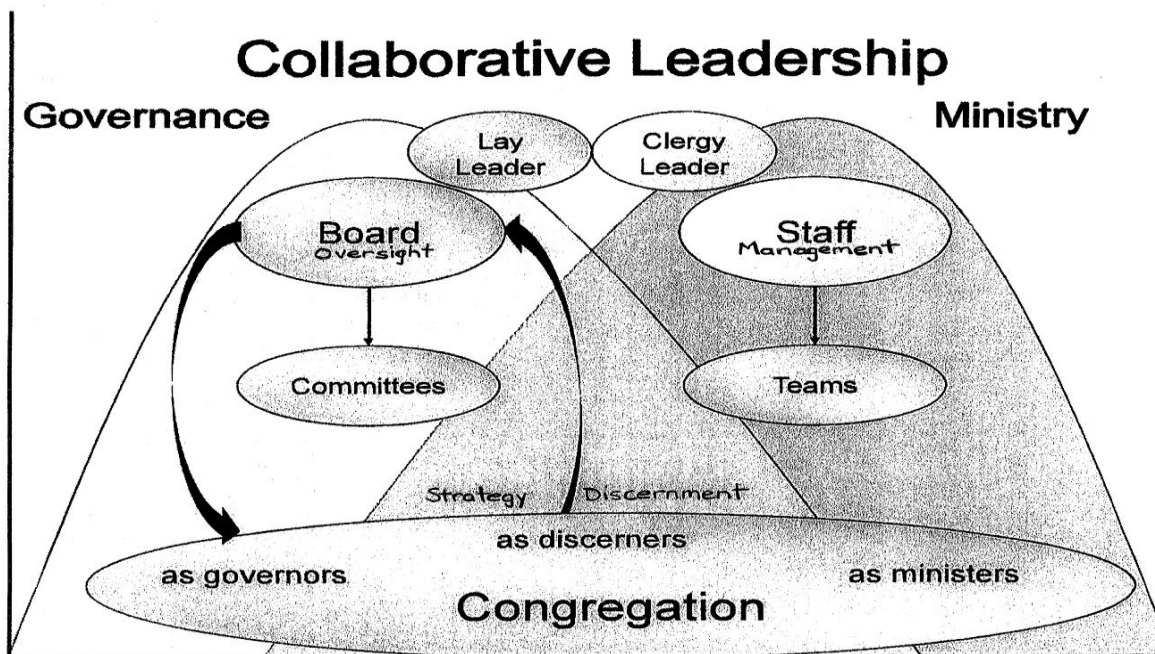


NEWS FROM THE GOVERNANCE TASK FORCE

The Board created and charged a Governance Task Force (GTF) to help it and the Congregation transition to Policy Based Governance (PBG), using Alban Institute's consultant and UU minister, Rev. Dan Hotchkiss's book, *Governance and Ministry: Rethinking Board Leadership* as a primary resource. Since the arrival of our new, settled minister, Rev. Jay Wolin, we have been busy researching and discussing what this transition will entail. Below is a summary of our work to date. This information will also be presented at a **Town Hall Meeting on Sunday, Dec. 4, at 12:15 in the Lounge**. We urge you to attend this and as many other Town Hall Meetings in the future as you can. We want to hear your ideas! Cindy Sadlek (Co-Chair), Cathy Weideman (Co-Chair), Rev. Jay Wolin, Linda Goff, Talitha Davidson-Bell, Jack Wiley, Kathy Bowman.

WHAT IS PBG? (Please see diagram below)



It is a structure and approach to organize and lead the Congregation, guided by the mission and vision of the Congregation.

The Congregation is the foundation. It elects a Board, calls a settled minister, approves by-laws and budgets and gives generously of its time, talent and financial resources.

Leadership of the Congregation is divided into the two leadership functions of *Governance* and *Ministry* and the four leadership roles of *Oversight*, *Management*, *Discernment* and *Strategy*.

Those in *Governance* are the Board and its standing committees and task forces. They are solely responsible for the leadership role of *Oversight*, which means to create policies, to monitor and oversee the congregation's work and to assure its human and material resources are safeguarded and used for the benefit of the mission and vision.

Those in *Ministry* are the minister, staff and volunteer teams. They are solely responsible for the leadership role of *Management*, which means to do the work of the congregation: worship services, educational programs,

social justice projects, a mowed lawn, a newsletter, a potluck.

Those in Governance and Ministry collaborate in the leadership role of *Discernment*, which means to discover the

congregation's mission, or what good the congregation truly exists to do, and its vision, or what the future will look like if we make good progress.

Those in Governance and Ministry also collaborate in the leadership role of *Strategy*, which means to set goals and make high level decisions to move the organization from its current state toward its desired mission and vision.

(For more on the policies which have been and will be created under PBG, see the Board Policy Book Framework on the web site.)

WHAT DID YOU JUST SAY?

There is a PBG Terminology document on our web site of the words which appeared above in italics and were taken from the book, *Governance and Ministry: Rethinking Board Leadership* by Dan Hotchkiss.

WHY HAVE PBG?

The mission and vision organizes the structure and leads the congregation with this approach. Together they not only align our Ministry with our purpose, but they also help to maintain the status of the Congregation as a 501(c)(3) tax exempt organization.

It clearly identifies those who are responsible for articulating the congregation's goals and strategies, those who are

responsible for carrying them out and establishes ways to, and those who are responsible for, verifying how well we are doing. Clearly defined roles and responsibilities will help reduce confusion, conflict and triangulation, as well as increase the opportunity for volunteers to find meaning in ministry.

The philosophy of PBG was embraced when the Congregation ratified an extensively revised set of Bylaws in November 2010.

During the process of calling our new Minister, we identified the need for a person with strong administrative and

management skills. Our new Minister, Rev. Jay Wolin, has these skills. Our Congregation has become large and

complex and it is important that our volunteers have the guidance and support necessary to carry out our Ministry.

(More on the Reasons for PBG are available on the web site.)

WHAT IS THE PBG TRANSITION PROCESS?

The Governance Task Force has developed a plan for how the process of moving to Policy Based Governance can occur. The Board affirmed this plan at its November 2011 meeting. The entire process will require approximately 4 years, which is the norm for other Congregations that have already adopted PBG. The GTF is now embarking on the development of the Policy Book. Each month we will share our policy drafts with the Board and with the Congregation. This information will be posted on the web site, sent via FromStaff e-mails and in monthly newsletters, and most importantly discussed at a series of Town Hall meetings where feedback will be sought.

(A more detailed outline of the PBG Transition Process is available on the web site.)

WHAT IS THE BOARD'S GOVERNANCE PHILOSOPHY?

The board's focus shall be on the long-term mission and well-being of the Congregation, not on administrative detail. The intended style of leadership shall be collaborative, collegial, and inclusive. It shall respect the distinction between board governance and ministry, and shall avoid when possible making decisions that address only one single situation. The board intends to govern primarily by:

Discerning and articulating the Congregation's Mission and Vision of ministry,
Setting goals and making strategic choices,
Creating written policies to guide the Congregation's ministry, and
Supporting, monitoring and providing oversight of the Congregation's leadership, programs, and the Board itself.

(UUCQC, November 13, 2011)