

# POLICY MANUAL

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## Document Status: DRAFT

This policy document is a draft for the following reasons:

- It combines existing policies in a single document with some reformatting for a unified appearance and has not been ratified in this form to be the official version of church policy.
- Some of the appendices to the personnel policies did not convert and need to be obtained or retyped.
- A major rewrite of the financial policies is pending before the Board that will supersede a number of policies included in this document.

## Policy on Policies

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A unified (church) policy document shall be prepared for inclusion in Board of Trustee Notebooks (“Handbooks”) and for general church use.

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Revision: Effective June 9, 1999

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## Mission

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We are a caring community of faith that promotes justice, personal and spiritual growth, freedom of ideas and reverence for all life.

Our Vision is to be a voice for liberal religion

Our Mission is

To affirm and promote Unitarian Universalist principles and purpose as the standard of human behavior in our interdependent world.

To be a sanctuary for the exploration and expression of liberal religion.

To provide worship services, religious education, and other programs that inspire and energize the congregation and individuals to spiritual growth.

To be a welcoming refuge for all who seek affirmation of personal worth and dignity.

To grow in human and financial resources in order to accomplish our goals.

To embody, for ourselves and for the world, the greater possibilities of human community.

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Revision: Adopted June 1993. Revised Nov, 1999

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## Congregational Covenant of Good Relations

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We, the members of Shoreline Unitarian Universalist Church, agree to treat ourselves and each other fairly and respectfully. We commit ourselves to improving the quality of our lives, as individuals and as a community. We support one another's self-improvement, continuing spiritual growth, and the use of our skills and talents, in beneficial and responsible ways. The Golden Rule is the excellent standard for human relations—Do to other people what you want other people to do to you.

To fulfill our covenant of good relations we can practice the following:

### In regard to myself

- I want to be a person of integrity—responsible and caring in my family, at work, and within my community.
- In order to understand and serve others, I value myself and take responsibility for my personal well-being.
- I can make choices that balance my needs with those of others.
- I can know and express my limits and concerns clearly. I can learn interpersonal skills necessary to achieve these ends.
- I aspire to nurture my spiritual self.

### Member in Regard to Member

- All people are free to make choices regarding their personal beliefs and conduct. I aspire to respect other people's choices and to support their spiritual growth and development.
- Healthy community results from actively listening to others, as we share our individual experiences, strengths and hopes.
- I try to settle disagreements directly with the people involved. When unable to settle a dispute, I can forward my concerns to appropriate persons.
- Taking an active part in the activities of the congregation, especially Sunday services, is essential to the well-being of the group.
- Our congregation makes decisions by the democratic method. I will actively participate in this process and will respect the outcomes of our collective wisdom.
- I reserve the right to say no, and I will honor the right of others to do the same, yet I always seek to achieve harmony by compromise and persuasion.
- I do not engage in harmful gossip.
- I respect the private and intimate bonds of other people and do not exploit another person for my own needs.
- I respect the confidentiality and private disclosures of others.
- I am accountable for roles and tasks which I assume.
- I want to be sensitive to my emotions and those of others.
- In a volunteer organization, everyone endeavors to learn the responsibilities of membership. Some of these responsibilities include paying attention to the workings of the congregation, reading the newsletter,

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trying to gain a basic understanding of the workings of the Board of Trustees. Every person regards the church building and grounds as their own.

## Member in Regard to Staff

I am courteous and respectful in my interactions with the staff of the church.

Understanding the extent of our staff's working time and respecting their personal time and space, I make careful and reasonable requests. When possible, I can resolve my own situations before involving staff.

The staff can help individuals and groups determine best methods for getting projects accomplished.

We always want to acknowledge the good efforts of others and offer praise and thanks for work well-done.

In situations of unresolved disagreements with staff members, I can ask for assistance from appropriate sources, such as a Conflict Resolution Team or the Personnel Committee.

I enthusiastically support reasonable and fair compensation for staff services.

