

GOVERNANCE & MINISTRY TASK FORCE
Allocation of Responsibility, Amended 6/6/16

BOARD	MINISTRY EXECUTIVE TEAM (MET)
Board and MET shared responsibility (MET or staff primary in parentheses)	
Finance Council	
<ul style="list-style-type: none"> • Budget approval • Budget oversight • Financial policies • At Board's option, overall budget strategy & vision • At Board's option, total amount to be budgeted for expenditure 	<ul style="list-style-type: none"> • Budget creation and management • Financial operations
Stewardship	
<ul style="list-style-type: none"> • Setting annual Stewardship goal 	<ul style="list-style-type: none"> • Conducting pledge campaign
Building and Grounds	
<ul style="list-style-type: none"> • Strategic issues • Establishment of priorities and goals • Expenditures that would foreseeably put B&G at least \$10k over total B&G budget, given other anticipated expenses 	<ul style="list-style-type: none"> • Management of operations
Personnel	
<ul style="list-style-type: none"> • Policies affecting personnel, including personnel manual • Contracts with head minister • Oversee performance of personnel functions under Ministry direction 	<ul style="list-style-type: none"> • Administration of policies • Contracts with staff other than head minister • Staff reports to Minister • Manage and evaluate staff other than minister and recommend compensation
Master Plan Implementation Committee (MPIC)	
<ul style="list-style-type: none"> • Strategic direction 	<ul style="list-style-type: none"> • Operational decisions
Investment Committee and Consolidated Investment Fund (CIF), Sullivan Assistance Fund, Memorial Fund, Nicholas Brown Memorial Education Fund	
<ul style="list-style-type: none"> • Oversight of fund 	<ul style="list-style-type: none"> • Administration of fund
Transformation Team	
<ul style="list-style-type: none"> • Policy development • Strategic guidance 	<ul style="list-style-type: none"> • Implementation • Evaluation of programs
Committees aligned with just Board or MET	
Nominating Committee	Communications Committee
Committee on Ministry	Annual Service Auction
Governance & Ministry Task Force	

Individual Positions under either	
Board	or MET
Counsel	Treasurer Assistant Treasurer CIF Treasurer Financial Secretary Bookkeeper Rental Coordinator
Program Committees (MET)	
<p style="text-align: center;">Brief Explanation of Governance</p> <p>Each group in the church will develop measurable (SMART) goals that will allow all the committees and groups to stay on track. And each group has a staff or MET member to go to for support and assistance. The Board will oversee and evaluate MET's accomplishments towards achieving USG's mission, vision, and the Board's strategic initiatives.</p> <p style="text-align: center;">Board's Strategic Initiatives</p> <p><u>1) Member Engagement</u> To breathe the spirit of life into the membership covenant so that its five tenets are known, meaningful, and engaging and the covenant animates our congregational life.</p> <p><u>2) Spiritual Development & Growth</u> To offer a variety of lifespan spiritual development opportunities that assist participants in discovering, articulating, and sharing their values, beliefs, and faith so that we may grow and develop as individuals and as a community.</p> <p><u>3) Outreach</u> To view our community as expansive, creating opportunities to connect, witness, and serve beyond our congregation, taking our seven principles out into the physical and virtual world beyond our walls.</p> <p style="text-align: center;">2016-17 Board Linda Brunn Michael Campbell Joanne Davis Eva Finney Margaret Kinnevy Bill Morrow Tom Ott Susan Smith Scott Wolkenberg</p> <p style="text-align: center;">2015-16 Ministry Executive Team Rev. Kent Matthies Gloria Guldager, Church Administrator Linda Bernstein Bill Dowdall Jenn Leiby</p>	<p style="text-align: center;">Worship Worship Arts Committee Worship Associates Sound Operators Videographer Choir Music Ministry Ushers</p> <p style="text-align: center;">Small Group Ministry</p> <p style="text-align: center;">Caring</p> <p style="text-align: center;">Child Spiritual Development</p> <p style="text-align: center;">Adult Spiritual Development</p>
	Community Council
	<p>Welcoming Community and Fellowship Hour</p> <p>Leadership Development</p> <p>Earth Honoring Traditions</p> <p style="text-align: center;">Annual Events Diwali, Seder, Retreat</p> <p>Community Building Groups Book Group, Knitting Group, Men's Group, Young Adults, etc</p>
	<p>Social Justice Council Economic Justice Initiative Ending Racism (and Coalition Against Mass Incarceration) Green Sanctuary MLK Day PIHN Hosting Public Education Initiative (PEI) and Lingelbach Dinner Rebuilding Philly or equivalent Reproductive Justice Initiative Share the Plate Task Force UU United Nations Office Liaison</p>