

# COMMITTEE ON MINISTRY JOB DESCRIPTION

Committee on Ministry (COM) functions are spelled out in the Guidelines of the Unitarian Universalist Ministers Association as follows (Italicized material is taken verbatim from the UUMA Guidelines published in September 1994):

*The most important functions of the Committee on Ministry are:*

- 1. to aid the minister in carrying on an effective ministry by being available for counsel;*
- 2. to keep the minister advised concerning conditions within the congregation as they affect relations between minister and members, with the main thrust to strengthen and improve relationships;*
- 3. continually to clarify the role expectations for the minister and development of realistic priorities for minister and members;*
- 4. to consult with the minister and submit an annual compensation recommendation to the Board or personnel committee;*
- 5. to work with the minister on his or her continuing education program, sabbatical planning, or other professional development and to advocate such plans to the Board and congregation, including appropriate funding.*

The COM has four members who are appointed by the Board after the Board consults with and receives recommendations from the minister. Members serve staggered two-year terms, with two new members appointed each year. Normally members do not serve consecutive terms.

Some of the ways in which the COM carries out its functions are:

1. The COM meets monthly.
2. The COM makes an effort to have all members and the minister present at the monthly meetings.
3. The COM informs the minister of any additional meetings the members may convene without her presence.
4. The COM has a formal agenda for each monthly meeting. The agenda routinely includes items to elicit interest and concerns of members and minister and feedback received from others. The COM addresses resulting issues and makes recommendations, as needed.
5. The COM provides a resource for UUC staff to convey concerns to the Minister, if needed.
6. The COM discusses the minister's compensation package as needed and may make a recommendation to the Personnel Committee in January or February about the compensation package.
7. The COM initiates the process of evaluation of the minister/congregation.
8. When controversial issues involving the minister arise, the COM seeks information, confers with others (e.g., UUC president, Board of Directors liaison to the COM), attempts to clarify and define the problem, engages in problem solving, reaches a consensus, and makes a recommendation to the Board to resolve the problem.
9. The COM keeps the congregation aware of its functions and availability by formal written communications in the Herald and the Sunday Program notes and by informal word-of-mouth.
10. The chair of the COM is a member of the Personnel Committee.
11. The chair of the COM attends the Council on Committees.

*Board approval 12.13.11  
Reviewed 2.5.14*