

Unitarian Universalist Congregation of Salem
Team Council Purpose Statement and Essential Functions * revised 8/19

Mission: Creating a welcoming, compassionate, engaged spiritual community.

Purpose Statement: The Team Council is tasked with coordination of all UUCS recognized teams and affiliated ministries. It serves as a collective conduit for communication with the UUCS Board under the coordination of the UUCS Board Vice Chair. This Council allows for cross-communication between Teams to share ideas and reduce duplication of efforts or working at cross-purposes.

The primary goal of the Team Council is to foster communication and cooperation among teams, affiliated ministries of the congregation, and between those teams and ministries and the board of directors and its administrative committees, as we work toward our common goals; creating a welcoming, compassionate and engaged spiritual community.

Essential Functions:

- Meet at least quarterly or more frequently as needed to review Teams efforts toward meeting their own stated purposes and goals throughout the year.
- Communicate and coordinate with Team Council Chair whenever changes are being considered to the structure and organization of Team functions/ purpose.
- Provide written reports as scheduled, to the Team Council chair.*
- Provide updates to Teams stated purposes and goals, and annual activities to the Team Council Chair for sharing with the congregation at the Annual Meeting.
- Share, coordinate, and support Teams or ministries as necessary.
- Accept and implement UUCS Board feedback on congregational needs as necessary.
- Assure that Team actions, decisions, and meetings are conducted in keeping with the UUCS Mission and Vision statements and UUA principles.
- Develop a budget for Team Council that supports at least 2 Shared Ministry Dinners annually; 1 in the Fall to review past accomplishments and projected annual and five-year plans of each Team; and 1 in the Spring to review how projected annual plan had progressed and any suggested changes for the coming year(s).
- Maintain a record of Team meetings minutes / summaries for reference and planning. Provide a list of resources and orientation manual for new Teams.

* Reporting Schedule

Monthly:

Facilities

Music

Religious Education

Social Justice Action Team

Quarterly:

Worship Team
Membership Team
Communications Team

Annually:

All Teams and Affiliated Ministries