



Unitarian Universalists of Transylvania County
Organizational Structure
2024 Edition

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OVERVIEW

Ultimate authority for the Unitarian Universalists of Transylvania County (UUTC) resides with the Congregation. Operating under its Bylaws, the Congregation delegates responsibility for its structural organization to the Board of Trustees.

Governance and Ministry are two distinct but overlapping spheres of congregational organization and action of UUTC.

Governance: As directed by the Bylaws, the Board assumes the usual and customary responsibilities for managing the business affairs of the Congregation and for providing oversight of its programs. Governance is the principal function of the Board of Trustees (Board). Within this sphere, the Board and the Committees of the Board (Committees) set or recommend policy, respectively. In addition to setting policy, the Board will support the Committees and the Ministry, and thus the Teams and Task Forces, in accomplishing their goals.

Ministry: Ministry refers to the implementation of policy and includes the total programming of the church. The Minister is responsible for this implementation.

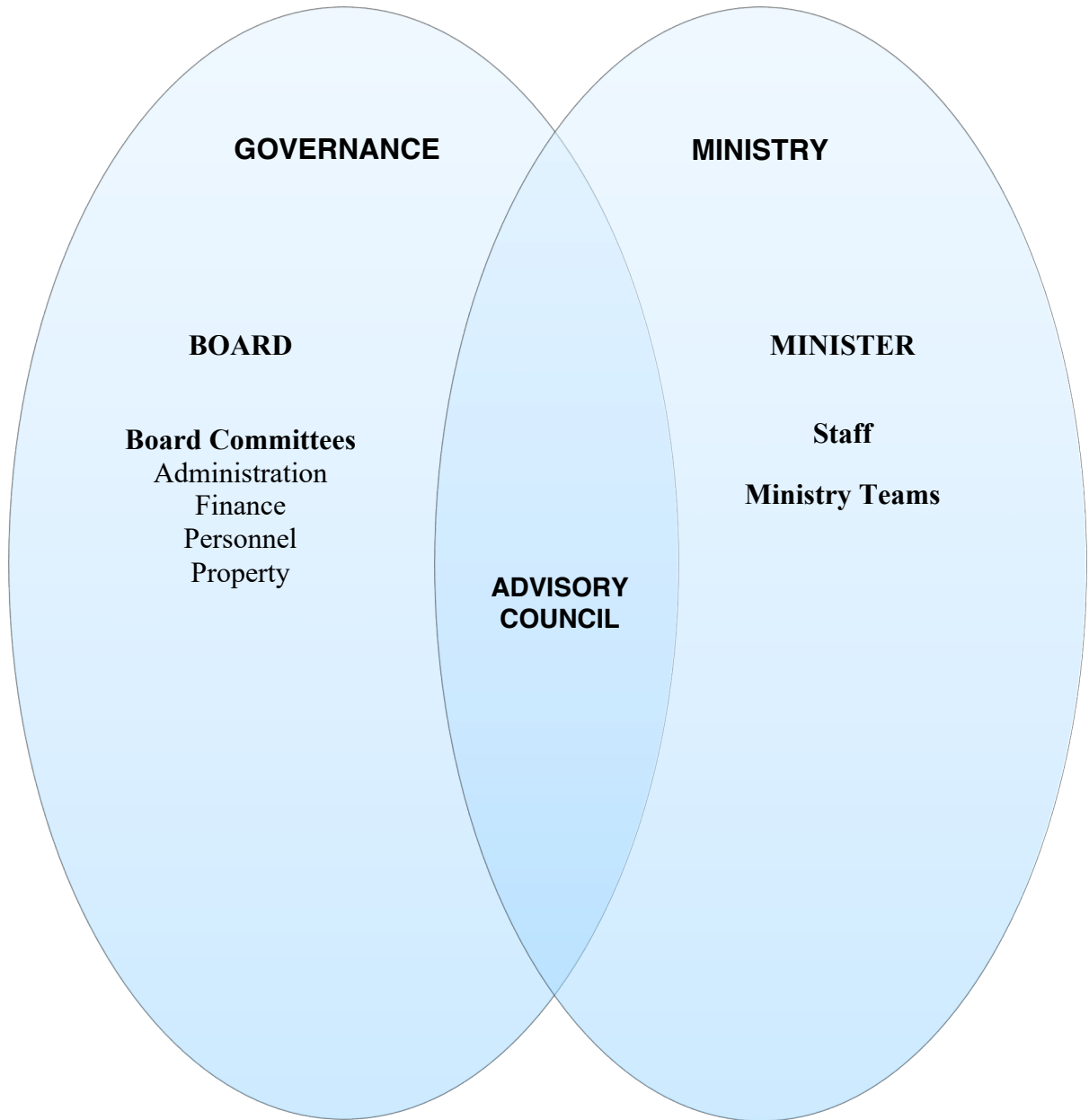
Governance/Ministry Advisory Council (Council): The Council is the bridging advisory group between Governance (Board) and Ministry (Minister) functions of UUTC.

