

3.5.12 Mutual Ministries Committee(s)

- I) Purpose: A Mutual Ministries Committee (MMC) is a committee of church members who meet regularly with a church's full-time professional ministers. Its purpose is to support the life and ministries of the local church by promoting open and healthy relationships between full-time professional ministers and members of a congregation.

- II) Duties: In order support the mutual ministries of the church, an MMC will work to:
 - A) Understand, interpret and clarify professional ministerial and lay ministerial congregational roles.
 - 1) Help members have reasonable expectations of full-time ministers.
 - 2) Advocate the development of clear congregational goals and priorities.
 - 3) Help full-time ministers have a clear picture of congregational priorities.
 - 4) Help to correlate ministerial roles with church's goals and objectives.

 - B) Provide a communication link between ministers, members, and other paid staff.
 - 1) Promote direct dialogue between ministers, church members, and other paid staff.
 - 2) Define areas of potential tension between ministers' ministries and congregational ministries and assist in developing alternative solutions and possibilities.

 - C) Help church members, ministers, and other paid staff deal with conflict in a healthy way.

 - D) Work with ministers on plans for continuing education and sabbatical leave.

 - E) Encourage ministers' participation in ecclesial and/or non-ecclesial groups beyond the local congregation.

 - F) Participate in the church's formal evaluation process.
 - 1) Advocate for formal evaluation based upon mutually accepted goals and objectives.
 - 2) Review annually ministerial and congregational expectations with the minister and renegotiate goals as needed.
 - 3) Provide a report to Council and Diaconate describing goals and other accomplishments achieved and goals and objectives for the coming year.

- G) Discuss with minister his or her compensation-benefits package. If necessary make recommendations to Church Council regarding changes to compensation-benefits packages.

III) Organization of an MMC:

- A) Number of committees: Each full-time professional minister of the church will have his or her own MMC.

- B) Size of committees: Each committee will have 5 members.

- 1) Length of Service: The term of appointment is 2 years, except upon initial start-up of the committee. Two (2) members will rotate off at the end of an odd numbered year and (3) members will rotate off at the end of an even numbered year. However, the members rotating off may be reappointed for another 2 year term upon mutual agreement between the minister, the members rotating off, and the MMC appointment committee. No MMC member may serve more than two consecutive terms, but may serve again after a two year hiatus.
- 2) When a full-time minister leaves the employment of the church, his or her MMC will not disband but will be available to work with an interim minister and/or a newly hired minister if the church extends a call.

- C) Membership: Any active member may be appointed to serve on an MMC.

D) Appointment Process:

- 1) For current full-time ministers: The MMC members will be appointed in consultation with the full-time minister by a committee comprised of the chairperson of the Diaconate, the Deacon serving on the nominating committee, the chairperson of Council, and a Council member. Each full-time minister will independently generate a list of five potential members for his or her MMC. The appointment committee shall generate independently lists of five potential members, one list for each MMC. The appointment committee will receive the list from each minister and compare each minister's list with the lists created by the appointment committee. The appointment committee will then create a second list of potential members for each MMC, and in separate consultation with each full-time minister negotiate the acceptance of these members. A member of the MMC appointment committee will then contact the potential MMC members and ask if they are willing to serve on an MMC.

Once each minister's MMC is established the appointment process for replacing members whose term of service is ending will be the same except the number of potential new MMC committee members will be reduced accordingly.

- 2) For interim ministers and new settled ministers: The MMC of the former full-time minister will meet with an interim and/or new settled full-time minister. The terms of office and appointment process will remain the same as described above.
 - 3) Resignations: If necessary, an MMC member may tender a resignation mid-term to the Chairperson of Council and the Chairperson of the Diaconate. The appointment committee and the full-time minister will then work together to appoint a replacement before the next scheduled MMC committee meeting using the appointment process described above.
 - 4) The names of the MMC members for each minister will be announced annually by the appointment committee to the congregation and published in the membership section of the church's website.
- E) Leadership: Each MMC will select annually its own chairperson from its membership. The chairperson cannot be the full-time minister.
- F) Meetings: Each MMC is to meet no less than 6 times per year. By mutual agreement between the minister and the MMC, additional meetings may be held. The time and day of all MMC meetings shall be listed in the church's calendar and published in the Sunday worship order and weekly newsletter.
- G) Accountability and Reporting: While the meetings of an MMC are not secret, they are confidential. Therefore the reporting of proceedings must be handled with care. The chairperson of each MMC will submit a bi-annual report to the Diaconate, the Council, and the congregation. The content of this report will be agreed upon by the minister and the MMC members.