

May 26, 2016

Dear Esteemed Members of the BUF Board of Trustees:

We were asked to join a Task Force to explore the possibilities of whether BUF should form a Committee on Ministries and if so, to make a proposal to the BOT concerning this work.

- I. Phase I: A Proposal with Two Recommendations
  - a. After several meetings together we realize that we in fact have a proposal with two recommendations:
    - i. To form a Committee on Ministries (COM) whose mission is to perform annual reviews of our collective success toward fulfilling our mission
      1. The COM should be elected and commissioned by the congregation at May 2017 congregational meeting
      2. In choosing nominees, diversity in the following areas should be considered: Spiritual maturity, age, gender identity and expression, sex, sexual orientation, race, length of time at BUF
      3. We recommend that the BOT appoint a Task Force in September 2016 to review the formation of a COM, to look at roles, functions, mission, and job description in more detail, along with what kind of people should serve on the COM, recruitment, ground rules, and length of time at BUF to serve on this committee.
      4. We recommend this team be evaluative and choose what to assess and what to delegate.
    - ii. To form a Right Relations Team (RRT) whose mission is to educate the congregation about right relations and to help those connected with BUF engage in conflict mediation when necessary. The focus is on early intervention before a situation becomes a grievance. It is action-oriented and solution-focused.
      1. The RRT should be appointed by the Board of the Trustees
      2. The RRT should report to BOT initially but may eventually fall under COM umbrella (or another appropriate ministry as the BOT decides.)
      3. The RRT should begin as soon as BOT is ready to appoint and people accept the appointment
      4. In choosing members to appoint, diversity in the following areas should be considered: Spiritual maturity, age, gender identity and expression, sex, sexual orientation, race, length of time at BUF
      5. The RRT should consist of a minimum number of three (3) people.
        - a. What kind of people should serve on the RRT?

- i. People who do not have other major responsibilities at BUF or “other irons in the fire”.
          - 1. If they are involved in other areas but want to be on the RRT then they can self-select to be on RRT if they let go of other things with which they are involved.
  - 6. The RRT should have a working group called the Healthy Congregations Education Committee whose main focus is education and includes the following ideas and people:
    - i. Skill building classes, learning your own conflict style, how to make win-win situations, quarterly didactics
    - ii. Jane DeBrock, Lee Seaman, Jan Krouskop, Miley Jose, Daniel Solomon
  - 7. The RRT should be congregation focused. Staff issues, job performance, and personnel matters should follow the chain of command as outlined in the organizational flow chart.
  - 8. Recruitment for RRT
    - a. Length of Term should be 2-year or 3-year staggered terms (probably 2 yr)
  - 9. Ground Rules for RRT
    - a. All team members know all the issues and people involved and get help from each other
    - b. Confidentiality
  - 10. Length of Time at BUF to Serve on RRT
    - a. One person on the team should have been at BUF for at least 10 years for institutional history and because the faith community more than likely holds them in high regard
- II. Phase II: Design & Implementation Phase of RRT
  - a. Role: Accessible to congregation for assistance for working through and coming to resolution with problems related to interpersonal dynamics at BUF
  - b. Functions: Listening, facilitating interpersonal dialogue or mediating as required
  - c. Mission: Enhancing healthy community at BUF
  - d. Job Description: To serve on as needed basis to the congregation for staggered terms of two or three years.
    - i. To meet once a month as a team
    - ii. To be available and responsible for being called by any friend connected to BUF
    - iii. To communicate with other team members in a timely way

- iv. To engage in continuous ongoing education/training offered by the Pacific Northwest District and/or the UUA on Right Relations
  - v. To provide education to BUF on Right Relations
- III. Phase III: Design & Implementation Phase of COM—to begin September 2016
- a. Role: TBD by appointed Task Force
  - b. Functions: TBD by appointed Task Force
  - c. Mission: TBD by appointed Task Force
  - d. Job Description: TBD by appointed Task Force

Thank you for the opportunity to serve together on this Task Force. Please let us know if you have any questions regarding this proposal.

Respectfully submitted,

Rev. Tessie Mandeville  
Rev. Paul Beckel  
Anastacia Metcalf, BOT Moderator  
Rick Krouskop, BOT Member  
Ro Donelson