

## Charter for Healthy Congregation Collaborative

An entity shall be established for the purpose of helping First Unitarian Church of Pittsburgh to develop and maintain the highest expression of its shared Ministry, and to identify and consult within the congregation to support positive elements and identify obstacles to the healthy function of the ministry of the First Unitarian Church of Pittsburgh. This entity shall be named the Healthy Congregation Collaborative.

Ministry refers to and is accountable to the upholding of the mission and vision of the whole church, holding no part over the whole. "Ministry" is defined as leadership in service to the congregation which is rendered by the Minister and program staff, and also shared with congregational leaders in teams, committees and task forces.

In upholding the overall ministry of the church, the HCC shall perform the following functions:

1. Monitor the pulse of the religious community in all its aspects, including articulated strengths, expressed needs and identified hindrances to a healthy congregation.
2. Seek and analyze feedback, and make recommendations to the Minister, to Ministerial teams, and to the Board of Trustees as may be deemed useful and appropriate by the HCC.
3. Support healthy communication within and between all individuals and groups of the congregation. To be a two-way channel of communication between congregation members and minister, seeking input from all parties.
4. Provide information to congregation members and groups about how church ministry and governance are structured.
5. Consult with the minister as the identified head of ministry.
6. To be the first and principle forum for receiving and reviewing concerns, suggestions, difficulties, or problems of relationship which may arise between and among members of the congregation.
7. Address and provide direction for solutions to conflict in the congregation.
8. Serve as a resource to the Minister and Board of Trustees as well as to members of the congregation for finding constructive solutions.
9. Make observations and recommendations to the Board and Minister that support and enhance the fulfillment of the church's ministry and mission.

These 9 functions are also described in 4 areas of responsibility for the HCC:

- i. Consultation;
- ii. Conflict Management;
- iii. Congregational Adaptive Learning
- iv. Guardians of the Covenant and Mission.

The committee shall consist of five members to be chosen by the Board of Directors, in collaboration with the Nominating Committee and the current HCC members.

The Committee shall determine its internal structure and shall meet at least monthly, most often with the Minister. The Committee may modify its meeting schedule as it deems appropriate.

The Board will designate a Board Member to be liaison to the HCC. The HCC will provide a report to the Board of Trustees each month, preserving confidentiality but offering transparency for the best interest of the congregation as a whole.

The names and contact information of HCC members will be made sufficiently available in church publications to maximize ease of contact by church members.

Each member, following the initial HCC, shall serve a 3-year term. The initial members of the HCC collaborative will officially begin their terms on January 1, 2018. The period prior to Jan 1, 2018 shall be defined as the organizational period, but defined functions of the HCC will be performed.

**Rotations:** One member of the initial HCC, to be determined by decision of the HCC, will rotate off Dec 31, 2018. Two members will rotate off Dec 31, 2019 and two members will rotate off Dec 31, 2020. New HCC members, chosen to replace members rotating off, will each serve three year terms.