

UUFSD Policy and Procedure Document**Policy ID: 115****Title: Leadership Council****Date Approved: January 11, 2026 by the Board of Directors****Purpose**

The purpose of the UUFSD Leadership Council (LC) is to create a stronger and healthier Beloved Community by fostering better communication and collaboration amongst our ministry teams, always with the Fellowship's vision and mission in mind.

The Fellowship's programs and committees are grouped into functional ministry teams, with one representative on the Leadership Council for each ministry team. The Leadership Council and the Minister oversee the programmatic development and organization of the ministry teams and work to identify areas of collaboration, encouraging and facilitating communication across ministries and throughout the Fellowship.

Policy

This Council includes designated representatives for each ministry team, which are either Operational or Programmatic as defined below. The Council does not have policymaking authority but can recommend policy changes to the Board.

The Council's mandate is:

1. To establish better communication and collaboration between ministry team leaders and members of the congregation.
2. To help with leadership development and communication between teams.
3. To share information in an organized way in order to operate and collaborate more effectively.
4. To develop methods for shared work and collaboration.
5. To propose policy and procedures to the Board for consideration.
6. To update the Board (monthly) on committee and program development & activities and any Committee matters needing Board attention.

7. To establish collaboration, integration, and implementation of programs amongst all ministries.

Council Members:

Members of the Leadership Council include:

A. Reporting (non-voting) Members (2):

1. President of the Board of Directors
2. Administrator (Acts as the Council Secretary)

B. Operational (voting) Members (3):

These members represent committees or groups that report directly to the Board of Directors. Their reports provide context and insight into the financial and operational realities of UUFSD's facilities and budgets.

1. Financial
Committees: Finance, Stewardship, Capital Campaign, Endowment
2. Facilities
Committees: Buildings & Grounds, Dream Builders, Design Review, Memorial Wall, Campus Safety & Security
3. Governance
Committees: Policies & Procedures, Nominating, Committee on Ministry, and Personnel; Bylaws

C. Programmatic (voting) Members (7):

These members represent the people and programs of UUFSD

1. Minister (Worship Committee, Music Committee)
2. DREF (RE, Library)
3. Membership Development and Growth
4. Communications
5. Spiritual Development & Care (Spiritual Groups & Compassionate Care)
6. Social Justice Action
7. Fun & Fellowship (Social Groups & Kitchen)

Procedure

1. The Leadership Council is chaired by the Minister unless otherwise designated. The Minister facilitates the meetings.
2. Each ministry team will have one representative.
3. Meetings are to be held monthly.
4. Agenda items are to be added to the agenda by team representatives. The agenda is located in the shared Leadership Council drive.
5. Anyone may attend or observe a Leadership Council meeting, however attendees other than Council members may speak only when invited to do so by the Minister.
6. Only voting members of the Council may vote.
7. Ministry team representatives are recruited by the Minister (in consultation with the Leadership Council).
8. Ministry team reports will be combined into a single report document that will be sent to the Board prior to their next Board meeting. The Minister will write a brief paragraph to precede the report outlining important items.
9. The report prepared for the Board will also be made available to all UUFSD members via the website.

Council Member Responsibilities:

1. Attend monthly meetings.
2. Regularly communicate with the committees and teams under their ministry team.
3. Prepare a brief report about significant developments or important information to be shared with the Leadership Council at meetings.
4. Share important information from the Leadership Council with the groups in their ministry team.
5. Maintain awareness of all ministry team activities and maintain communications with the Administrator.
6. Help foster collaboration between ministry teams.
7. Represent the voice of the people and programs of UUFSD to the Board of Directors via the Leadership Council.