## Member in Regard to Board

I support, encourage and show my appreciation to the Board by actively participating in the life of the congregation.

I will keep informed of Board deliberations and decisions through Board minutes and newsletter articles. I will also seek information from committees, other groups in the church, various bulletins and letters from the Board and the staff, and the weekly Orders of Service.

I want to provide feedback when it is sought and make my expectations clear to the people who represent me.

I want to educate myself (through workshops, congregational meetings, retreats, the Western Region of the UUA, and Unitarian Universalist Association gatherings) in order to become a more skilled member of the congregation and the larger denomination.

It is the responsibility of individual members to learn how our church operates and become familiar with our Mission Statement and the Principles and Purposes of the UUA.

I want to support the church financially to the best of my ability, guided by the pledging level recommendations proposed by the board.

## Board in Regard to Members

Members of the Board of Trustees aspire to understand and enact the vision and the mission of the congregation.

Board members are open to concerns of the congregation, keeping all lines of communication open as they seek to represent the people.

Trustees of the Congregation understand their fiscally responsibility.

To enact the mission of the congregation, board members may confer with UUA consultants and experts, along with other U U congregations.

## Member in Regard to Minister

I treat the minister and the minister's family with dignity, respect and consideration, and will respect their personal time.

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I support and encourage the minister to exercise a responsible freedom of the pulpit.

As I accept responsibility for my spiritual growth, I acknowledge the ministry as an important resource.

I take responsibility to address differences of view with the minister and to reflect on them personally first, before taking them to the minister.

I take responsibility to address unresolved issues between myself and the minister by seeking advice from the Committee on Ministry.

As a member of Shoreline Unitarian Universalist Church, I will respect the Unitarian Universalist Ministers' Association's (UUMA) Code of Professional Practice and will refrain from conduct which will be harmful to or endanger the integrity of the minister.

On matters of administration and congregational activities I can communicate directly with the church office.

In regard to personal matters, I can speak confidentially and sincerely with the minister.

I aspire to offer affirmation for the minister, especially when I am personally appreciative.

### Member in Regard to the Larger Community

I affirm and promote the inherent worth and dignity of every human being and endeavor to live my life ways which encourage equality and compassion in human relations.

I can give voice to our liberal religious heritage by being a good neighbor and a responsible citizen in local and global matters, speaking out and voting, in order to promote a world with peace, freedom and justice for all.

I can help make our congregation a safe and welcoming place, and I join with others to publicize our presence and activities in the surrounding community.

I want to live in respect for the interdependent web of all existence, and I affirm this constructive relationship to the world.

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Revision: Approved Nov. 22, 1998, created May – November from information gathered at two "Fulfilling the Promise" meetings of the congregation.

## Adult Religious Education

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- 1 It is the responsibility of the Adult Religious Education Committee, in conjunction with the minister and the Director of Religious Education, to oversee and coordinate the adult education programs of the Church. Religious Education is conceived in its broadest sense. It is intended that all programs will have a spiritual as well as an educational focus, and that the overall R.E. Programs will nurture adults on their entire life journey. Though the responsibility of the committee includes overall planning and scheduling of events, the committee is to serve as a catalyst, a clearing house and a coordinating center and will involve many others in the actual staging of events.
- 2 Adult R.E. Programs are scheduled each year for Winter/Spring and Summer/Fall. Schedules may also be produced on a quarterly basis.
- 3 Programs may be focused to attract members and friends as well as the outside community and the general public. Programs may be lead by members or friends or outside speakers.
- 4 Although Adult R.E. Programs may raise money for the church, that is not their primary purpose. Programs are intended to cover their own expenses, including costs of speaker(s), curriculum resources, child care, refreshments, office expenses, publicity, building use, etc. Particular programs may be subsidized by the Adult R.E. Committee budget at the discretion of the Committee.
- 5 All Adult R.E. programs are to reflect UU principles and the mission statement of the church.
- 6 All Adult R.E. programs are to relate to spirituality and/or self-improvement.
- 7 To ensure the quality and appropriateness of the programs, Adult R.E. programs/presenters are to be reviewed in advance by the Adult R.E. committee. When possible, the presenter will meet with the committee in advance. Otherwise (e.g. in the case of a distant presenter), an outline of the presentation will be submitted by the presenter for review.
- 8 In principle, presenters are not to benefit financially from the presentation in addition to any honoraria received. The sale of books, cassettes, etc. by the presenter at the presentation is at the discretion of the committee. The choice by the committee of one speaker rather than another on a particular topic does not represent an endorsement by the committee or the Church of that particular individual's organization, products or services.

