

UUFH Shared Ministry Position Description

Position Title: Cluster Coordinator

Cluster: Any

Purpose of Position/Description:

The Cluster Coordinators help UUFH achieve its mission by overseeing the infrastructure necessary to achieving our Fellowship's purposes. Cluster Coordinators share responsibility for Fellowship committee leadership recruitment and administrative oversight in order to support successful committee operations.

Responsibilities:

Lead a segment of committees and task groups, plus exchange information with other cluster leaders and board members for support and communication purposes. An outline of roles and responsibilities is available.

Note: In order to ensure effective succession planning, included herein is the responsibility to have a "trainee" in line for this position who is mentored in the role and to participate in recruiting successors, as necessary.

When is this ministry performed/Amount of time required:

Two hours monthly for CCC meetings. Attendance at meetings of committees within the cluster is advisable, although not required. Additional time for bulletin board posts and participation in Centers Nights and other Fellowship events would be discretionary, or by designee.

Qualifications:

Interpersonal skills which may be utilized to mentor and coach developing leaders, sensitivity to individual needs, skills and styles, and motivational and/or problem solving interests.

Training Provided:

Mentoring by previous CCC's and peers.

Support Provided:

VP and team of Cluster Coordinators work together to ensure smooth operations.

Board-Appointed?

No. Elected by congregation, following Nominating Committee selection.

Length of Commitment (or Term if Board-Appointed):

Two year, renewable, staggered terms.

Benefits: Working with other people who care about the Fellowship to support our work in our religious home, in our communities and in the world.

Prepared by: Jennifer Sappell

Approved by BOT on: [date]

The Cluster Coordinator **Job Description & Responsibilities**

1. Recruit and appoint chairpersons for all Committees within the Cluster
2. Review and resolve intra-Cluster-Committee issues and problems
3. Report to, and work with, the Vice President of the Board of Trustees (BOT) to raise issues and solve problems that involve inter-Cluster and/or inter-Committee attention
4. Serve in an advisory capacity to the BOT, concurrently with the Vice President, for:
 - a. Intra-Cluster-Committee actions requiring BOT involvement (e.g., proposed project approval)
 - b. Joint/Inter-Cluster Committee actions requiring BOT involvement (e.g., proposed forum series requiring approval, etc.)
5. Communicate on a regular basis with the other Cluster Coordinators for both informative and management purposes
6. Attend the Cluster Coordination Council (CCC) meetings that are held monthly September through June
 - a. If applicable, provide prepared handouts for a specific topic that requires discussion
 - b. Record and issue CCC Meeting Minutes, a minimum of once from September through June
7. Communicate with the Congregants through the use of a Bulletin Board by providing pertinent postings, making sure to review postings on a regular basis to remove outdated materials
8. Encourage Committee Chairpersons to employ the Web-based *UUFH Events Calendar* to schedule their Committee meetings, gatherings, and/or events
9. Submit Beacon articles when appropriate (e.g., announcements, highlights, revisions to procedure, etc.)
10. Submit Cluster and/or Committee Year-End Reports, by the announced deadline prior to the Annual Congregational Meeting held in June
11. Make use of Centers Night, held monthly, for special announcements
12. Support the Cluster's Committee Chairpersons at the Yearly Committee's Faire Event (?)
13. Support and attend the CCC-sponsored September "Welcoming Party" and the June "Congratulatory Desserts Party" (?)
14. Ensure Coffee Duty persons are available, drawn from Committee members, for each Sunday during the month(s) selected for your Cluster (?)
15. Communicate appreciation, if warranted, to your Committee Chairpersons and Committee Members for the effort they supplied and a job well done during the Fellowship Year, and, if applicable, the summer months.
16. Prepare/work with Reverend for cluster recognition day at a Sunday Service.