UUTC ORGANIZATIONAL DIAGRAM

CONGREGATION

(ultimate authority)

Endowment Committee
Nominations Committee



CONGREGATION AND CONGREGATIONAL COMMITTEES

Final authority for all decisions and actions related to UUTC lies with the Congregation; however, the Congregation delegates authority to both the Board of Trustees and the Ministry to share responsibility for the structural organization and adherence to the Bylaws of UUTC.

Congregational Committees

Two committees fall directly under the leadership of the Congregation rather than that of Governance or Ministry. The composition and leadership of these Committees are outlined in the UUTC Bylaws.

- **Nominations**. The role of the Nominations Committee is to recruit and nominate qualified candidates for open elected positions within the UUTC structure. It actively encourages the congregation to suggest to it the names of qualified candidates and then provides its slate of nominees to the Board for election by the Congregation at the Annual Congregational Meeting.
- **Endowment**. The Endowment Committee is responsible for the management of the Community Outreach Endowment Fund as described in the UUTC Bylaws. Members of the Nominations Committee recruit and nominate potential members for the Endowment Committee and present their slate of candidates to the Board for election by the Congregation at the Annual Congregational Meeting.

GOVERNANCE: Board of Trustees (Board)

Governance is the principal function of the Board of Trustees. The Board consists of:

- President (1 year term; 1 term maximum; President-Elect from prior year)
- President-Elect (1 year term; 1 term maximum; to become nominee for President position next term)
- Secretary (1-year term; up to 3 consecutive terms)
- Treasurer (1-year term; 1 term maximum; Treasurer-Elect from prior year)
- Treasurer-Elect (1 year term; 1 term maximum; to become nominee for Treasurer position next term)
- At-Large-Members (three), serving 3-year, staggered terms (maximum of 1 term of 3 years, unless initial appointment is to fill unexpired term).

See Bylaws for responsibilities of Officers and Board Members.

After an elected Board member completes a term, as defined above, a 1-year period must elapse before the individual is eligible to stand for election to any Board position.

The officers of the Board consist of the President, President-Elect, Secretary, Treasurer, and Treasurer-Elect.

76 The Board meets monthly and as needed, with dates and times of its meetings
77 publicized to the Congregation.

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79 **Responsibilities of the Board:**

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81 1. **Policy development:** Within the sphere of Governance, the Board sets policy
82 and, as directed by the Bylaws, maintains and annually updates the Policy
83 Manual.

84

85 2. **Oversight:** As directed by the Bylaws, the Board assumes the usual and
86 customary responsibilities for managing the business affairs of the
87 Congregation and for providing oversight of its programs. This includes, but is
88 not limited to, maintaining an appropriate organizational structure and setting
89 organizational policy. The creation, purpose, structure and composition of all
90 Committees (except the Nominations Committee and the Endowment
91 Committee, which are Committees of the Congregation) are at the discretion,
92 and under the management, of the Board. With recommendations from
93 Council, members of the Right Relations Task Force are approved by the Board
94 and called into action as the need arises. Accordingly, the Board holds the
95 Committees, the Council and the Ministry, and thus the Teams and Task Forces,
96 accountable for their charges.

97

98 3. **Planning:** The Board collaborates with the Council and the Minister in planning
99 for and utilizing an annual Governance/Ministry Planning Retreat to develop
100 goals for the coming year and plans for their implementation. For any of these
101 activities, the Board may draw upon the advice of the Council, especially as the
102 Council exercises its charge for strategic planning, and the Board may appoint
103 Task Forces outside its membership to engage in given tasks to fulfill these
104 responsibilities.

105

106 4. **Budget:** Once received from the Finance Committee, the Board reviews,
107 approves, and recommends the annual budget to the UUTC Congregation for
108 consideration and vote at its annual Congregational Meeting.

109

110 5. **Selecting, hiring, and discharging a Minister:** The Board determines any
111 changes to the Role, Job Description and/or Compensation Agreements with
112 the Minister. For the latter, the Board relies on information from the Finance
113 Committee.

