

SHARED MINISTRY EXPECTATIONS

as agreed by PUUC Board on 01/06/2021

Peterborough Unitarian Universalist Church is a loving community of warm, welcoming and engaged individuals. Our congregants seek a minister who is genuine, warm and nurturing, who naturally invests in getting to know us and makes us feel seen, heard and cared for. A good listener who can tap in to their own life experiences both to comfort us and to share with us their human side. These personal characteristics are crucial. It is the loving manner in which the functions our part-time minister is charged with doing are carried out that is as important as the functions themselves.

Our part-time minister should be prepared to challenge and inspire us spiritually and intellectually with the goal of helping us to grow individually and as a loving community. We will be respectful of our minister's limited time. Through their words, actions and very presence, this person should set a tone for our congregation that is warm, respectful, curious, welcoming, compassionate, engaged and willing.

The congregants and Governing Board of PUUC have invested much thought and hard work into designing a model of shared ministry. Our overall shared ministry will be full-time and involve a collaborative partnership between our part-time minister, our wonderful staff, and our congregants. Our staff (a Music Director, a Religious Education Coordinator, an Administrator and a Custodian), who have been described by our recent sabbatical minister as "outstandingly competent and collaborative," are excited about our new shared ministry model. So too are the congregants energized by their role in contributing to expand our shared ministry. Our committees and teams are being revamped and revitalized to take on more responsibility so as to lighten the load for the part-time minister and make our new model achievable. We do not expect more than a part-time commitment from our minister, but we do expect that the minister will recognize and work collaboratively with us as partners so that ministry continues seamlessly when the minister is not available. We expect there may be some messiness at first, as we

roll out this new model of shared ministry, but the Governing Board is committed to making it work as we evolve and learn together.

Below is a list of expectations we have drafted that lay out the desired responsibilities of the part-time minister and, in places, the staff and congregants. Given the part-time nature of this position, and the limited hours, the congregation has prioritized worship and pastoral care, both individually and to the entire congregation through their presence at certain PUUC events, as those areas where the minister should spend most of their time. The hours noted below are estimates and should be read, in part, as our effort to have realistic expectations of how many hours a part-time minister can give to the community. We also recognize that, at times, the minister will need to devote more hours than we have enumerated to one area, such as pastoral care, and thus our expectations reflect unaccounted-for miscellaneous hours.

WORSHIP and RITES OF PASSAGE (30 hours/month for preparation and delivery of worship services plus 8 misc. hours/month)

Note: Currently PUUC has two types of lay worship participants. Worship Associates are assistants who participate in the worship services led by the Minister as requested. They are trained and guided by the Minister as needed. Lay Worship Leaders create and lead worship services independent of the Minister and as part of the work of the Worship Committee. They may also serve or have served as Worship Associates. As PUUC moves to a more robust shared ministry model with a Part-Time minister where Lay Lead Services will be a permanent component of PUUC Worship, there is the need to develop more Lay Worship Leaders and to invest in more formal training through external workshops as well as mentoring of current and future Lay Worship Leaders.

Part-Time Minister

- Serves in a collaborative partnership with the Worship Committee.
- Creates and delivers two worship services per month in collaboration with the Music Director and Worship Associates including the Worship Committee as needed. Given the UUA's recommendation that it take 20 hours per week to develop and deliver a full service, it is expected that one of the two services be a fully researched and planned service and the second service be one that requires less time to develop, such as the Water Ceremony and Flower Ceremony. Worship Services will align with the agreed upon plan mutually determined with the Worship Committee.
- Creates and delivers Rites of Passage services for members: PUUC membership, dedication of children and coming of age, memorial services, weddings.
- Supports and consults with Lay Worship Leaders about their worship services as needed and requested.

