

**Eliot Unitarian Chapel – Policy**  
**COMMUNITY MINISTRY**  
Approved 1999 (with small revisions 09-12)

**I. Basics**

1. A Community Ministers of Eliot Unitarian Chapel shall be all of the following:

A. A minister who conducts her/his ministry primarily outside the parish in such areas as counseling, chaplaincy, social justice, and education in religious studies.

B. An Ordained person; consideration of Fellowship with the Unitarian Universalist Association while not required, shall be taken into account. If the individual is a Unitarian Universalist minister, then current membership in the Unitarian Universalist Ministers Association is required;

C. A member of Eliot Unitarian Chapel;

D. A minister called as a Community Minister at a regular or special congregational meeting of Eliot Unitarian Chapel. The congregation shall be asked to vote on this matter only upon prior recommendation by the Ministers of the Chapel, and upon prior concurrence in that recommendation by the Board of trustees of the Chapel.

2. The following Terms of Understanding are to be approved by:

A. The Parish Minister(s)

B. The Community Minister(s)

C. The Board of Trustees of the Chapel.

**II. Terms of Understanding**

1. The duties of the Community Ministers shall be agreed upon by the Parish Minister(s) and the Community Ministers and shall include such matters as accountability, channels of communication, and relationships. In the event of disagreement, the Parish Ministers shall make the final determination. The Parish Ministers have overall responsibility for ministerial leadership within the Chapel. Community Ministers shall at all times and in all ways honor the priority of the Parish Ministers' call to the ministry of the Chapel, and shall shun inappropriate influence on, or expression to, others. Parish Ministers shall respect the calling, strengths, and sensibilities of the Community Ministers and shall work collaboratively in the spirit of mutual cooperation and consultation. Before accepting any funeral, memorial service, or child dedication etc. for chapel members, the Community Minister shall obtain concurrence with the Lead Parish Minister.

2. Referrals to the Community Ministers shall be in such manner as the Parish Ministers and Community Ministers shall agree.

3. Except for UU Professional Ministerial fees, Community Ministers are neither employed by nor paid by the church on any continuing basis. When Eliot Chapel members receive pastoral services from Community Ministers, there shall be no charge. When Community Ministers preach or teach, officiate at

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weddings and funerals or memorial services, or provide other ministerial services for supporting members of Eliot Chapel, there shall be no charge but the Chapel may give an honorarium. However, when Community Ministers perform services for people who are not members of the Chapel, then appropriate fees may be charged. If an honorarium is offered by a member for services, it may be accepted by the Community Minister.

4. In consultation with the Parish Ministers, Community Ministers shall have reasonable access to the church building, photocopier, telephone, etc. for services rendered to the congregation, its members and friends. Secretarial services will not be provided.

5. Community Ministers shall be identified as such on all staff lists and annual reports to the UUA and other regional institutions, on the Order of Service covers, etc., as space permits.

6. Community Ministers shall meet with the Parish Ministers at least twice a year in order to review their relationship with one another and within the life of the congregation. Responsibility for initiating these meetings shall rest with the Community Ministers.

7. Each Community Minister shall write an annual report of her/his activities, which shall be included in the Chapel's Annual Report.

8. The Unitarian Universalist Ministers' Association Code of Professional Practice shall be carefully observed by both the Parish Ministers and the Community Ministers. If difficulties arise, various resources may be called upon, including the Good Offices Program of the UUMA. The Community Ministers may resign at any time. Upon recommendation of the Parish Ministers with the concurrence of the Board of Trustees, a Community Minister's relationship with the Chapel may be suspended or severed at any time. The relationship of a Community Minister with the Chapel may be terminated by a vote of the congregation at any regularly called or special congregational meeting. Since the Parish Ministers' relationship to the congregation is primary, should a Parish Minister resign, Community Ministers shall be prepared to resign, if necessary, as well, pending establishment of a harmonious working relationship with the new Parish Minister(s).

9. Community Ministers shall not speak publicly on behalf of the Chapel or its ministry, nor commit the Chapel to actions or positions, except with permission of the Board of Trustees and the Parish Ministers.

10. Changes in this document may be made by agreement between the Parish Ministers and Community Ministers concerned and the Board Of Trustees, and shall be effective 30 days after written notice of the change is forwarded to the Congregation.