

UUFB COMMITTEE ON SHARED MINISTRY POLICY

January 5, 2018

The Committee on Shared Ministry is a standing committee of UUFB whose focus is the overall ministry of the congregation. The CSM oversees the quality of the fellowship's relationships. It is responsible to the governing board and to the Minister for supporting and monitoring the health of the fellowship. The CSM will be comprised of 3-5 members of the Fellowship.

Creation of a Committee on Shared Ministry:

When there is no existing CSM and no minister serving the congregation, a new CSM will be created by the Board selecting 3-5 fellowship members to establish the CSM. When there is no existing CSM and a minister is on staff, the Board, in consultation with the minister, will select 3-5 members to establish the CSM.

All members selected to serve on the CSM will be approved by the board.

Selection of CSM Members to an existing CSM: With the selection of a new settled minister, two members of the search committee will be selected by the new minister to serve on the existing CSM. During the first year of the new minister's tenure the number of CSM members may increase to 6. The following process will begin in the second year of a settled minister's tenure with the congregation and continue until a new minister, either interim or settled, is chosen. The current members of the CSM and the minister will create a prioritized list of candidates to be considered for membership on the CSM. When possible, it is advised that the CSM members not concurrently serve on another committee of the Fellowship. No one who is on the Board of Directors should concurrently be a member of the CSM. The selection of Board and CSM members are given priority consideration over all other positions in the Fellowship.

The candidate(s) will be submitted to the Board of Directors for approval.

Terms: CSM members will be selected to serve three-year terms. If the number of CSM members would fall below the minimum number of 3, a

current member's term may be extended until a successor has been selected. If a CSM member cannot fulfill their term, the Board of Directors, after consultation with the minister, may appoint a replacement to fill out the departing member's term. CSM members must be off the CSM for one year before being selected to serve a second three-year term on the CSM. No member will be on the CSM for more than 6 years within a 10-year period of time. The terms will be staggered with one to two new members selected each year to insure continuity. Terms will begin on June 1. A chairperson will be selected by CSM members and the Minister and will be approved by the Board. The term of office for the chairperson is up to 3 years.

The minister will be an ex officio member of the CSM.

Meetings Reports and Assessments: The CSM will meet as needed but no less than quarterly. Minutes are confidential. Quarterly reports will be made to the Board of Directors. An annual report will be made to the Fellowship. A formal assessment of the ministry of the congregation will be accomplished every three years. The CSM will also assist the Board with the assessment of Governance of the congregation at least every three years.

Revised in April 2026 to refer to Committee on Shared Ministry (CSM). Previous version referred to Committee on Ministry (COM). No other changes were made.

Previous Committee Description for reference

COM Mission: is to monitor the heartbeat of the Fellowship, to assist in the maintaining of Right Relationships and to advise the Board and Staff on matters concerning UUFB's effectiveness in meeting its mission and vision.

Committee on Ministry (Pam Poon)

1. Focus on all aspects of the congregation's ministry in light of the mission statement by working with the minister, the board and committees.
2. Ask committees (and the board and the minister) to reflect on the particulars of their ministry, assess their ministry and plan for the future, all in light of the mission statement.
3. Perceive concerns brought to or recognized by the committee, reflect on those concerns and develop proposals to the relevant bodies who may best address them.
4. Make recommendation for minister's compensation.
5. Conduct periodic ministerial reviews and congregation assessments.

Committee on Ministry Reference: *Moving On from Church Folly Lane The Pastoral to Program Shift* by Robert T. Lathem pp 244-272