- Serve as an ex-officio member of the Worship Committee. Attends at least part of each Worship Committee meeting and maintains communication as needed.
- Consults in the development of new Lay Worship Leaders.
- Oversees the recruitment and development of Worship Associates.
- Develops an annual PUUC worship plan in a collaborative partnership with the Worship Committee.
- Develops the elements of PUUC worship in a collaborative partnership with the Worship Committee.
- Participates in annual congregational evaluation of worship conducted by the Worship Committee.

Worship Committee and Congregation

- Creates and delivers two worship services per month in collaboration with the music director, Lay Worship Leaders and others. May use funded guest speakers at their discretion.
- Oversees the development and support of new Lay Worship Leaders using outside consultants and workshops.
- Creates and delivers special Worship Services such as Christmas Eve, Thanksgiving, Music Sunday(s), etc.
- Creates and leads Vespers.
- Develops an annual PUUC worship plan in a collaborative partnership with the Minister.
- Develops the elements of PUUC worship in a collaborative partnership with the Minister.
- Evaluates from time to time the needs and responds to the feedback from the Congregants on Worship.

NOTE: Small group ministry is not addressed in these expectations. If such a program is implemented, the Part-Time minister will serve as a consultant and it is recommended that volunteer congregants or other staff such as the Religious Education Coordinator potentially will lead the exploration and development of the Small Group Ministry.

(Support of congregants living in senior congregate housing is addressed under Pastoral Care.)

GOVERNANCE & ADMINISTRATION (12 hours a month)

Note: The PUUC Committee on Shared Ministry is currently focused primarily on supporting the current minister's pre-fellowship. Its relationship with the Board, Congregation and Minister needs revision to address how best to support the congregational life of the PUUC.

Part-Time Minister

- Serves as the staff team leader based on a collaborative partnership model of decision making with the staff as a team. Staff meetings are held at least bi-weekly and individual meetings are scheduled as needed or requested. Staff meetings may be facilitated by other staff members.
- Creates and supports a staff environment that is conducive to individual and collective spiritual development.
- Serves as the supervisor of the staff with oversight by the Board when needed. When the minister is not available, a designated Board member will handle personnel issues.
- Leads annual staff evaluations and recommends personnel actions to the Board. The Minister and the Board will collaborate on hiring, and changing compensation of the staff and are mutually responsible for ensuring that appropriate staffing practices are followed including having clear job descriptions, timely enrollment of eligible staff in offered benefit plans, annual compensation reviews, and a dispute resolution process.
- Serves as a voice as needed that calls the Board and the Congregation to healthy functioning and to serving its mission.
- Maintains an ever-present pulse on the quality of congregational life in collaboration with the Committee on Share Ministry and with the Board as needed and identifies needs and collaborates on solutions as needed.
- Is welcomed by and maintains contact with all Committees and maintains knowledge of their current work, attending at least one meeting of each

Committee per church year. However attends at least quarterly meetings of the Board, the Committee on Shared Ministry, Worship Committee and Care Committee and as needed or requested. Serves as an ex-officio member of all Committees except the Nominating Committee and the Committee on Shared Ministry both of which the Minister is not a member.

- The Minister is regularly expected to bring to the attention of the Board matters significantly affecting the life, operation, and mission of the Congregation. Provides concise written reports on congregational issues monthly to the Board.
- Serves as consultant to the Stewardship and budget process from the perspective that the congregational budget is a reflection of its theology and mission and covenant.

Board

- Maintains an ever-present pulse on the work of the congregation and the quality of congregational life with the Committee on Share Ministry and in partnership with the Minister as needed and identifies the needs and collaborates on solutions as needed.
- Participates in annual staff evaluations and implements personnel actions in collaboration with the Minister. The Minister and the Board will collaborate on hiring, and changing compensation of the staff and are mutually responsible for ensuring that appropriate staffing practices are followed including clear job descriptions, timely enrollment of eligible staff in offered benefit plans, annual compensation reviews, and a dispute resolution process.
- Serves as a consultant, resource and back-up to the Minister, the staff team and the individual staff members as needed when the Part-Time Minister is absent.