114

115 The Board develops essential information and processes for selecting and
116 calling an Interim or Transitional Minister and/or a Settled Minister or for
117 terminating the UUTC relationship with a Settled Minister or
118 Interim/Transitional Minister. It may appoint Task Forces to develop
119 recommendations for and carry out some or all of these tasks on its behalf.

120 Board decisions to call or dismiss a Minister are made in closed session. Any
 121 Task Force created by the Board to assist in this process may meet in closed
 122 session, at the discretion of the Chair of the Task Force.

123
 124 When an Interim, a Transitional, or a Settled Minister candidate is chosen, the
 125 Board Negotiating Team is activated to work with the candidate on contract
 126 terms. Members of the Board Negotiating Team are: President, President-
 127 Elect, and Treasurer.

128
 129 6. **Evaluating the Congregation’s Ministry and Minister:** The Board shall appoint a
 130 Review Task Force as per the Board Operating Guidelines to meet in closed
 131 session with the Minister annually to review the effectiveness of the
 132 Congregation’s Ministry and the Minister. The Review Task Force will provide a
 133 written report of this review to the Minister and to the Board and place a copy
 134 in the Minister’s personnel file. Financial compensation is not a part of this
 135 review.

136
 137 7. **Staff:** With the Minister, the Board relies on the Personnel Committee for
 138 establishing the appropriate processes to employ, evaluate and discharge staff.
 139 The Board, through its Finance Committee, considers recommendations from
 140 the Minister for employee salaries and/or independent contractor fees and
 141 determines those in its annual budget review (or, on an as-needed basis). The
 142 Board relies on the Administration Committee and the Personnel Committee
 143 for recommendations concerning personnel policy and changes in staff job
 144 descriptions and lines of authority.

145
 146 8. **Determine affiliation status:** As directed in the Bylaws, the Board shall ensure
 147 an annual review of the membership rolls to determine membership status and
 148 to remove Members and Friends from affiliated status, when appropriate.

149
 150 9. **Public representation:** The Board represents UUTC in the broader community
 151 and authorizes any formal public statement in the name of the Congregation.

152
 153 10. **Additional responsibilities:** According to the Bylaws, the Board may be
 154 assigned special powers through an Enabling Resolution (ER).

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Board Committees

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159 The following are the standing Committees reporting directly to the Board of Trustees:

- 160 • **Administration.** As directed by the Board, it makes policy and organizational
 161 structure recommendations for UUTC, monitors policy implementation, and
 162 serves as the custodian for the UUTC Policy Manual.

- 163 • **Finance.** It makes recommendations for the purpose of managing UUTC funds in
164 keeping with Congregational objectives and Board directives.
- 165 • **Personnel.** It makes recommendations concerning personnel policy and
166 procedures and maintains the Personnel Manual for UUTC.
- 167 • **Property.** It makes recommendations for all UUTC buildings and grounds and
168 their use.

169

170 **Committee Membership:**

171 Ideally, Board Committees will be comprised of five (5) members, chosen from among
172 UUTC Members and Friends and serving staggered terms. However, Committees may
173 function with fewer or more than five members. Committee members shall be approved
174 by the Board.

175

176 **Committee Chairs:**

177 Each Committee shall select a committee member to serve as Chair. Committee Chairs
178 must be Members of the Congregation and shall be approved by the Board. Board
179 Committee Chairs will not be members of the Board but will have ex-officio status and
180 attend Board meetings as necessary and/or as they desire.

181

182 **Terms of Committee Service:**

183 A Committee Chair shall serve from one to three years in that position.

184

185 The goal of a committee is to have some members with tenure of three years or less.

186 The Board has ultimate discretion over the tenure of committee members.

187

188 The Committee Chair will work with Committee members (utilizing counsel of the
189 Minister, the Council and the Nominations Committee as resources) to identify and
190 recruit for vacancies as they occur.

191

192 **Task Forces:**

193 To extend their capacity, Committees may appoint Task Forces from among Members
194 and Friends outside the Committee for short-term projects.

195

196 **Dual Membership:**

197 Generally, Committee members may simultaneously serve as members of other
198 Committees, members of Ministry Teams, members of the Council, members or officers
199 of the Board, members of the Endowment Committee and/or members of the
200 Nominations Committee. However, Committee Chairs may not serve concurrently as
201 Chair of another Committee, Leader of a Team, as a Council member, or as a Board
202 member.

