

COMMITTEE ON MINISTRY MEMBER POSITION DESCRIPTION SAMPLE

A sample position description for Committee on Ministry members. An Association or Conference bylaws may have specific provisions for terms of office, composition of the Committee on Ministry, or other requirements that differ from this sample resource, and this document should be tailored to meet those specifications. Thanks to the Central Pacific Conference Committee on Ministry for sharing this resource.

Committee on Ministry Member Sample Position Description

Focus of Ministry: *(Brief paragraph describing the work of the ministry team. Please be as specific as possible, preferably drawn from Association or Conference By-laws):*

Committee on Ministry shall oversee standards and procedures for authorization of ministries within the Association/Conference.

Composition: The Committee on Ministry shall consist of not less than fourteen (14) or more than twenty (20) members. At least one member of a ministry team shall be from each of the geographical regions of the Association/Conference as defined by the Board of Directors.

Term of Office: Ministry Team members shall serve for three-year staggered terms commencing at the end of the Association or Conference Annual Meeting/Gathering/Assembly at which they were elected. Members shall not serve more than two consecutive terms.

Expectations: Members are expected to attend all meetings and to actively participate in the work of the ministry team, including work in between meetings. The Committee on Ministry may be comprised of two or more sub-committees that carry out assigned responsibilities: for example, authorization, support and accountability for authorized ministers, situational support, or fitness review team. At times additional sub-committees might be created if deemed necessary by the Committee on Ministry to balance workloads and help COM members focus on offering particular gifts for this ministry. Meetings are scheduled at the convenience of the group.

Qualifications of Team Members: Team members are to be members of a Local Church within the Association/ Conference and committed to the mission and ministry of the Conference and the United Church of Christ. Team members are committed to the ministry area of the Ministry Team they serve and are able to work with others in a collegial manner.

Ministry specific skills desired:

- Excellent listening and interpersonal skills.
- Ability to keep confidentiality.
- Receptive to learning and feedback.
- Excellent and practiced personal and professional boundaries.

- Deeply faithful and perceptive of the Spirit and of persons.
- Committed to the United Church of Christ, including experience as an active member of a UCC church and understanding of UCC polity and how that shapes our work with clergy.
 - If lay person, some leadership experience in a UCC congregation would be preferred; 2 letters of reference are recommended, at least one from the pastor or someone in church leadership.
 - If ordained, must hold ministerial standing and be in compliance with all requirements for active standing in the Association/Conference in which they are serving on the COM.
- Demonstrated ability to “welcome all persons,” including on-going commitment to the learning necessary to minimize bias and maximize justice and inclusion of all persons.
- Capacity to make time for a volunteer position with a high level of responsibility that is critical to the well-being of clergy and congregations. These tasks may require the capacity to complete responsibilities outside meeting times.
- Willingness to study and integrate the current version of the Manual on Ministry and to use it as a reference and guide for this ministry.

Accountability: Members to the Chairperson, and Committee to the Board of Directors of the Association/Conference in compliance with Association/Conference By-laws.

Declaration of Vacancy: After three (3) consecutive absences by a member of a Ministry Team, that member’s position shall be declared vacant.

Support/Orientation: Team members will receive an orientation to their work at the first meeting following their election. Members are expected to engage in on-going training opportunities as offered to do this ministry well and faithfully.

Technology use: Basecamp is the on-line platform used for management of meeting notices, team documents and communications. Zoom is our on-line meeting platform. Orientation and on-going support will be provided in these technologies. It is expected that COM members will learn to use these technologies with proficiency, understanding the necessity of their use.

Meeting Location: Regular meetings of COM Ministry Teams are via Zoom and will also meet in person one or two times a year in a central location for an in-person training/retreat. All members are expected to attend all meetings.