Congregants:

It is recommended that in order for the staff to take on new responsibilities given the new Part-Time position of the Minister that Congregants now are responsible for the following:

- *Create, update and maintain the PUUC Website and Facebook page.*
- *Create and implement the training and weekly recruiting of Greeters, Flowers, Coffee Hour Hosts, etc.*

PASTORAL CARE TO INDIVIDUAL CONGREGANTS AND TO THE CONGREGATION AS A WHOLE (6 hours in a typical week or approximately 24 hours a month)

Note: Pastoral Care supports the needs of both individual congregants and the congregation as a whole. Currently there are three tiers of one on one Pastoral Care delivery: the Minister, externally trained Pastoral Care Associates, and a Care Committee. Further development and training of additional Pastoral Care Associates is needed as we move to a more robust shared ministry model with a Part-Time minister whereby more of the one on one pastoral care will be provided by the Pastoral Care Associates. Also it is recommended that a system be more clearly defined that reliably connects the different pastoral care services and that better coordinates the care a Congregant needs from the different tiers.

Part-Time Minister

- Receives direct requests for one on one services from Congregants, referrals from the Care Committee or a Lay Pastoral Associate or from indirectly learning of a need for pastoral care. Assesses the need, triages whenever appropriate to a Lay Pastoral Associate or to professional counseling and other specialized service or provides one-on-one direct pastoral care when it needs to be provided by a Minister.
- Pastoral care provided by the Minister includes short term pastoral counseling, crisis intervention and from time-to-time longer term services as needed, including visitation of the homebound or hospitalized, sick, dying, and bereaved including the planning of memorials both with members and their families.
- Pastoral care to the Congregation means contributing to the soul of the community by attending coffee hour post Minister's sermon, and participating in Congregational events whenever possible, such as the Auction, the Holiday Fair, Thanksgiving Dinner, Clean-Up Day, the Monadnock Summer Lyceum, the Solstice Service and Congregational Suppers.

- Provides support and consultation to the active Lay Pastoral Care Associates for those who are currently trained and experienced and for those who are newly trained.
- Communicates and coordinates pastoral care needs and services being provided to Congregants when appropriate to provide continuity of care with Pastoral Care Associates and the Care Committee by attending at least one meeting quarterly, partial monthly meetings when needed and reading Committee minutes as well by email and by telephone.
- Provides support and consultation to the members of the Care Committee as needed.

Lay Pastoral Associates:

- Provides the Congregation with a confidential and compassionate listening presence. They have been specially trained to offer support to members coping with challenges such as illness, life transitions, grief or loss, care-giving obligations, and spiritual discernment.
- Receives direct requests or referral from the Congregants or the Minister.
- Triage requests to the Minister that requires the services of a Minister or professional services and triages requests to the Care Committee that need meals and/or visits after an illness, hospitalization, birth, death or other life-changing event.
- Communicates and coordinates services as needed to provide continuity of care with the Care Committee and the Minister through meetings, emails, and telephone.
- Identifies needs for continuing education and support.
- Identifies need for additional trained Pastoral Care Associates

Care Committee:

- Provides meals and visits after an illness, hospitalization, birth, death or other life-changing event.
- Receives direct requests or referrals from the Congregants or the Minister.
- Triage requests to the Pastoral Care Associates or to the Minister if the skills of a Minister are needed or if a referral is needed to professional services.
- Communicates and coordinates services as needed to provide continuity of care with the Pastoral Care Associates and the Minister through meetings, emails, and telephone.

Congregants:

- Request pastoral care services whenever possible from a Pastoral Care Associate and/or the Care Committee. Utilize the services of the Minister when uniquely needed especially when strict confidentiality is important. Most important is that the pastoral care needs of the Congregant are met in a timely and appropriate manner by a person whose skills match the need. When the Part-Time Minister is not available, a Pastoral Care Associate most often will meet an urgent need as appropriate.

