

**General Policy  
for Affiliated Community Ministry  
at the Unitarian Universalist Church of Berkeley  
<<DATE>>**

**Affiliated Community Minister (ACM) Status**

For the UUCB to refer to a minister as an “Affiliated Community Minister” (ACM) of UUCB, or, for a Community Minister to refer to themselves as such, the following requirements need to be satisfied:

The individual must be:

1. An ordained minister
2. At least one of the following: a member in good standing of the Unitarian Universalist Ministers’ Association (UUMA); a member in good standing of the Unitarian Universalist Society of Community Ministries (UUSCM); in Preliminary Fellowship with the UUA, working toward Final Fellowship.
3. Have a current Covenant of Affiliation with the UUCB consisting of two parts, a Covenant of Right Relationship and a Covenant of Right Service.<sup>1</sup>

All ministerial Covenants for Right Service with the UUCB shall be reviewed and renewed annually. Updates about affiliations shall be included in the February Congregational Meeting. A covenant may be created or amended during the course of the year if the need arises.

**ACM roles and responsibilities to UUCB**

Each ACM jointly covenants with (1) the congregation (through the Board of Trustees (BoT)) and (2) the LM(s) contracted and/or covenanted to serve UUCB. These covenants assume that each ACM will be in right relationship with members and friends of the congregation and serve the institution’s mission and vision as well as recognize the authority of the serving Lead Minister(s) and staff. Each Covenant of Right Service **contains an addendum which specifies:**

- what services / responsibilities the ACM agrees to offer the congregation
- the limits of such services and responsibilities; and
- what support the congregation agrees to provide in return

Services and responsibilities from ACM to UUCB might include (but not be limited to) one or more of the following:

- occasional pastoral counseling
- preaching<sup>2</sup>
- participation in worship
- workshop facilitation

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<sup>1</sup> During times of ministerial transition, current ACMs will not be considered out of compliance while new covenants with the incoming lead minister(s) are being created.

<sup>2</sup> With compensation at UUMA guidelines if more than once per year (not including Community Ministry Sunday)

- teaching courses
- consulting
- facilitation of discussions or programs
- rites of passage (see below)

It is to be understood that each ACM's primary ministry is to the wider community – not to UUCB.

### **UUCB's roles and responsibilities to ACMs**

UUCB views ministry to the larger community as essential to the congregation's mission. Therefore, it is imperative that all parties carefully consider each ACM's primary professional responsibilities since they will be recognized as an extension of UUCB's mission. In entering into affiliation, UUCB will covenant to support each ACM's primary calling in ways specified in the Covenant of Affiliation and Right Service.

Services and responsibilities from UUCB to each ACM might include (but not be limited to)

- Use of church facilities when available, without charge, as negotiated in individual Covenants of Right Service
- **Some administrative services (copier, fax machine, printing, etc.)**
- Acknowledgement of affiliation on general UUCB communication (newsletter, website, letterhead, etc.)
- Serving as a ministerial delegate at District, Regional, and General Assemblies (which does not reduce the number of lay delegates from UUCB)
- **Space on our Ministry Bulletin Board in the Social Hall**
- **Space at our information kiosk for pamphlets**
- Access to the UUCB email list
- Volunteer support for individual Preliminary Fellowship Committees (see below) for those in Preliminary Fellowship with the UUA
- Volunteer support for UUCB's Committee on Community Ministry (as specified in the next section)
- **Opportunities for in-reach, education and relationship building with the UUCB**
- Opportunities to promote and/or market professional services
- Opportunities to perform rites of passage (see below)

Each ACM is bound to all policies and documents governing UUCB , especially with respect to speaking on behalf of the congregation's specific stand on controversial issues.

### **UUCB's Committee on Community Ministry (CCM)**

Part of UUCB's support to the ACMs will come through providing a Committee on Community Ministry (CCM) that reports to the BoT. The CCM shall be composed of the ACMs and 1-2 members of the congregation, nominated by the CCM and approved by the LM(s) and the BoT. The LM(s) serving UUCB will be ex-officio member(s) of this committee and welcomed whenever available. In addition to providing a channel for exchanging information, counsel, feedback and support, the CCM will