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Changes:

Mar 27, 1996      Enacted

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## Alcohol

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It shall be the policy of Shoreline Unitarian Universalist Church (SUUC) to provide alcohol only on very special occasions. In no way shall the partaking of alcohol be promoted.

SUUC will follow all applicable Washington State Liquor Control Board rules and regulations and if needed, will ensure the correct license or permit is in place. Outside rentals must follow these guidelines as well, and inform the Church Administrator if alcohol is being served. <http://liq.wa.gov/licensing/special-licenses-and-permits>

At times (or events) when an alcoholic beverage is served, the church will provide a non-alcoholic drink, served in an attractive manner, for those who do not want alcohol. In addition, the consumption of alcohol by anyone under the age of 21 will not be allowed.

The serving of alcoholic beverages must always have designated adult supervision at all times.

### Storage and Disposal

There shall be no storage of alcohol on Shoreline UU Church (SUUC) sites at any time.

Alcohol may be brought and used for events held at Shoreline UU Church (SUUC) but all alcoholic beverages will be removed the same day they are brought to the site. No alcohol will be stored in the refrigerator.

Bottle disposal after events: Renters or members who served alcoholic beverages are responsible for disposing of the bottles and empty containers by taking them the premises when they leave.

Revision: Enacted 10/7/1984. Added section 2 on storage 4/14/1999. Revised section 1 1/2/2000. Added section 3 on bottle disposal 3/13/ 2002. Revised June 14, 2012 to add requirement to follow state liquor regulations.

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## Bulletin Board

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### BOARD POLICY ON TEMPORARY POSTINGS POLICY AT SHORELINE UNITARIAN UNIVERSALIST CHURCH (SUUC)

This policy addresses temporary signs, flyers, posters, or banners around the buildings and grounds of SUUC. Temporary placement includes any item not permanently affixed to SUUC buildings or grounds (e.g., by bracket, nails, screws, etc.) Permanent placements must be referred to the Building and Grounds committee for approval.

#### Purpose

The intent of the posting policy is to address three main issues related to temporary postings: Safety/Fire codes (according to Shoreline Fire Codes no more than 25% of a door or window may be covered with flammable material – e.g., paper), Ease of Communication and Building Aesthetics. The posting policy has been developed to balance each of these areas. Postings are a very easy and economical way for SUUC members and friends to communicate with one another. However, balancing that objective is the desire to keep the building safe in terms of sight lines and also the desire to keep the walls, doors and windows uncluttered.

#### Required Information

All temporary postings must include the following:

- An Approval Stamp, with the noted removal date. This Approval Stamp is available through the SUUC Office provided the temporary posting meets with the remainder of the policies outlined below.
  - Approval Stamp indicates that the SUUC office has reviewed and approved the posting
  - Beneath the Approval Stamp, the SUUC office manager will write a removal date
  - Removal date will generally be the day after the event in the posting takes place (for postings related to an event) or 60 days after the posting is placed (for postings soliciting for a good or service)
- Correct day, date, time and location of event (if applicable)
- At least one SUUC Member Contact Name and Phone Number or Email Address – unless it is a posting directly from the Pacific Northwest District office or the UUA office.