Note: Pastoral care to residents of senior congregant housing will be provided by the three tiers of pastoral care: the Care Committee, the Lay Pastoral Associates and the Minister and potentially other staff such as the Music Director and the Religious Education Coordinator in a manner as appropriate.

SOCIAL JUSTICE

(2 hours/month)

Part-Time Minister:

- Supports the work of the Social Justice Committee and the congregation and provides consultation when requested.
- Maintains a pulse on the social justice work of the Social Justice Committee by reading Committee minutes and by attending their meetings when requested and quarterly as needed.
- Participates in PUUC Social Justice work if requested and time allows.
- Collaborates as needed with the Congregant presenting the social justice candle message when the Minister is leading the Worship Service.
- Prepares Worship Services that address issues of social justice per annual Worship plan and themes that are developed with the Worship Committee.
- Participation in social justice activities in the greater community is encouraged, but is not part of the Minister's role as an employee. It is desirable that the Minister however is aware of social justice issues in the greater local community.

Social Justice Committee:

- Requests consultation of the Minister as needed.
- Meets with the Minister quarterly if needed or requested and shares meeting minutes etc. with the Minister in a timely manner.
- Shares in advance and collaborates with the Worship Leader on the topic and message of the Social Justice Candle.
- Supports the Minister if requested when a Worship Service addresses a social justice issue.

- Invites the Minister to participate in PUUC Social Justice work if needed.
- Informs the Minister about social justice issues in the greater local community.

ENGAGEMENT WITH THE LARGER UNITARIAN UNIVERSALIST FAITH (4 hours/month and General Assembly [0.5 day per month + 4.5 other UU days annually])

Part-Time Minister:

- Serves as a key source of information that is shared with the Congregation about current topics within Unitarian Universalism and history when appropriate and as needed.
- Represents PUUC as a member of one local cluster 4 hours or ½ day/month of NH UU Ministers or District cluster, attends one (1 day) UUMA “professional days” annually, , and 3.5 days annually of the General Assembly (5 days) and UUMA Ministry Days (2).
- Maintains connection with other faiths in the greater PUUC community through feedback from a Congregant who attends the local Interfaith Council meetings.

Congregants:

- Attend Interfaith Council meetings on behalf of PUUC and shares information with the Minister.
- At least one Congregant attends the General Assembly annually when feasible.
- Congregants participate in UUA work at different levels from time to time.

SPIRITUAL DEVELOPMENT OF CONGREGANTS AND MINISTER

(Study Time is 20 half-days per year to be used in the summer, assuming a 12-month work schedule)

Part-Time Minister

- Serves as a consultant to and guest speaker for the Membership Committee's offering of "Getting to Know UU" classes for potential new members at least once a year and as needed
- Meet one-to-one at least once and as needed with all persons who wish to become a PUUC member.
- Invests in personal spiritual development as part of Study Time.
- Supports the spiritual development of the congregation through Worship Services and Pastoral Care.
- Personal spiritual development will occur through participation in UUA (District and National) including General Assembly and UUMA meetings and clusters as outlined earlier as well as Study Time.

Membership Committee

- Creates and leads the "Getting to Know UU" class for potential new members at least once a year and as needed in collaboration with the Minister who will serve as a consultant and Guest Speaker as requested.

RELIGIOUS EDUCATION

Note: Given the level of responsibility and leadership expected from the staff position that oversees PUUC Religious Education and given the minimal role that the Minister has in the religious education program, it is recommended that the PUUC Religious Education Committee and the Board invest in the continuing professional growth of our current Religious Education Coordinator.

Part-Time Minister:

At this point in time, the Minister will not be directly engaged in religious education for any age at PUUC. However the Minister will support the work of the Religious Education Coordinator and the Religious Education Committee serving as a consultant when requested.

Religious Education Committee:

It is anticipated that the Religious Education Coordinator in collaboration with the RE Committee will develop and implement all religious education programs.

Congregants:

Congregants will serve as leaders for all ages religious education classes, workshops, etc. when appropriate.