

SYLLABUS

CONGREGATIONAL BOARD MEMBER TRAINING

1. Call of Duty: Governance Basics
 - a. Duties of a Board
 - b. 3 Parts of Effective Governance
 - c. Congregational Bylaws
 - d. Policies and Procedures
 - e. Being a Learning Community
 - f. Being Good Stewards of Time and Money

2. In the Room Where It Happens: Why We Have Meetings
 - a. Effective Meetings
 - b. Setting the Agenda
 - c. Making Room for Multiple Viewpoints
 - d. Whole Congregation Decisions
 - e. Whole Congregation Discernment

3. Finding Your Center: Spiritual Grounding as Leaders
 - a. Covenant is Foundational to Unitarian Universalism
 - b. Shared Ministry
 - c. Lay Leadership as a Spiritual Practice
 - d. Practicing Intercultural Agility
 - e. Self-Care

4. Knowing Your Purpose: Leading in Alignment with Your Mission
 - a. Understanding Mission and Vision
 - b. Leading from Mission to Action
 - c. Seeking Alignment with the Mission
 - d. Finding Your Prophetic Voice

5. The Myth of Rationality: Understanding Human Nature
 - a. Anxiety and the Brain
 - b. The Self-Differentiated Leader
 - c. The Temptation of Triangulation

6. In the Wilderness: Change is Hard, Even if it's the Promised Land
 - a. Emotional Responses to Change
 - b. Resistance to Change
 - c. Technical vs. Adaptive Challenges
 - d. Adaptive Challenges



7. Good Boundaries: Balancing Transparency and Confidentiality
 - a. Confidentiality and Healthy Disclosures
 - b. Creating Healthy Communication Channels
 - c. Avoiding "Parking Lot" Conversations
 - d. The Peril of Anonymous Feedback

8. From "Me" to "We": Healthy Communications
 - a. Speaking with One Voice
 - b. Team Players: Interpersonal Dynamics
 - c. Minutes and Records

9. Who's the Boss? Boards as Employers
 - a. Our Values, Our Staff
 - b. Compensation Guidelines
 - c. The Unique Finances of Your Minister
 - d. Personnel Policies and Best Practices

10. Guarding the Institution: Balancing Stability and Vision
 - a. Annual Planning
 - b. Goals & Reporting
 - c. Safety
 - d. Systems of Trust and Accountability

11. A Strange Partnership: Governance and Ministry
 - a. Styles of Governing Boards
 - b. The Mission-Based Board
 - c. Ministry as Partnership
 - d. There's Enough Ministry to Go Around!

12. Staying in My Lane: Governance Roles and Responsibilities
 - a. Officers and Executive Committees
 - b. Standing Committees
 - c. Open vs. Executive Session
 - d. Understanding Boundaries

