

Who We Are

The Unitarian Church in Charleston (UU-CHS) is a member of the Unitarian Universalist Association (UUA) - an association of liberal congregations but not a governing body. Our church governs itself. The Vestry Board, made up of nine members selected by the congregation, serve in trust for the congregation for staggered three-year terms. Staying in close touch with the congregation, the Board articulates the church's vision through its governing policies and, referring to those policies, monitors the work of the Minister. The Board speaks *only* through its written policies (decided by discussion and voting).

Governing policies give direction to the work of Board. They set forth our mission, values, and the Ends we reach for. They describe the Board's relationship with the congregation, with the Minister, and within itself. The policies also list what must *not* be done, as *limitations*. Outside of what is expressly stated it cannot do (such as mistreat staff or spend outside the budget), the Minister may decide how best to achieve the mission and Ends of UC-CHS. This allows for a lot of freedom and creativity.

The church staff under the leadership of the Minister is responsible for day-to-day operations. Each staff member focuses on specific areas of the church and also works collaboratively to achieve the goals set forth by the Minister.

The Minister and her staff create volunteer teams and maintain proper operational procedures in order to accomplish the Ends set forth by the Board.

Guided by the mission and Ends and restricted by the limitations, the Minister reports directly to the Board. So long as there is nothing the Board says *not* to do (and these things are written in policy so there is little room for misinterpretation or forgetting), the Minister and her staff have the freedom to do anything and everything else to help us grow our spirits, fulfill our mission, and bring our gifts and values to life.

As a member, your questions and participation are your place in the bicycle chain! As such, please remember:

Comments in passing on Sundays are difficult for the Minister and staff to address.

An Email is the best way to get a quick response.

The Minister and any member of the staff will always enjoy speaking with you and/or meeting you in person.

If you are not satisfied with an answer from the Minister or staff, you are welcome to attend a meeting of the Staff/Team/Vestry Board that can address your appeal of the decision.

Members are *always* welcome to attend a Vestry Board meeting and raise concerns and be heard.

If a member still believes that a policy has not been adhered to, the member has an opportunity to address the Vestry Board in writing.

Further Resources:

www.charlestonuu.org

- Governing Policies
- Process for presenting a complaint to the Board
- Organizational Chart
- Much more under Governing and Member Resource Pages

Contact Information:

Minister: rebecca@charlestonuu.org

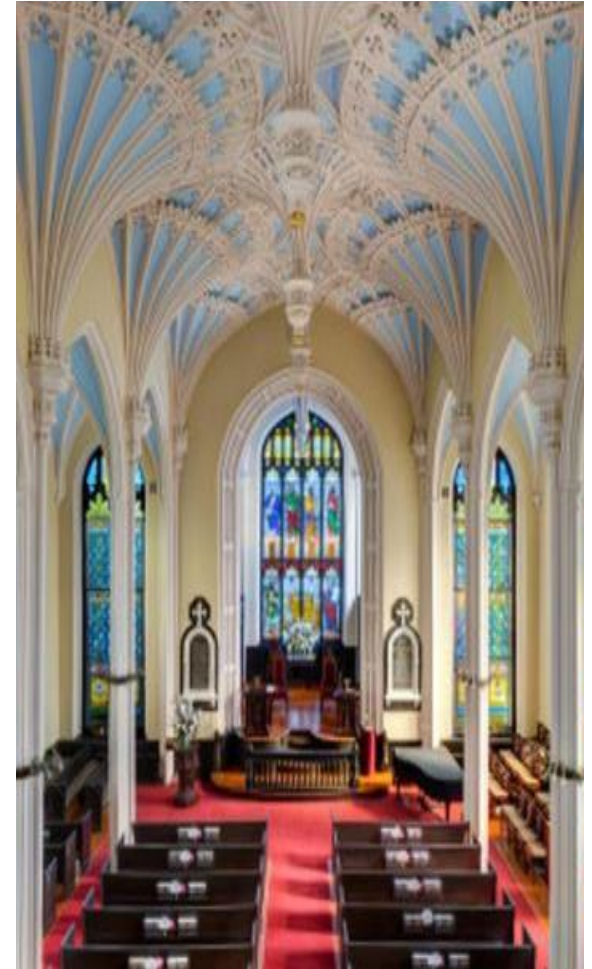
Executive Director: sandra@charlestonuu.org

Director of Community and Faith Development:
danielle@charlestonuu.org

Music Director: ryan@charlestonuu.org

Communications Manager: regina@charlestonuu.org

Finance Manager: christine@charlestonuu.org



HOW WE GET THINGS DONE

2022-2023

The Unitarian Church in
Charleston/Policy Governance

With Whom Should I Speak?

Always directly contact people with your ideas/concerns. If you are unsure who to ask, any staff or Board member will be happy to point you in the right direction.

Vestry Board Chair: Constitution, Governing Policies, policy violations, Egregious complaint against the Minister

Minister: Worship, Caring/Pastoral, Denominational Affairs (UUA), Planned Giving, Social Justice, Personnel Issues (egregious concerns over staff members) *Recent Examples:*

- I did not like last week's sermon.
- I would like to have members sign a petition for a cause near and dear to my heart.
- I think we should be more involved with the UUA.
- How do I include the church in my will?
- I would like help after my upcoming surgery.
- I could use financial assistance.

Executive Director: Facilities, Buildings & Grounds, Churchyard, Parking, Auction, Budget, Stewardship, Docents, Archives, Communications, Sunday Hospitality, Event Rentals, Church Calendar, and Website *Recent Examples:*

- I think the cost for facility rentals is too high.
- I have a brilliant idea for a fundraiser.
- I have questions about our parking contracts.
- I have questions about our website.
- I think Stewardship is too aggressive or not aggressive enough.
- I would like to understand our budget process.

Director of Community and Faith Development: Member Retention, Engagement and New Member programming, RE (adult and children) programming *Recent Examples:*

- I am worried about membership numbers.
- Why, as Unitarians, do we have Bible for UU?
- I have a question about our youth curriculum.
- I have an idea for a church community event.

Music Director: Music programming and choir *Recent Examples:*

- I want to hear more organ music.
- I don't like jazz music.
- I would like to join the choir.

Communications Manager: Gateway Newsletter, Order of Service/Inserts and Facebook Submissions/information *Recent Examples:*

- I would like to have an article in the Gateway.
- I would like to advertise an outside community event in the newsletter
- I would like info on the Annual Report

Finance Manager: Pledge information, general personal finance questions (setting up monthly giving, giving with stock, etc.) *Recent Examples:*

- I want to know what my pledge for this year was.
- I would like to pay my pledge with stock.



Policy Governance "Bicycle Chain"

