

UNITARIAN UNIVERSALIST FELLOWSHIP OF SUNNYVALE

Ministry Team

Roles and Responsibilities

5/10/2023

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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 speak to “Thriving in Spirit”, by fulfilling pieces of the congregation’s mission and producing the primary results the mission calls for. Worship teams, religious education, caring support, and social-action teams may fall into the primary-results category. Other teams speak to “Act in Service”, and produce supportive, secondary results: fundraising, human resources for employees, website maintenance and IT support. 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
- Coordinate state-mandated trainings for all employees who have contact with children and youth

Curriculum

- Maintain curricula materials and ensure their return at year's end
- Maintain current knowledge of curricula available for UU congregations
- Work with RE team in curriculum selection
- Order new curricula materials when needed
- Create and share with scheduled staff weekly plan identifying specific activities, games, and books related to theme
- Plan activities related to relevant themes with Lead teacher

Supplies

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

Teachers

- Recruit and train teachers and assistants
- Review references prior to hiring and read background-check reports
- Schedule teachers and volunteers to ensure compliance with "two-deep" rule and appropriate teacher-to-student ratios
- Seek feedback from teachers about the program
- Provide supportive environment

Communication

- Communicate with congregation via newsletter and Sunday bulletins
- Communicate with parents via email and post when necessary
- Communicate with teachers via email 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

- Plan Family Service
- Choose music
- Telling story or finding person to tell story
- Create Order of Service

Community Building

- Coordinate periodic multigenerational social activities such as game nights, family meet-ups, etc.

Lead RE Teacher*

Role:

The Lead RE Teacher is charged with executing activities, games, storytelling planned in conjunction with DRE and supervising the conduct of Assistant RE Teachers and RE Volunteers in the absence of the DRE.

Responsibilities:

- Arrive 30 minutes before the start of the service to set up the room for arrival of children
- Plan themed activities, games, and books and prepare necessary supplies
- Have appropriate toys available for children to play with
- Give direction to volunteer assistant and or paid Assistant RE Teachers
- Check children into room
- Make sure parents sign children out
- Clean room at end of class and return supplies to RE shed

Assistant RE Teacher*

Role:

The Assistant RE Teachers are charged with ensuring the safety and wellbeing of the children in their care.

Responsibilities:

- Arrive 30 minutes before the start of the service to set up the room for arrival of children
- Check children into room
- Make sure parents sign child out
- Clean room at end of class

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*

Responsibilities:

- 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.
- Accompany the weekly choir rehearsal; perform with choir during Sunday services approximately twice per month. Collaborate with the choir director to plan music selections, rehearsals, and performances.
- Communicate regularly with the minister, choir director, office manager, and worship associates for worship planning.
- Help to arrange performances by guest musicians.
- Help to arrange substitute musicians for Sunday services when pianist will be absent.

Activities including rehearsals, performances, meetings, and communication should average eight hours per week.

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 emails; compose and send weekly email to congregation and staff.
- Maintain all email, phone, and computer documents for the Unitarian Universalist Fellowship.
- Answer the phone, taking and delivering messages. Answer or refer all questions.
- Gather information, then design, print, and assemble materials for the weekly Order of Service
- Assemble, format, and edit the monthly newsletter.
- Communicate with the Treasurer; and prepare weekly bank deposits for the assistant Treasurer.
- Enter yearly Pledge Drive information and weekly deposits into *Realm*, our church management software platform.
- Mail quarterly and annual contribution statements to donors.
- Order and maintain adequate office stock and supplies. Ensure office supplies are always available.
- 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 the Minister and Fellowship.
- Scan or forward invoices, statements, and check requests to the bookkeeper and Treasurer.

Bookkeeper*

Role:

The Bookkeeper 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.

Responsibilities:

- Process 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.)
- Produce 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.
- Provide these checks to the Treasurer, or other authorized individual with signature authority, to be signed/authorized and disbursed.
- Reconcile all check records with accompanying receipts after they are provided back to the Bookkeeper.
- Receive payroll summary statements from ADP Payroll and perform reconciliation.

“Thrive in Spirit” Teams

Connections Team

Role:

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

Responsibilities:

- Recruit and train volunteers for roles such as greeters and online ushers
- Staff Welcome Table on Sunday so in-person visitors feel their presence is appreciated
- Usher in people to online services. Online services will include information on how visitors can connect to the fellowship, such as by reaching out to connections@uufs.org
- Record in-person visitors’ names; ask if they would like to provide contact information
- Count the number of Sunday service attendees and record names when feasible
- Arrange for someone to accompany first-time in-person visitors to coffee hour
- Maintain records of Sunday attendance and share with office manager and minister
- Maintain and regularly update a directory of members, friends and newcomers via Realm, or via another appropriate method that has been adopted by UUFS
- Assist committees by providing them with member and visitor information as requested
- Coordinate as necessary with ushers and others who are involved with Sunday services
- Encourage returning visitors to get better connected with UUFS groups by providing information such as a list of opportunities to get involved
- Coordinate with minister to support newcomers and new members with such events as orientations and in-gatherings
- Inform minister periodically regarding people who had been attending regularly but had not attended recently
- Meet as necessary to discuss the needs and procedures of the Connections Team role

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
- Email reminders and any new information to ushers

Usher Team:

Role:

To greet people as they enter the sanctuary and count the offering

Responsibilities:

- Arrive at least 20 minutes prior to the service
- Set up walkway sign and other materials as needed
- Assist connections team on Sunday as needed
- Hand out orders of service as needed
- Put out toy bags on counter and put away after service
- Pass collection baskets as needed
- Gather offerings in a secure manner to bring to office
- Two ushers count and record the offering in the office
- Store offering funds in the drop box in the office
- Return any items used to the drawer

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

Technology (Tech) Team

Role:

Work with the Minister and others to produce and manage the technical aspects of various UUFS activities, including the Sunday Service, and Celebrations of Life.