203

204 **Operating Guidelines:**

205 Each Board Committee shall establish Operating Guidelines that describe its functions,
 206 responsibilities and procedures necessary to carry out its mission, in keeping with Board
 207 directives. See Appendix A for the Operating Guidelines Template.

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 209

210 **MINISTRY: Role of the Minister as the Executive of Ministry**

211

212 **Leadership:**

213 The Minister and the Congregation share responsibility for the leadership and ministry
 214 of the Congregation. The UUTC Congregation looks to its Minister for spiritual leadership
 215 and initiative and for assistance in articulating its vision. In collaboration with the Board
 216 and the Congregation, the Minister is responsible for professional performance and
 217 oversight of the Congregation's Ministry.

218

219 **Services to the Board, the Council, Committees and Teams:**

220 The Minister is an ex officio member of the Board and will provide a written report to
 221 the Board at its regular meetings.

222

223 The Minister is responsible and accountable to the Board for the total Ministry of UUTC
 224 and the effective functioning of all Ministry Teams.

225

226 The Minister is an ex officio member of the Council, all Board Committees and Ministry
 227 Teams.

228

229 **Relationship to Church Staff:**

230 The Minister is administratively responsible, either directly or indirectly, for the day-to-
 231 day supervision of staff members and for their annual performance reviews. The
 232 Minister is the Team Leader for the Staff/Lay Team.

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Ministry Teams

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237 Ministry Teams operate at the discretion of the Minister. The Minister may determine
 238 that new Teams are needed and/or that current Teams are not needed to effectively
 239 carry out the Ministry of UUTC. In that event, the Minister will inform the Board of plans
 240 for changes in the Ministry Teams and be accountable to the Board for the results.

241

242 A list of current Teams can be found on the website at uutc.org.

243

244

245 **Team Leaders:**

246 The Minister will either appoint Team Leaders or direct Teams to choose their own
 247 Leaders. Team Leaders must be Members or Friends of the Congregation. Team Leaders
 248 (or a representative) may participate on a regular or as-needed basis (frequency and

249 need to be determined by the Team Leader and Minister) in the Staff/Lay Team
 250 meeting.

251

252 **Team Members:**

253 The Team Leader and the Minister will work together (utilizing the counsel of the
 254 Council and the Nominations Committee’s resources) to recruit Team members. Team
 255 members who are not Leaders do not require formal affiliation with UUTC.

256

257 **Terms of Team Service:**

258 Team Leaders may serve in that role no longer than 3 years without a break in
 259 leadership service of at least 2 years.

260

261 Non-leader team members may serve unlimited terms because of their special interests
 262 and/or expertise.

263

264 **Dual Membership:**

265 Generally, Team members may simultaneously serve as members of other Teams,
 266 members of Board Committees, members of the Council, members or officers of the
 267 Board, members of the Endowment Committee and/or as members of the Nominations
 268 Committee. However, Team Leaders may not serve concurrently as Leader of another
 269 Team, Chair of a Committee, as a Council member, or as Board President.

270

271 **Operating Guidelines:**

272 Each Ministry Team shall establish its own Operating Guidelines that clearly describe its
 273 functions, responsibilities, and the procedures it follows to carry out its mission. See
 274 Appendix A for the Operating Guidelines Template.

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GOVERNANCE/MINISTRY ADVISORY COUNCIL

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279 **Governance/Ministry Advisory Council (Council):** The Council is a bridging advisory
 280 group between the Governance (Board) and Ministry (Minister) functions of UUTC.

281

282 **Council Membership:**

283 Membership on the Council is determined by the Board President and the Minister,
 284 collaboratively, with the following 5 individuals:

285

- 286 1. One individual, preferably a past President of the UUTC Board, jointly chosen by
 287 the Board President and the Minister.
- 288 2. Two individuals recommended by the current Board President.
- 289 3. Two individuals recommended by the Minister.

290

291 The Board President and the Minister are Ex-Officio members of the Council.

292

293 Terms are for 1 year, with a maximum of 3 continuous terms served. Terms of service
 294 should be staggered to ensure continuity. An individual may serve again after a two-year
 295 absence from the Council.

