

UCH Policy on Policy Governance and Management Structure

Approved by the Board of Trustees

February 2, 2016

Purpose

The Board of Trustees of the Unitarian Church of Hinsdale has adopted policy governance as its chosen form of governance. In doing so, the Board has decided to focus on its governance role instead of trying to duplicate the work of ministry leaders in the daily management of congregational life.

This policy describes the roles of the Board and ministry (paid staff and lay leaders) under policy governance, as well as the current management structure of program circles through which the daily work of the Church is carried out.

Definitions

Governance: Includes the top-level tasks of articulating the mission and vision of the Church, making policy (see related UCH Policy on Policies), setting the overall strategic direction of the Church, evaluating programs, and ensuring responsible stewardship of resources. Typically, the governing board is ultimately in charge of governance. (See related UCH Policy on Board Limitations.)

Ministry: Includes the tasks of program leadership, staff supervision, and business administration, which may be performed by both paid staff and lay leaders. Typically, the senior clergyperson is in charge of ministry. (See related UCH Policy on Executive (Ministerial) Limitations and UCH Policy on Board—Ministerial Relationship.)

Circle: A group of related committees that carry out the daily, practical work of the Church.

Circle Coordinator: A lay leader who oversees, supports, directs, and consults with chairs and members of the committees that are included in a given circle.

Governance Structure

The Board of Trustees is composed of elected members of the congregation. It meets monthly to look forward and plan for policies to help paid staff and lay leaders do the work of the Church. The Board also receives reports from various committees such as the Endowment Committee, the Finance Committee, and the Bylaws Committee.

The Executive Team is currently made up of the Board President, a Board trustee (chosen on a revolving basis), the Minister, the Director of Programs, and the Director of Operations. It meets monthly to discuss the activities, successes, and challenges of the program circles. These discussions help establish the Board meeting agendas.

Management Structure (Program Circles)

The Minister is in charge of and responsible for the daily, practical work of the Church and for the organizational structure used to accomplish that work. Currently, that structure comprises paid staff positions, including a Director of Programs and a Director of Operations, and a system of program circles that include each of the active committees of the Church. Each circle has a lay Circle Coordinator who works with and supports the committee chairs. These Circle Coordinators, in turn, report to and are supported by a paid staff member, who oversees, supports, directs, and consults with the Circle Coordinators.

As of this writing (February 2016), the Church has seven circles: worship, stewardship, social responsibility, community, growth and learning, home and garden, and communications (see related Circle Coordinator Job Descriptions). This organizational structure, including the circles, should be reviewed by the Minister annually for effectiveness and optimum utilization of resources and should be subject to change as needs and resources dictate.

Next Review

February 2017.