1. Receive and review applications from Community Ministers desiring affiliation with UUCB and make recommendations to the LM(s) who will forward the application to the BoT at their discretion.
2. For new ACMs, oversee the creation and submission of Covenants of Affiliation (consisting of a Covenant of Right Relationship and a Covenant of Right Service), ensuring that these Covenants are 1) reviewed and approved by the LM(s) and 2) submitted to the BoT.
3. For current ACMs, oversee the annual review of the Addenda to their Covenants of Right Service, ensuring that they are 1) reviewed and approved by the LM(s) and 2) submitted to the BoT by the December BoT Meeting. Current ACMs will be recognized at the February Congregational Meeting.
4. Create and submit a budget to the LM(s) to be passed on to the CT and Treasurer. This budget will support the ACMs as per their respective covenants
5. Educate and inform the congregation about community ministry, including ministries of the ACMs and lay community ministry within UUCB
6. Lead an annual Community Ministry Sunday worship service, to be held on or close to Community Ministry Sunday (first Sunday in February) whenever possible.
7. Share responsibility for writing a monthly column on community ministry for the Beacon newsletter
8. Write a report for the Annual Report.

## **Preliminary Fellowship Committees for the purposes of Ministerial Fellowship Committee (MFC) Renewals**

ACMs who are in Preliminary Fellowship with the Unitarian Universalist Association (UUA) and are seeking Final Fellowship will each convene a Preliminary Fellowship Committee (PFC)<sup>3</sup> which will meet every 4-6 weeks. Each PFC is composed of 3-5 members, including 1-2 members of UUCB and members from the ACM's workplace or field (as required by the MFC). The PFCs will provide opportunities for reflection, support, and feedback, helping the ACMs to ground their ministries in Unitarian Universalist principles. The PFCs will also contribute to the annual review process required by the MFC.

## **Compensation**

ACMs are in a covenantal relationship with the UUCB and its LM(s). It is not primarily a relationship of employment or compensation. However, ACMs may contract with UUCB for specific services. All such contracts shall meet the conditions specified within each respective covenant as well as UUMA and UUSCM guidelines.

## **Rites of passage**

All rites of passage of UUCB Members and Friends will go through the LM(s) to the ACMs and/or will be negotiated in accordance with a procedure set up within the CCM. Consistent

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<sup>3</sup> Referred to as a "Committee on Ministry" by the MFC of the UUA.

with the UUMA Code of Professional Conduct, the ACMs shall not accept invitations from Members and Friends of the church for rites of passage, in the absence of a clear prior understanding to the contrary.

When the LM(s) serving UUCB are not able to perform a rite of passage ceremony for a UUCB Member, a UUCB Friend, or someone from the general public, they will invite an Associate, Assistant or Intern Minister to perform the service. When UUCB is unable to provide a parish minister in contract with the congregation to perform a rite of passage ceremony, an offer to perform the ceremony will be extended to the ACMs. If the person/family requesting the rite of passage is a UUCB Member, UUCB will reimburse the ACM at rates specified in the UUMA PCD guidelines. If the person/family requesting the rite of passage is a UUCB Friend, the person/family will reimburse the ACM at UUMA PCD rates. If the person/family is a member of the general public, each ACM is free to set their own rate.

### **Relationship with LM(s)**

Recognizing the importance of UUCB's covenant / contract with the LM(s), the relationship between ACMs and LM(s) will abide by guidelines established by the UUMA and UUSCM, which prioritize respect, collegiality, mutual support, open communication, and professionalism. ACMs will honor and defer to the LM(s)' decision-making authority on congregational issues. LM(s) will honor and defer to ACMs' decision-making authority within the purview of their community ministries.

In the case of a conflict between the LM(s) and an ACM, the parties shall first endeavor to find a mutually beneficial and honorable solution. By the request of either party, a UUMA or UUSCM Good Officer, agreeable to both parties, may be called in to mediate. District or regional resources are also to be considered.

### **Changes in ministry site**

When an ACM's current community ministry comes to an end, the ACM may continue to serve as an ACM at UUCB provided they are actively involved in a search for related ministry. UUCB bears no financial responsibility to the ACM during this interim period. Should the ACM find work that is not understood as ministry by the UUCB, the ACM will resign from serving as an ACM with UUCB.

### **Representation of and Identification with UUCB**

Without clearance from the Coordinating Team, ACMs may not make public statements about the official position of the congregation or BoT on controversial social, political, and/or congregational issues beyond what the congregation or BoT has formally and explicitly adopted as positions of record.

ACMs shall be identified on UUCB communications (such as staff lists, the annual report to the UUA, newsletter mastheads, orders of service, website).

### **Revisions to this Document**

ACMs, LM(s) and the BoT may mutually alter this agreement, in consultation with the CCM.

### **Termination of Affiliation**

An ACM's affiliation may be terminated by the ACM or the BoT.