

## Unitarian Church of Santa Fe

### Article IX Ministry

#### Section 1. Qualifications of Minister

The Minister shall be in Fellowship with the Unitarian-Universalist Association and shall be recommended by a Ministerial Search Committee, elected by the Voting Members of the Congregation.

#### Section 2. Election of a Minister

After a Ministerial Search Committee has recommended a candidate, a Special Meeting of the Congregation shall be called to vote by secret ballot on that candidate. A two-thirds vote of the Voting Members present shall be required for approval of the candidate. The terms of the contract setting the conditions of employment shall be adopted at the same meeting by a simple majority vote of the Voting Members present. The President shall inform the candidate in writing of the results. If the vote is favorable, and if the candidate accepts the proposed contract in writing (his/her acceptance shall be in writing), these communications shall constitute the contract between the Congregation and the Minister. The Minister's letter of acceptance shall be made available to the Congregation. Thereafter, the Minister's salary and allowances shall be regular items in the budget, which shall be paid by the Treasurer without additional authorization.

#### Section 3. Tenure of Minister

The Minister elected by the Congregation shall be considered to have such tenure as is specified in the written contract between the Congregation and such Minister.

#### Section 4. Dismissal

If dissatisfaction with the Minister develops, the Board shall consult with the Ministerial Relations Committee to determine whether the dissatisfaction is widespread. If it is, the situation shall be reported to the proper department of the Unitarian-Universalist Association with a request for advice. A Special Meeting of the Congregation shall then be called for the purpose of considering the situation. If, after a full presentation of the facts, a majority of the Voting Members so vote, the contract shall be terminated by giving the Minister three months notice. Dismissal, however, may be immediate.

#### Section 5. Duties of the Minister

- (a) The chief function of the Minister shall be to minister to the personal and spiritual needs of the Members and friends of the Congregation and their families, through religious services and counseling. (See Congregational Manual for job description.)

- (b) The Minister shall appoint any and all employees of the Congregation except as noted in Section 6, and recommend employees' compensation, and perform such other duties compatible with the purposes of this Congregation. The Minister, in consultation with the Religious Education Committee, shall appoint or dismiss the Director of Religious Education.  
[former item (c) moved to Section 7]
- (c) [former item (d)] The Minister shall report at regular Board meetings and Semi-annual Meetings of the Congregation.
- (d) [former item (e)] The Board shall determine which of the established duties shall be assigned to any individual serving in the place of a permanent Minister.

## Section 6. Other Ministries

- (a) An Associate or Assistant Minister, Co-minister, Minister of Religious Education, or any minister whose support is substantially provided by the Unitarian Church of Santa Fe, shall be employed subject to Sections 1 through 4 of this article, with duties to be established by the Board of Trustees.
- (b) A Community Minister, Minister Associated with the Congregation, Student Intern, Ministerial Student Sponsored by the Congregation, or any minister whose support is not substantially provided by the Unitarian Church of Santa Fe, but who may require or desire congregational affiliation or sponsorship, shall first be an active member of this Congregation and, unless a student, shall be in Ministerial Fellowship with the Unitarian-Universalist Association. The candidate shall be recommended to the Congregation for affiliation or sponsorship by the Minister, the Ministerial Relations Committee, and the Board of Trustees. A two-thirds vote by secret ballot of the Voting Members present at a Congregational Meeting shall be required for affiliation or sponsorship of the candidate. The President shall inform the minister or student in writing of the results. If the vote is favorable, and if the minister or student accepts the proposed affiliation or sponsorship in writing (his/her acceptance shall be in writing), these communications shall constitute the contract between the Congregation and the minister or student. The minister's or student's letter of acceptance shall be made available to the Congregation. Any stipends or scholarships to be paid from the general budget shall be recommended by the Ministerial Relations Committee and determined in the regular budget process of the Congregation. Tenure and revocation of affiliation or sponsorship shall proceed subject to Sections 3 and 4 of this article. Duties within this Congregation, if any, shall be established by the Board of Trustees.

## Section 7. Freedom of Expression

Ministers and ministerial students employed by, affiliated with, or sponsored by the Unitarian Church of Santa Fe, shall be free at all times to express convictions and beliefs on any and all subjects within and without the pulpit, and shall respect the convictions of the Members of the Congregation both in their individual and official capacities.

Adopted April, 1996

Policy Guidelines for Minister Associated with the Unitarian Church of Santa Fe

Definition—A Minister Associated is a minister called by the Unitarian Church of Santa Fe to serve in a number of possible ways, such as:

- Consulting with congregations
- Community service
- Performing weddings and memorials
- Pastoral counseling
- Conducting services
- Teaching
- Leading workshops and seminars

Requirements:

1. A person in Ministerial Fellowship with the UUA;
2. A member in good standing at the Unitarian Church of Santa Fe;
3. A minister called to be a Minister Associated by the congregation of the Unitarian Church of Santa Fe;
4. A person who entered a working agreement with the Board of Trustees after consultation with the Minister and Ministerial Relations Committee.

Guidelines:

1. Any duty of a Minister Associated related to the congregation or performed in the church shall be agreed upon by the Minister and the Minister Associated.
2. A Minister Associated may be given a title or designation descriptive of his or her particular work (i.e. Community Minister or Minister at Large). Whatever designation is used shall be agreed upon by the Minister, Ministerial Relations Committee and the Minister Associated and recommended to the Board of Trustees for its approval.
3. A Minister Associated is not employed by nor paid by the church on any permanent basis.
4. The Board of Trustees, upon the recommendation of the Minister, may from time to time engage and reimburse the Minister Associated for services to the congregation.
5. Referrals to the Minister Associated shall be in such manner as the Minister of the church shall agree upon.
6. A Minister Associated shall be identified on all staff lists and annual reports to the UUA and other regional bodies and be regularly acknowledged on orders of service and in the newsletter as space permits.
7. The Minister Associated and the Minister of the church will meet regularly on the call of the Minister to review their relationship and how the ministry of the Minister Associated is working in the life of the church.
8. The Minister Associated shall report to the congregation at semi-annual meetings.
9. The Ministerial Relations Committee and Minister Associated shall be in communication on a regular basis as agreed upon.

10. Changes in this document may be made by agreement among the ministers concerned and shall be effective 30 days after written notice of the change is forwarded to the Board of Trustees, unless the Board votes to delay or reject the change.
11. The agreement shall be considered terminated if:
  - a. The Minister Associated ends membership in the church;
  - b. The Minister Associated accepts a permanent ministry;
  - c. The Minister Associated retires;
  - d. The congregation votes by majority to terminate the agreement with the Minister Associated.
12. If a conflict between this policy and the by-laws arises, the by-laws shall govern.