#### Removal Policy

Postings will be removed by the posting member or committee:

- After the removal date as stamped on the posting

Postings may be removed by the SUUC staff:

- At any time if it does not comply with the policies in this document
- At any time after the removal date + 7 days have passed

#### Content

- Postings soliciting commercial transactions will be allowed at the discretion of the SUUC Office and/or

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SUUC board (where requested to be involved)

- For example, members soliciting for their own businesses will generally be allowed. However, members soliciting on behalf of others may be allowed on a space-available basis
- Objectionable content will not be allowed. Objectionable content will be determined at the discretion of the SUUC Office and/or SUUC board (where requested to be involved) Objectionable content can include any content which is deemed incompatible with UUA Core Principles or the SUUC Mission
- Postings shall not violate copyright law except where allowed by fair-use exemption

## Locations

Postings may be put up:

- On the main hallway bulletin boards (see below for exceptions)
  - CRE Board - If an RE posting is made by the Director of Religious Education on the CRE Board, it may be initialed by the DRE and does not need an office stamp.
  - If a Social Action/Green Justice posting is made by a member of the Social Action/Green Justice committee, it may be initialed by the committee member and does not need an office stamp.
- On bulletin boards in the restrooms in the sanctuary
- Chalking is allowed on the sidewalks around SUUC as long as it is supervised by a staff member or designate
- Temporary lawn (or other outdoor ground) signs may be put up on spikes or sandwich boards provided they comply with the other policies in this document

Postings may NOT be put up:

- On private office doors belonging to the staff
- Over existing postings

Postings may NOT be put up:

- On sanctuary glass doors or windows where placing of the posting along with other postings would cover more than 25% of the surface area of the glass door or window

## Materials

- Postings must be secured using blue painter's tape – available in the SUUC office if they are being affixed to any surface other than a bulletin board
- Postings affixed to a bulletin board must be secured using push pins – available in the SUUC office
- Postings should NOT be stapled or glued to any surfaces

## Changes to the Policy

Changes to the SUUC Temporary Posting Policy will be made by the SUUC board and updates will be distributed to the SUUC staff.

## Rentals and Outside Groups

Rental groups will be given a copy of this policy and expected to comply with it if their postings are expected to be up for more than 24 hours.

Procedures relating to the Implementation of this Policy will be developed by the office staff.

## Child Care

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1. Child care will be provided on the church premises at no cost to parents for congregational meetings. The Board of Trustees will be responsible for arranging child care for these occasions.
2. Child care will be provided on the church premises at no cost to parents for new member orientation sessions. The Membership Committee will be responsible for arranging child care for these occasions, including notifying attendees of advance notice.
3. Child care for other church-sponsored events will be arranged by the sponsoring committee or group, if desired. The sponsoring group may pay the child care provider out of its own budget, or it may choose to charge parents a reasonable fee for child care services.
4. Any church-sponsored child care must be provided on the same premises as the event the parents are attending.
5. All childcare should be supervised by two people. The primary child care supervisor should be at least 18, experienced, and responsible. An exception may be made if there are only one or two children, in which case care may be provided by one adult as long as care is provided in the same building as the function and the door to child care remains open.
6. When the RE committee is not overseeing an event with childcare, the Administrator will be notified of the function, the buildings used, and the name of the childcare provider(s).

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Revision: Enacted 1/12/2000; rev. 3/2013

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## Children's RE Program Policies

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### 1. SAFETY

If a child is hurt, an Accident Report Form (included on the classroom clipboard) shall be completed. If the teacher cannot deal with the injury, the parent may be asked to leave the service to attend to their child. Parents will be notified of any injuries, even minor ones, at the end of the class.

### 2. BEHAVIOR

If children are being continually disruptive in class, teachers may return them to their parents in the sanctuary.

### 3. HEALTH

Children will not come to church with any of the following conditions: severe runny nose, head lice, unknown rash, communicable disease, fever in past 24 hours, vomiting or diarrhea in past 24 hours, on antibiotics less than 24 hours.

