

Unitarian Universalist Church of Delaware County
Governance Process
Adopted April 30, 2008 by the Board of Trustees
Effective July 1, 2008

The Board of Trustees of the Unitarian Universalist Church of Delaware County will act on behalf of the Church's membership to further the congregation's mission and chosen Ends.

While the Board aims to create policies that reflect our UU principles as well as our Church's mission, its Ends statements, like all of the policies in this framework, will always be a "work in progress." Although the policies are generated by the Board, the back and forth exchange between the Board and the Lead Minister, and the congregation has and will continue to impact the Board's thinking, and therefore could lead to revisions of policies.

A. Governing Style

UUCDC's Board of Trustees will govern with an emphasis on:

- the seven Unitarian Universalist Principles,
- outward vision,
- responsiveness to its congregation,
- open and candid deliberations,
- shared responsibility for decisions,
- spiritual and strategic leadership more than administrative detail,
- clear distinction between Church Board and Lead Minister roles,
- being proactive rather than reactive,
- the future while learning from the past and the present.

Accordingly, the Board will:

1. Focus chiefly on Ends, not on the administrative or programmatic Means of attaining those outcomes. Implementation of practices to meet those Ends is the responsibility of the paid and volunteer staff, not the Board.
2. Initiate policy.
3. Use the expertise of individual members to enhance the ability of the Board as a body, but will never substitute an individual's expert judgment for the Board's deliberative process.
4. Be accountable to the Congregation for competent, conscientious and effective accomplishment of its obligations as a body.
5. Direct, control and inspire the organization through the careful establishment of the broadest organizational values and perspectives (policies). Policies will address:
 - Ends: the difference we make in the world
 - Executive Limitations: boundaries of prudence and ethics to be observed by the Lead Minister, staff and volunteers.
 - Governance Process: how the Board conceives, carries out and monitors its own task.

- Board-Lead Minister Linkage: how authority is delegated & monitored.

B. Board Job Description

The job of the Church Board is to represent and lead the congregation in:

- visioning long-term while in conversation with the congregation,
- writing governing policies that at the broadest level address Ends, Executive Limitations, Governance Process and Church Board-Lead Minister Linkage,
- monitoring the Lead Minister to assure compliance with the Ends and Executive Limitations Policies,
- reviewing and then recommending an annual budget to UUCDC membership.
- monitoring the Lead Minister's adherence to financial and asset management policies,

C. Role of Board Officers:

In accordance with UUCDC bylaws, all Board of Trustee Members are elected into office by the congregation. Board members are expected to attend all meetings and actively participate in Board discussion.

President

The Board President assures the integrity of the Board's process, typically presides at meetings of the Board and of the Church membership, represents the Board to Members and outside parties, and fulfills other such duties and responsibilities as the Board or the Church may assign.

Accordingly,

1. The job of the President is to ensure that the Board behaves consistently with its own rules.
 - a. Meeting discussion content will only be those issues that, according to Policy clearly belong to the Board to decide, not to the Lead Minister.
 - b. Deliberation will be timely, fair, orderly, and thorough.
2. The authority of the President consists of making decisions on behalf of the Church Board that fall within or are consistent with Policies on *Governance Process* and on *Church Board-Lead Minister Linkage*.
3. The President is empowered to chair Board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing).
4. The President's authority does not extend to supervising or otherwise directing the Lead Minister or Staff.

Vice-President

The Vice President will act in the place of the President when the President is absent and will take on special projects and assume other responsibilities consistent with the Board's Ends and bylaws, as agreed with the President.

Treasurer

The Board Treasurer coordinates the audit responsibilities of the Board. The Treasurer leads the Board's efforts to monitor the Church's implementation of policies whenever financial resources are involved and other duties as assigned by the Church bylaws.

Secretary

The job of the Board Secretary is to ensure the integrity of the Board's record.

Accordingly, the Secretary will:

1. Record and distribute accurate minutes of Board meetings.
2. Maintain the master copy of the current policies by recording amendments, distributing current policies to board members and the Lead Minister, and making the current policies accessible to the Board and Lead Minister.
3. Record minutes of Congregational Meetings and other duties as assigned by the Church bylaws.

D. Board Member's Code of Conduct

The Board members commit to ethical and lawful conduct, including the proper use of authority and appropriate decorum when acting as Board members

TBD

The Board will deliberate and draft this policy in 2008-2009.

E. Annual Work Plan

The Board will develop and follow an annual work plan that

- reviews Ends policies with Lead Minister, lay-leaders and congregants,
- systematically monitors and reviews Board policies including those set forth in the Board-Lead Minister Linkage document,
- evaluates Lead Minister's performance,
- reviews annual budget,
- reviews it's own performance

F. Agenda Planning

Agendas and related documents for monthly Board Meetings will be sent to Board members in advance and will include:

TBD

The Board will deliberate and draft this policy in 2008-2009.

G. Board Internal Communications

Communications from the Board leadership to Board members and among Board members will be clear and expeditious. Care will be taken to ensure that Board members are not excluded or disadvantaged by internal communications policies.

H. Board Committees

The Board may establish committees to help carry out its responsibilities. Committees will be used sparingly in an ad hoc capacity to preserve the Board functioning as a whole and will never interfere with the delegation from the Board to the Lead Minister in accordance with Limitations Policies. Committees will designate a chair responsible for communicating committee work to the rest of the Board members as requested.

I. Complaints of Violation of Board Policy**TBD**

The Board will deliberate and draft this policy in 2008-2009.