296

297 **Council Leadership:**

298 The Council will select a Chair from its members each year; the Chair must be a Member
 299 of the Congregation.

300

301 **Dual Membership:**

302 No Council member may serve concurrently as a Team Leader, a Committee Chair, or as
 303 a Board member.

304

305 **Responsibilities of the Council:**

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307 1. **Provide a “listening ear” to the Congregation and for communication of**
 308 **information for both the Board and Minister** - In addition to the more informal
 309 “listening” that is a charge to members of the Council, the Council will develop
 310 processes for on-going and regular ways of soliciting feedback and ideas from
 311 the Congregation—and the various groups operating within the spheres of
 312 Governance and Ministry—that can improve the ability of UUTC to more
 313 effectively achieve its mission. As needed, the salient representatives of
 314 Governance and Ministry will be invited to attend Council meetings to receive
 315 information gathered by the Council and the Council will provide pertinent
 316 information to the Board President and the Minister.

317

318 2. **Strategic Planning** - The Council is ideally situated in the organizational
 319 structure of UUTC to carry out an on-going strategic planning process for UUTC.
 320 In exercising this responsibility, the Council will design and facilitate
 321 appropriate processes for developing a UUTC strategic plan for its future that
 322 encompasses review and updates to the UUTC mission and vision and strategic
 323 objectives for a three to five-year horizon. The Council will work closely with
 324 the Board and the Minister to determine timing for up-dating of the strategic
 325 plan, advising both Governance and Ministry about milestones, timeline, and
 326 issues to be addressed.

327

328 3. **Annual Governance/Ministry Planning Retreat** - The Council, as the bridging
 329 group between Governance and Ministry, and with the charge to be the formal
 330 “listening ear” to the Congregation, is also ideally situated to conduct the
 331 annual Governance/Ministry Planning Retreat. The purpose of the Planning
 332 Retreat is to take stock of the needs and “health” of UUTC, identify goals for
 333 the coming year and specify the responsibilities of the Board and Minister in
 334 their implementation. The Council will consult with the Board and Minister in
 335 setting the Retreat date, place, and agenda. It may appoint a Task Force(s) to
 336 include others who are not Council members to assist with this task.

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4. **Identification of potential future leadership (working throughout the year in collaboration with the Nominations Committee)** - As the recipient of information from a wide variety of sources within UUTC, the Council is well positioned in the organization's structure to identify potential leaders. It will develop an on-going process for regular dialogue with the Nominations Committee of the Congregation and the Minister so that leadership for positions can be identified and selected well in advance of annual elections.
 5. **Leadership development to carry out both the Governance and Ministry of UUTC** - The Council identifies the training needs of current and future UUTC leaders and facilitates access to the appropriate training resources, such as on-site-training, workshops, and conferences. For consideration in the Board's budget planning, the Council makes recommendations to the Board Finance Committee annually concerning financial support needed for leadership development.
 6. **Response to and resolution of disruptive behavior situations as described in the Policy Manual** - The Council is responsible for oversight of the Right Relations Task Force, a standing group whose role is to respond to and resolve disruptive behavior situations and other conflicts as requested by the Board. Council oversight of the Right Relations Task Force encompasses making recommendations of individuals to serve on the task force for Board approval, collaborating with the task force on administering its responsibilities, and requesting additional activities of the task force related to its purpose.

363 **Operating Guidelines:**

364 The Council shall establish Operating Guidelines that describe its functions,
365 responsibilities, and the procedures necessary to carry out its mission. See Appendix A
366 for the Operating Guidelines Template.

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ATTACHMENTS: APPENDIX

APPENDIX A

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Operating Guidelines Template

Each UUTC Governance Committee, Ministry Team, and the Governance/Ministry Advisory Council shall establish its own Operating Guidelines to define its function and clearly delineate how it carries out this function. Operating Guidelines will enable current and incoming leaders and members of Committees, Teams, and the Council to clearly understand their purpose, their responsibilities, and the tasks that are required of the group.

In order to maintain some consistency throughout the UUTC organization, the Operating Guidelines shall include, at a minimum, the following:

<i>Organizational Group:</i>	<i>Committee/Team/Council Name</i>
<i>Function:</i>	<i>statement of purpose (purpose should be mission driven)</i>
<i>Responsibilities:</i>	<i>list of the responsibilities</i>
<i>Membership:</i>	<i>description of the make-up of the membership, including leadership roles and the established rotation schedule (must adhere to current UUTC Organizational Structure)</i>
<i>Operating Procedures:</i>	<i>list of the procedures and tasks that the group follows to carry out its responsibilities</i>

The function, responsibilities and procedures of each group may be modified as needed over time.

All initial Operating Guidelines developed by Committees, Teams, and the Council shall be submitted to the Board for review and approval. Once established, each group shall review its Operating Guidelines annually. Revisions to Committee and Council Operating Guidelines must be approved by the Board of Trustees. Revisions to Team Operating Guidelines must be approved by the Minister.