

**Taking Care of Business
at
Foothills Unitarian Church**



Our Mission is to Unleash Courageous Love:

Courageous Love lives in the practice where love of self, love of others, and love of the world come together and conspire to risk the highest good. By embracing our diversity, growing our faith, and awakening our spirits to the unfolding meaning of this life, we seek to unleash courageous love in Northern Colorado and beyond.

The Congregation- that's all of us – hopes you find this a place where your gifts and values come to life and your spirit grows.

Foothills Unitarian Church is a member of the Unitarian Universalist Association (UUA) – an association of liberal congregations -- but UUA is not a governing body. Our church governs itself. We invite you to become a member and add your voice.

This congregation is large enough that we need a formal structure to make responsibilities clear and make things happen efficiently . Here's how we take care of business at Foothills Unitarian Church.

The Board of Trustees – is made up of seven members, serving in trust for the congregation for staggered three-year terms. Staying in close touch with the congregation and other sources of accountability and authority, the Board articulates the mission, values and vision, and stays focused on the future.

The Board governs through policy, establishing the principles that guide our congregation's work, focusing on ends, rather than the means. The policies describe the Board's relationships with the congregation, with our partners, with the ministers and staff, and within the Board itself. They specify what should be done and why, but they do not say how it should be done, except for certain proscribed actions. This allows the ministers and staff - and in turn, the whole congregation in our shared ministry, a lot of freedom and creativity.

The Board's oversight function involves monitoring the ministry's compliance with Board policies, as well as its own alignment with governance policies.



Ministry Staff - the hired and volunteer leaders that are responsible for day-to-day operations (the means). It includes all ministers, the administrative staff team, and a core group of lay leaders that equips and supports the activities of the Church. Please refer to our web site to see all the people involved and get their contact information.

The Ministry Staff directs *how* things happen here. Each member of the team focuses on a particular area of responsibility, but also contributes to the general vision interpretation. The Executive Team (comprised of the Senior Minister, Associate Minister and Director of Finance and Operations) generally collaborates on broader issues, such as staffing priorities and preparation of the budget. The Staff team is responsible for any operational procedures, such as maintaining an employment handbook.

Guided by the mission statement and governing policies set by the Board, the Ministry staff team acts to fulfill the mission of the church. All staff are ultimately accountable to the Senior Minister, and the Senior Minister is accountable to the Board of Trustees.

Back to the Congregation – We have “jobs” too. Most especially, we are both lay leaders and members of ministry teams reporting to the ministry staff and literally carrying out the operations - the programs and ministries of the church. As members, we are responsible for carrying out the vision of the church through our commitment to our covenant. You can express your interests and desires for service at foothillsuu.org/serve, and join more officially in the partnership of our mission. We also are responsible for electing the Trustees, approving the budget, and giving to support the budget (which makes it possible). We are stewards of the congregation, its mission, and its resources; we *are* the church.

Q. How do I become involved with a team doing work I’m interested in?

- Reflect on your gifts and the ways in which you want to express your spirituality, then:
- Go to the form at foothillsuu.org/serve form on our website.
- Ask other members, especially if you wish to work alongside them.
- Visit the web site to see all the activities at the church.

Q. Where should I take an idea or concern?

- Figure out whether your idea or concern relates to programs, administration/building, or governance.
- Program ideas should be brought to the Ministry Team using the process described at foothillsuu.org/idea.
- Administration/ Buildings ideas can be brought to the Director of Finance and Operations.
- Governance issues should be brought to the Board.
- Talk with a long time member of the congregation, as they may be able to direct you to the right person.
- We ask everyone to abide by our covenant of right relations, which can be found [here](#).
- If your concern is particularly sensitive, please feel free to contact anyone on the Board or Ministry team that you feel comfortable approaching.

Q. I'm not a minister: What is this "shared ministry" I hear about at Foothills Unitarian Church?

- Shared ministry means living out our gifts and values in everything we do, with everyone we meet. At Foothills that means working together in a shared covenant, sharing our talents and resources in a spirit of abundance and respect. This makes our service more cohesive and powerful. Working together we can do great things that would not be possible alone.

Q. How do I learn more about the formal structure of Foothills Unitarian Church, or the Board of Trustees?

- Read our Board Policy Book, available on the Church website
- Talk with a current or former Board member, or attend a Board meeting; all are open to the congregation.
- Attend a class on policy governance or leadership training, especially those offered by Unity Consulting from the Unitarian church in St Paul Minnesota, as they have been key consultants for our Board in their governance development. .
- Read the book "Governance and Ministry" by Dan Hotchkiss. Copies of this are available in the library.