



First JUSTICE WITH
LOVE AND JOY,
OPEN TO AWE
**Unitarian
Universalist**
SOCIETY OF SYRACUSE

Policy #: 005

Policy Name: Minister Coverage

Purpose: To describe the procedure for scheduled and unscheduled minister coverage for scheduled Society services as well as congregational support.

Original Date: 06/14/2015

Written By: Valoree Suttmore 05/24/2015

Revision Dates: 1/15/2020

Revised by: Valoree Suttmore 9/2/2019

Reviewed By: Jennifer Hamlin-Navias 9/9/2019

Approved By: 2019-2020 First UU Board of Trustees 1/15/2020

A. General

1. This policy will be followed whenever the First Unitarian Universalist Society of Syracuse's (First UU) Minister is scheduled to be away for a period of time (vacation, sabbatical etc.) that will impact scheduled Society services as well as congregational support.
2. This policy will be followed in the event the Minister at First UU is unexpectedly absent (illness/injury, loved one's death etc.).
3. This policy will require the assistance of the First UU Minister and the Worship and Music Ministry, as well as potentially other area Ministers and the First UU Congregational Relations Committee (CRC).

B. Procedure

1. Scheduled Absence

- a. When the First UU Minister will be away for a scheduled period of time, the Minister will inform the Chairperson of the Worship and Music Ministry as soon as possible of the scheduled absence.
- b. The Minister will collaborate with the members of the Worship and Music Ministry to ensure and coordinate coverage of scheduled services (Sunday services, additional special services etc.) during the time they will be away.
- c. The Minister will be responsible for ensuring ministerial coverage for congregational support (counseling, congregant illness, injury or death etc.) during their time away. Coverage from another local area Minister will be arranged in advance by the Minister at First UU.
- d. The name and contact information of the covering Minister will be provided to the Chairperson of the Worship and Music Ministry, the Chairperson of the CRC, and the President of the Board of Trustees (BOT).

2. Unscheduled Absence

- a. In the event the First UU Minister is unexpectedly absent due to an unforeseen circumstance (illness, injury, family emergency, loved one's death etc.), the Worship and Music Ministry is responsible for arranging coverage for any and all services and/or events the Minister was scheduled to be involved with.
- b. The Worship and Music Ministry will solicit assistance from the BOT and/or the CRC if necessary.

- c. During an unscheduled absence the Minister will arrange for emergency congregational support coverage with a local area Minister. If the Minister is unable to do this the President of the BOT will make these arrangements. Best practice would be to reach out to May Memorial Unitarian Universalist Society (May Memorial) and see if their Minister is able to provide coverage. If the Minister at May Memorial is unavailable then the President of the BOT will contact our Unitarian Universalist Association's regional staff contact person and together they can determine the best resolution.
- d. If the Minister is able, they will provide the Office Administrator with the name of the person who is providing emergency coverage. The Office Administrator will publicize the name and contact information in the First UU newsletter, on social media, as an insert in the Sunday order of service, in the First UU Operations Manual (both hard copy and online) among other places.
- e. If the First UU Minister becomes unexpectedly absent, the person receiving this information will immediately contact the BOT President (Vice President if President is unavailable) by phone AND email, the Chairperson of the Music and Worship Ministry and the Chairperson of the CRC via phone OR email, to make them aware of the situation.
- f. The BOT President or Vice President will contact May Memorial to make them aware of the situation and see if their Minister is able to provide emergency congregational support coverage.
- g. The Music and Worship Ministry (with the assistance of the CRC if necessary) will arrange coverage for services and/or events the Minister was scheduled to be involved with.
- h. Assistance may be solicited from the Unitarian Universalist Association (UUA) if the Minister's unexpected absence will be long term.