

Guidelines for RRUUC Ministerial Relations Committee

Last Reviewed February 10, 2009

The objective of this document is to provide guidelines for how the MRC will implement the role defined in the charter. The MRC Guidelines are subject to discussion and change as necessary by the committee.

MRC Role Per Charter (What)	MRC Guideline (Who, When, How)
<p>A. Facilitate a healthy ministry at RRUUC by support, objective counsel, and encouragement of the congregation and ministers.</p>	<p>A1. Strive to understand the workings and role of the ministers so MRC members can answer basic questions. Manage expectations by advocating for clear role definition for ministers. As an example, as needed, educate Congregation on how ministers spend time and limits of minister's time.</p> <p>A2. Advocate for and suggest resources for minister's professional development.</p> <p>A3. Objective counsel shall be provided by the MRC as a whole to ministers. Generally speaking, individual MRC members should not provide feedback/counsel to ministers, unless requested by the minister.</p> <p>A4. The MRC should provide a sounding board for the ministers, as requested by the ministers.</p> <p>A5. The MRC should as a routine agenda item have the ministers' comment on the general ministry, health and life of the RRUUC.</p> <p>A6. MRC should look for opportunities to directly show support for ministers as representatives of the Congregation (Christmas cards, birthdays, snacks for MRC meetings).</p>
<p>B. Be a two-way channel of communication between the congregation and ministers seeking input from all involved parties.</p>	<p>B1. MRC should take effort to ensure congregation knows who we are (wear MRC nametags, photos on bulletin board, names in newsletter, introduction during service at the start of the church year).</p> <p>B2. If a member or friend has a topic that they want raised through the MRC to the ministers, the standard procedure is to have the MRC member request that the member or friend first address it directly with the minister. If the member or friend is not comfortable with that approach, the MRC member can volunteer to help the raise the issue.</p> <p>B3. MRC members should strive to understand the Congregation's expectations. MRC members should actively listen and ask questions.</p> <p>B4. No anonymous complaints will be addressed by the MRC.</p>
<p>C. Be the first and principal forum for reviewing and discussing any difficulties, cases of miscommunication or areas of poor relationships that may arise between the ministers and any members of the congregation, staff committees, task forces, etc. or among the ministers.</p>	<p>C1. If there are potential or actual significant issues from any source, the MRC should use an escalation process: 1st - Issue is discussed and resolved directly between the source and the minister. 2nd - Issue is elevated for visibility and involvement of the MRC. 3rd - Issue is elevated for visibility and involvement of the Board. For second and third tier issues, the MRC should consider developing written issue resolution plans and monitoring processes.</p> <p>C2. The MRC shall maintain a policy and practice of strict confidentiality of all information brought to the MRC, MRC discussions, and MRC and minister discussions.</p>

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<p>D. To assess, from time to time, the health and effectiveness of the shared ministry of our religious community, in any part or in its totality.</p>	<p>D1. At the request of the Board provide recommendations for the process.</p> <p>D2. Once the process is agreed upon with the Board, conduct the assessment and report the results to the Board.</p>
<p>E. To serve as a resource for the Board and ministers in connection with the Board's annual review of the Senior Minister's performance.</p>	<p>E1. At the request of the Board provide recommendations for the review process.</p> <p>E2. Provide input to Board review as requested.</p> <p>E3. Provide input to the Senior Minister as requested.</p>
<p>F. To make recommendations to the Board with respect to any of the above matters</p>	<p>F1. Meet with Board Executive committee at least once a year and make recommendations as necessary on items A through E.</p>