

Existing Preface

This Manual is an administrative guide to the structure and operation of the Board of Trustees, Committees, and Staff of the Unitarian Universalist Congregation of Grand Traverse. As a member of the Unitarian Universalist Association of Congregations, the Congregation is autonomous. The final authority for decisions and programs lies with the Congregation as a whole. This authority is specified in the Bylaws and is subject to legal requirements of the State of Michigan.

The Minister is called by the Congregation and reports to the Board of Trustees. The Board of Trustees of the Congregation consists of four officers and three trustees elected at an annual meeting of the Congregation. The Board appoints committees, prepares an annual budget for Congregational approval, develops and interprets policies and generally manages the business affairs of the Congregation.

The key elements in the successful operation of the Congregation are the volunteers who help in carrying out the day-to-day operations. These generous people help the Congregation realize its aspirations.

Rework

This Manual on Board, Staff and Committees is established in the By-Laws of the congregation to serve as the central reference for understanding how the congregation organizes itself to accomplish its mission. It defines the roles of officers and members of the Board of Trustees, establishes staff positions, identifies and sets out the scope of work of standing committees and establishes policies for how we interact with each other and with the community of which we are a part. This manual distinguishes between “Policy” and “Procedure”. With respect to committees *Policy* language establishes the mission and scope of work of the committee. *Procedure* establishes how the committee will go about its work. Changes in Policy must be made by the Board of Trustees after review by the Policy Committee. Changes in Procedure may be made by the committee itself through a properly proposed and passed motion.