

Staff Liaisons + Lay-Led Ministry Teams Expectations

The role of the staff liaison is to support lay-led ministry teams as they do the work of the congregation.

Lay-led ministry teams cover a large range of activities, including the Board of Trustees, social justice groups, pastoral care team, welcoming ministries, and Spiritual Growth and Development.

What you can expect from your staff liaison:

- **Assistance with navigating processes** (getting reimbursed, making room reservations, reserving a table in the Social Hall, creating a congregation-wide fundraiser, etc.).
 - The staff liaison role is not intended as a way for your group to circumvent process. Deadlines and timelines cannot be changed/avoided by going through your staff liaison.
- **Mindful consideration on your behalf.** Staff liaisons will consider the unique needs of your team in policy and process conversations. (For example, if UUAA crafting a full moon bounce house policy, your staff liaison would ensure that the best interests of your group be taken into account.)
 - Staff liaisons cannot make policies/processes that are explicitly for your group.
- **Timely response.** You can anticipate a acknowledgment within 2 business days. Please note that each staff liaison has a distinct schedule; please check in with them to know their schedule and how that might factor into response times.
 - Staff liaisons are not on call 24/7.
- **Building use communication.** Should the staff need to communicate with your group about your use of the building (for example, leaving a room messy), your staff liaison will be the point of contact. The building use team will work with the group requesting after hours building use. The level of staff liaison involvement will be detailed in the after hours building use agreement.
- **Other notes:**
 1. Staff liaisons are not obligated to attend group events. This may occur by ask or happenstance, but is not required of the staff liaison.
 2. If your staff liaison is a Minister or Director, they will have less time to dedicate to the role of staff liaison.
 3. If a lay leader or group would like to speak to a member of the ministerial team, they will be encouraged to use the appropriate communication channels.

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What your staff liaison can expect from you:

- **Initiative and drive.** Many flourishing congregational groups makes for a healthy congregation. You are encouraged to have events ranging from classes to small meetings to large dinners. If you provide the vision, staff can provide guidance.
- **Welcoming of new and diverse members and leadership.**
 - Stagnant membership leads to dying groups. Always think about how a person new to UUAA or Unitarian Universalism would experience your group or its events.
 - A diversity of opinions in a group is healthy, especially in its leadership team. Strive to develop new leadership and create leadership transfer plans.
- **Good stewardship of the building and congregational resources.** Lay groups have responsibility to maintain a clean and functional building and to be good stewards of the congregation's financial and physical resources.
 - Building: Make sure rooms are clean (counters, floors, whiteboard) after use. Any items used (coffeepots, silverware, painting supplies, etc.) are cleaned and returned to the correct location. Tables and chairs are set back up to the default arrangement. Any damage should be reported to maintenance@uuaa.org.
 - Resources: Spending is in accordance with the goals and vision of the congregation and your group's mission. Congregational supplies (paper cups, pencils, paper, etc.) are not unnecessarily overused.
- **Reasonable lead time for requests.** If you need information or a response from your staff liaison, please be mindful that all staff have many responsibilities. Please give appropriate lead time if you have a significant request.