and garbage bags. Shop weekly for cookies, nuts, and milk. Maintain and replace restaurant equipment as needed such as coffee pots, water pots and thermal milk servers.

Responsibilities:

- Order Supplies
- Submit reimbursement form

Usher Coordinator / Team

Usher Coordinator

Role:

Ensure that services are adequately staffed with ushers.

Responsibilities:

- Maintain a list of ushers
- Recruit and train new ushers
- Maintain an informational Usher Book.
- Notify the group of any change in procedure
- Contact ushers by email six months in advance of service for sign-ups
- Email finished schedule to ushers and office manager. Email reminders and any new information to ushers.

Usher Team

Role:

To pass out orders of service; accommodate seating issues; collect offerings; document money collected.

Responsibilities:

- Arrive at least 30 minutes prior to the service
- Set up tables, signs, and other materials
- Hand out orders of service
- Pass collection baskets
- Count and record the offering
- Obtain office key from usher coordinator
- Count and store offering funds in the drop box in the office

Pledge Drive Team

Role:

To conduct the annual fund-raising drive for the Fellowship.

Responsibilities:

Meet regularly September through April of the church year

- Determine goals/vision for current pledge drive
- Attend vision budget meeting of Finance Committee
- Plan message for Kickoff Sunday, which is held at the beginning of February
- Plan and implement the Fairbrae Fest event, held just before or after Kickoff Sunday
- Recruit pledge party hosts, hold a training meeting, and schedule parties
- Provide signup sheets for pledge parties; e-mail those who did not sign up
- Invite to pledge any visitors who have attended 5 or 6 times in the past 6 months.
- Mail letter of pledge goals and pledge card to anyone who did not attend a pledge party
- Keep financial records with office manager about who pledged how much; give pledge cards/e-mail pledges to office manager for office files
- E-mail individuals who have not pledged about deadline date for pledging.
- After close of pledge drive (mid-March), contact all members who have not pledged.
- Create list of non-pledging members (not including pastoral members) for Connections Team, so that letters can be mailed in early summer, asking if they want to continue their membership.
- After the pledge drive ends, contact any new members to explain how our funding works and ask them to consider a pledge for the rest of that church year

Fund Raising Team

Role:

To raise money to provide operating income and offset budget deficits. A major role of the team is to create new ideas and venues for fund raising that include the broader community served by UUFS.

Responsibilities:

- Solicit members for the committee from the Fellowship.
- Meet on a regular basis to plan and discuss activities
- Communicate and coordinate activities with the Board of Trustees, Finance Committee and Pledge Committee when appropriate
- Create and define fund-raising ideas and programs
- Coordinate specific events and offerings with the Treasurer in advance regarding income tax implications for donors and purchasers
- Coordinate with and assist groups within the congregation that have created their own fund-raising events, e.g., the choir's concerts.
- Recruit individuals and groups, both within and outside the congregation, to sponsor and participate in fund-raising events
- Communicate the activities and results of the committee to the congregation through announcements, bulletins, newsletters and the Web site.

Service Auction Team

Role:

To organize and hold the silent service auction, an annual fund-raising event held at the beginning of June.

Donations are requested in three forms: events (such as dinners, poetry writing sessions, hikes, wine tasting, etc.); services (such as computer repair, cleaning service, creating a meal, knitting a baby blanket, etc); and home-made items (wood crafted items, quilts, knitted scarves, jam, etc.)

Responsibilities:

Pre Auction Tasks

- 1) Publicize event, starting about 5 or 6 weeks prior. Include donation form in order of service for three Sundays, beginning 4 weeks prior.
- 2) Create catalog from all the donations sent in. Number items. Send to office to send out 10 days prior to event.
- 3) Bid Sheets—Create a bid sheet for each item, including how many times it's offered or how many people can attend. Arrange bid sheets in order on poster board, perhaps 6 on each.
- 4) Pre-bidding for absent members: Designate someone to take bids from members who will be absent. They are to mark the bid sheets and keep an eye out during to auction to raise bids if so requested by absentees.
- 5) Tables and Cashiers—Locate 12 or more tables (from UUFS, Teri Wiss, and others)—one for each poster board of bid sheets, and one or two to display items. Recruit cashiers, one for each table. Send cashier instructions.

Day of Auction

- 1) Set up tables with bid sheets ½ hour before service. Announce service auction in church.
- 2) Be available during auction to answer questions.
- 3) Move auction to Serra Park.
- 4) Close auction at 1:00. Cashiers highlight winners on bid sheets and begin collecting checks or cash.

Post Auction Tasks

- 1) Create a spread sheet with every bid recorded and amount received. Check to make sure that it adds up to the total so far collected. Give checks and cash to the office.
- 2) Create the Second Round catalog. Go through the catalog and eliminate the items that are sold out, then indicate how many spots/offerings are available for other items. Send to the office to send out in a special e-mail to all.

- 3) Send an e-mail to everyone who owes money, asking them to drop it by or mail it to the office by June 30.
- 4) Send a Thank You e-mail to every contributor, letting them know who bought their event, service, or item, and letting them know how much they brought in to the fellowship coffers. If they are hosting an event, ask them to remind people two weeks prior to the event.
- 5) Send spreadsheet to office manager, who is at this point collecting all the remaining funds. Send out reminders to pay if necessary.

Communications Team

Role:

To provide assistance and support to the congregation about the ways UUFS communicates using electronic media, both internally and with the wider community.

Responsibilities:

- Design and implement a new website design that can be edited and updated without the need for a dedicated webmaster.
- Recruit and train members and friends of UUFS to take an active role in our online communication media including our website, Facebook, and Twitter accounts.
- Suggest ways current print communication can be replaced and facilitated using online resources
- Address concerns about privacy and other matters where communication impacts individuals and families associated with our congregation.
- Advise the Finance Committee about costs to operate online media, e.g. web hosting, mail management, etc.

Social Events Team

Role:

To plan social events that bring together multiple elements of the congregation, and ensure that such events do not conflict with other activities.

Responsibilities:

- Provide overall coordination of congregation-wide social functions
- Solicit input from the congregation and determine appropriate social gatherings
- Work closely with the Fund-Raising Committee
- For each social gathering, find a coordinator who would make all appropriate arrangements for the event
- Provide guidance and recommendations to the coordinator based on past experience.
- Set the social calendar for the congregation