

DATE ADOPTED BY BOARD: 05.16.13

POLICY SET: IV. Management

POLICY NUMBER: IV. B.

POLICY NAME: Global Delegation

POLICY PURPOSE: The Board sets forth in this policy the Administry functions that it reserves for itself and those Administry functions that it delegates to specific entities.

DEFINITIONS:

ADMINISTRY: the day-to-day administrative and ministerial operations of the Congregation.

ADMINISTRY LEADER: the Senior Minister, who is responsible for Administry and is the leader of the Administry Leadership Team.

ADMINISTRY LEADERSHIP TEAM: the group that supports the Administry Leader. The Administry Leader selects members. The Administry Leadership Team is responsible for Administry Teams.

ADMINISTRY TEAM: volunteers who are members of Teams and all paid staff.

IV.B. Global Delegation

IV.B.1. Delegation to Administry Leader

A. The Administry Leader is delegated the authority and accountability for the following except as otherwise specifically limited by these Board policies and the UUCQC Bylaws:

1. to lead and direct the spiritual, programmatic, and administrative work of the Congregation.
2. to be responsible for operational decisions
3. to create administrative policies and procedures
4. to allocate congregational resources

B. The Administry leader may further delegate responsibilities to the Administry Team and staff so long as:

1. Lines of authority and accountability are clearly defined.
2. Administry Leader remains ultimately accountable.

C. Any decision in the area of Administry not addressed by a Board policy is hereby delegated to the Administry Leader.

D. In the area of Administry, the Administry Leader is empowered to make decisions that are a reasonable interpretation of existing policies.

E. For Board policies that are perceived as ambiguous, the Board shall have the final say in consultation with the Administry Leader.

F. For issues that are perceived as ambiguous as to whether they are a Board or Administry matter, the Board and the Administry Leader shall work collaboratively to resolve the issue.

G. The Administry Leader is the Board's only link to Administry activity; therefore, Board requests for services from the Administry Team will only be made through the Administry Leader.

H. The Administry Leader and Administry Team shall not jeopardize the legal not-for-profit 501(c)(3) status of the UUCQC through any action, endorsement, decision, or outside alliance.

VI.B.2 Staff Structure

The Administry Leadership Team shall produce an Organizational Chart. It will be published annually in the Administry Manual.

VI.B3. Delegation to Others

A. Specific Members of the Congregation will be delegated the authority to represent the Congregation at national, regional and district meetings. The Board selects who shall represent the Congregation as delegates to General Assembly and Prairie Star District meetings.

VI.B4. Administrative Powers Reserved for the Board. To be done as things develop