

Unitarian Society of Germantown

Process for selecting members of the Ministry Executive Team

Approved by the Board of Trustees on January 27, 2015

The Governance & Ministry (“G&M”) Task Force was charged with recommending to the Board a process for the selection of members of the Ministry Executive Team (“MET”) following the completion of the 2014-2015 church year. The G&M Task Force recommended the below process in order to provide a framework, while retaining some flexibility for accommodations as we continue to gain experience with the revised governance structure. The Board of Trustees approved this process on January 27, 2015.

- For church year 2015-2016, the MET will be comprised of three lay members in addition to the Minister and Church Administrator. (There currently are two lay members.)
- Lay MET members will have the job description and qualifications set forth in the Ministry Executive Team Job Description dated 01/13/2015, provided herewith.
- Ideally, lay MET members would have staggered two-year terms so that each year, one MET member would rotate off, and one new MET member would join.
 - For 2015-2016, Treva Burger has agreed to serve, and Beth Lazer will be rotating off. Thus, we would need two new MET members who are willing to commit to two year terms. We would re-evaluate the function and needs of the MET in the last half of 2015-16.
- The process for selection of new MET members for 2015-2016 will be managed by the G&M Task Force. For subsequent years, the Board will determine what group should manage the process. Perhaps as the Nominating Committee becomes more involved in its expanded role, it would be able to assume management of the process.
- The G&M Task Force or other body managing the process will be responsible for identifying potential candidates, with input from the Minister, the MET, the Executive Committee of the Board (President, Vice President and Secretary), and, if possible, the Nominating Committee.
- The G&M Task Force will present its short list of candidates to the Minister for vetting, given the close working relationship between the Minister and MET members.
- The short list of candidates vetted by the Minister will be presented to the Board for approval.
- The Minister will determine the order in which candidates from the approved list will be invited to join the MET.

MINISTRY EXECUTIVE TEAM JOB DESCRIPTION (01/13/15)

The Ministry Executive Team (MET) manages the day-to-day operations of USG including spiritual and life-long learning programs and events, social justice activities, membership, caring, property, and finances. MET works within policies set by the Board and makes all significant decisions in collaboration with the Board. MET translates the Board’s Strategic Initiatives and goals into council/committee related ones, assuring that council and committee priorities and goals are synchronous.

The MET is headed by the Senior Minister; members include the Church Administrator, and 2-3 lay leaders.

MET has the responsibility to 1) assign resources (people and money) based on the Board's strategic initiatives and priorities, 2) assign and clarify tasks to councils and committees, and 3) evaluate collaboratively achievements toward achieving SMART goals.

MET Member Responsibilities

Each MET member is assigned direct responsibility for ensuring one or more programs, activities or events are done well and in alignment with USG's goals. Assignments are based on the skills, interests, and available time of each member. In some cases, responsibilities are shared among MET members.

MET members:

- attend regularly scheduled MET meetings (currently weekly)
- prioritize and address USG operational issues in a timely manner
- communicate with church leaders as promptly as possible
- determine most effective way to balance church resources to needs
- communicate effectively with the congregation
- help church leaders collaborate in enriching ways

- ensure that assigned council/committees have an effective chair or co-chairs
- confer with council/ committee chairs as needed
- work with assigned council/committees set and meet SMART goals
- attend assigned council/committee meetings as needed

Qualifications

Available for frequent meetings, phone calls, emails (10+ hours per week)

Effective communicator

Good project manager (prioritization, allocation of resources, etc.)

Detail oriented

Team oriented; collaborates well

Effective listener and decision maker

Problem solver