Responsibilities:

- Attending Planning sessions
- Create a Producer Script which details the actions that need to be taken during the event by various members of the team
- Attend rehearsals
- Help with set up and take down of audio and video equipment as needed
- Host or Co-host event as it is in progress. This includes both in-person technology - cameras, microphones, speakers, etc. as well as Zoom for remote participants

Baristas Coordinator / Team

Role:

The Baristas Team ensures that all supplies needed for the Fellowship's Sunday morning coffee and tea service and cleanup thereafter are available after the service.

Responsibilities:

- Order supplies; including coffee, tea, cocoa, sweeteners, stir sticks, napkins, paper towels, and garbage bags
- Shop weekly for cookies, nuts, and milks
- Maintain and replace restaurant equipment as needed; such as coffee pots, water pots, and thermal milk servers
- Submit reimbursement forms

Religious Education Team

Role:

The team supports the DRE in leading the congregation's ministries of religious 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 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.

Caring and Support Network Team

Role:

Coordinate volunteers to meet needs of UUFS members who request practical assistance when they are temporarily unable to care for themselves.

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 or recruit people on an ad hoc basis as the need arises
- Keep participant list as a Google Doc that is accessible to the church office and any caring and support coordinators
- Ask that requests be made to the caring@uufs.org email alias, which should be linked to the private email addresses of any team coordinators
- Hold meetings only if needed

Social Justice and Climate Action Team

Role:

To coordinate UUFS efforts to promote social justice and climate action, in keeping with our UU principles.

Responsibilities:

- Meet monthly to plan activities, discuss relevant topics and share information
 - Collaborate on current projects of the committee and how UUFS can address these projects
 - The coordinator will:
 - provide team members with the agenda before the meeting, and the minutes prior to the following meeting
 - inform congregation of upcoming meetings and UUFS-sponsored events via appropriate methods
- Arrange events such as Sunday supplements and film screenings as appropriate
- Enlist and coordinate volunteers to participate in activities
- Compile and maintain a list of (mostly local) non-profit organizations whose work we want to support with financial donations and other activities
- Manage the non-religious fund, which is comprised of matching donations from the employers of members and friends who make financial donations to UUFS
 - Inform congregation of donations made on the behalf of UUFS from this fund
- Deliver a summary of recent Social Justice and Climate Action activities and donations at semi-annual business meetings

“Act in Service” Teams

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 sign-up 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 the deadline date for pledging.
- After the close of pledge drive (mid-March), contact all members who have not pledged.
- Create list of non-pledging members (not including pastoral members) for the Minister /Connections Team, so that letters can be mailed in early summer, asking if they want to continue their membership (See Board of Trustees Procedure #2)
- 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

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:

- Administer the congregation's website and provide editorial services
- Advise on and manage new website design process when undertaken by the congregation
- Recruit and train members and friends of UUFS to take an active role in our online communication media including our website, Facebook, and social media 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.

Human Resource Team

Role:

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

Responsibilities:


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

Library Coordinator

Role:

To maintain the UUFS library collection and to oversee the borrowing and returning of books to the book carts during Sunday coffee hours.

Responsibilities:

- SUNDAY MORNING: try to get to the church 20 minutes or so before the service. We have two bookcases, one for adult books and one for the youngsters. Bring out both. The sign-out sheets for both are on clipboards. Place them near the books  together with a pen or two.
- Make sure borrows and returns are noted on the sign-out sheets, with a large R in the last column denoting that a book has been returned.
- Maintain the online catalog: BOOKS AVAILABLE: List on cell phone. Click on *Librarything*. (<http://www.librarything.com/catalog/uufs>) Click on *All Collections*. To add books: Type in ISBN number and click on search.
- Maintain the chronological list of books stored in the blue plastic folder. Add to this list each time you add one to *Librarything* on the computer.
- Add a UUFS sticker near the front page each time a book is added to our collection.

Information Technology (IT) Team

Role:

Manage UUFS IT resources and support UUFS staff and members with IT-related activities.

Responsibilities:

The IT team helps set up and maintain various IT-related resources that support UUFS as an effective nonprofit serving its members and community. The team is not responsible for all IT tasks. Ideally, the Office Manager and other UUFS teams use systems like Realm in a "self-service" model. The IT team is most involved during times of change.

Ongoing activities include:

- Maintain the UUFS "aliases", which are email forwarders that allow @uufs.org addresses to be forwarded to a member's personal email (e.g. book-club@uufs.org).
- Manage the Google Workspace Shared Drives (e.g. UUFS RECORDS, UUFS Ministry Teams) including creating new Shared Drives and updating access controls.
- Monitor file-backup services.
- Provide consulting with the communications team on the UUFS web site.
- Work with ITM Computing, our web development service, on structural changes and major updates.
- Install and upgrade office computers when needed, which includes QuickBooks support.
- Advise Minister and staff when they receive suspicious emails that are not obviously spam or phishing.
- Maintain a living "UUFS IT Handbook" that captures resources and procedures for recurring activities.

The time commitment for the IT lead averages about 30 minutes a week. However, this can vary substantially.