

APPENDIX A

Job Description for Volunteers Serving on the Operation Team

Job Title: Volunteer Positions for Bellingham Unitarian Fellowship (BUF) Operations Team. August 24 2018

OPERATING PRINCIPLE: All persons affiliated with BUF, including paid staff and lay persons, BUF members and non-members, and all volunteers are expected to be aware of, and demonstrate respect for, general Unitarian-Universalist principles.

POSITION DESCRIPTION: The two Volunteer positions on the BUF Operations Team were created to ensure effective communications between the various committees showing on the attached organization chart and—through the Board of Trustees (BOT)--BUF's congregation. The Operations Team is comprised of:

- The *Minister*, who serves as Operations Team Chair, and staff supervisor;
- A *Board of Trustees representative*, designated by the Board, who serves as the Vice Chair and meeting facilitator;
- *Council representatives from BUF teams and committees of the relevant councils* showing on the attached organizational chart. The five councils represented on the BUF Operations Team include the Administrative Council, the Ministry Council, the Community-Within BUF Council, the Community-Beyond BUF Council, and the Growth & Learning Council.
- The two volunteer positions in this job description will coordinate the Community-Within BUF Council and the Community-Beyond BUF Council. They will bring to the Operations Team any proposals related to their council's work and ensure that there is appropriate collaboration between the Operations Team and their own council on any proposals related to their own council.

TERM LIMITS

Term limits for the volunteer positions on the Operations Team are two years, with the opportunity for a single extension for an additional one-year term, by recommendation of the relevant council and approval of the Board.

RESPONSIBILITIES

Communications: As members of the BUF Operations Team the volunteer positions from the Community Within BUF Council, the Community Beyond BUF Council will:

- Represent the interests of their respective councils by sharing council concerns, proposals, thoughts, and accomplishments with the rest of the Operations Team. They are the communications conduit between their respective council and the Operations Team.
- Ensure that pertinent plans, policies, and procedures created by the Operations Team are shared in a timely and effective way with their respective councils i.e., ensure their council is kept fully informed of the actions and decisions of the Operations Team that impacts the council in any way.
- Help the Chair and Vice Chair establish Operations Team goals and contribute ideas and skills, as appropriate. The Operations Team welcomes exchanging new ideas.
- In conjunction with the Chair and Vice Chair, and with the concurrence of the Board of Trustees ensure church protocols are promulgated and followed by their respective council, including keeping aware of any changes in, or the emergence of, new protocols and ensuring their councils are kept informed of these new developments.
- Ensure that all sensitive information related to Operations Team functions, is always respected. This includes properly guarding the privacy of individuals and BUF council functions. The importance of safeguarding personal information and sensitive church-related decisions—both for legal reasons and for the consideration of others—cannot be over-emphasized.

Participation: All volunteers in any BUF committee, team, ministry, or initiative recognize the importance of fulfilling their commitments, with the understanding that life emergencies or schedule conflicts sometimes arise. Volunteerism depends on the active commitment and participation of all members.

- Paid staff and volunteers at BUF commit to contributing in a constructive, positive manner. When differences arise, as they sometimes will, these differences should be identified in a dignified way, and resolved in a mutually respectful manner, that honors the perspectives of all parties in the discussion.
- The volunteers are voting members of the Operations Team, and shall regularly attend Operations Team meetings.
- Opportunities for new initiatives and projects may arise. BUF volunteers are encouraged to join and assist in the process, when deemed appropriate, including coordinating cross-council projects, as well as activities within their councils.
- The need for new volunteers inevitably arises with the emergence of new projects and initiatives, and the eventual departure of current volunteers. Recruiting or recommending new volunteers by existing volunteers is strongly encouraged.