### 4. CRE TEACHERS

Religious Education (RE) teachers and volunteers working with children and youth:

- Will be at least 25 years of age to work with high school and middle school youth.
- Will be at least 18 years of age to teach other RE classes (a 16-17 year old may teach as the second adult with someone who is 18 or older).
- Will be at least 18 years of age to provide child care with an assistant at age 14 or older.
- Will have a valid driver's license, proof of liability insurance, and a filled out Driver Form on file with the DRE if they are to transport children/youth to church-sponsored activities.
- Will have passed a Washington State criminal background check.
- Will attend at least one training session on child abuse when offered by the RE.
- Will have received and understood a job description.
- Will have read, understood and signed a Code of Ethics form.
- Will be interviewed by the DRE.
- Will have been an active participant in Shoreline UU for at least six months or have references from their former UU congregation(s).

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Revision: Enacted 1/1/1996. CRE Teacher policy revised 10/27/1997 rev. 3/2013

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## Denominational Policies

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1. Shoreline UU Church will pay for an annual subscription to the magazine UU World for the Shoreline Public Library.

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Enacted 11/9/1992

2. Shoreline UU Church allows our UU World subscription list to be used by the UU Service Committee to solicit funds on an every-year basis for the Service Committee.

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Enacted Dec 12, 1994.

3. Beginning in 1994, this church will join the UU Pacific North West District (Western Region of the UUA) program of Chalice Lighters. This will cost each person who volunteers to participate no more than \$10 three times each year. The funds are used by the District for extension purposes for any District church requesting assistance.

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Enacted Dec 13, 1993

4. December 31 shall be the only date each year for reporting the number of SUUC members to UUA-Boston for UUA Directory and for certification for the Annual General Meeting.

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Enacted Jan 9, 1995

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## Support and Enhancement Endowment Fund

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### 1. Establishment of Fund

The Church has established an Endowment Fund whose assets shall be held in the name of Shoreline Unitarian Universalist Church (SUUC) Support and Enhancement Endowment Fund (hereinafter, the SEE Fund).

### 2. Objectives

The main objective of the SEE Fund is to financially support the mission of the church as determined by the bylaws of the church and the Board of Trustees.

To achieve its main objective, the Fund shall be invested to primarily generate income, while preserving principal, as opposed to appreciation of investments.

The SEE Fund is intended to grow with contributions other than those currently given to finance current operating fund of the church.

### 3. Contributions

The SEE Fund shall receive gifts to the church, in all forms, specifically designated by the donors to be placed in it. Any other unrestricted gifts received by the church may also be placed in the SEE Fund, at the discretion of the Board, as shall those restricted gifts whose restrictions are not in conflict with the terms of the SEE Fund.

All gifts in the SEE Fund shall be accepted at the discretion of the Fund committee members.

### 4. Income

Income shall be defined as the total of interest, dividends, and net capital gains and losses realized during the church's fiscal year.

### 4. Distribution

70% of the net annual income shall be distributed by check to the SUUC operating fund by the end of the 2<sup>nd</sup> month of the following fiscal year.

### 5. Management

- a. The SEE Fund will be governed by five Directors who shall all be voting members of SUUC. The Directors will serve three-year terms and no more than two consecutive terms. New directors will be elected at the annual May congregational meeting.
- b. The directors shall meet at least twice yearly and shall submit a written report to the SUUC trustees semi-annually for the Board to consider for the congregational meetings. They shall elect their own chair from among themselves. They shall submit an annual report to the congregation at the annual May congregational meeting.
- c. The quorum of Directors required to conduct a legal meeting shall be no less than three members. Recommendations shall be made by vote of a majority of the quorum.

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- d. The directors shall establish programs to promote the awareness of, and encourage giving to, the SEE Fund and shall counsel congregation members as to the methods and means by which gifts may be given.
- e. The directors will have the responsibility of investing the funds with the approval of the SUUC Trustees, pursuant to the objectives stated in Section 2.
- f. The Board, in its discretion, may allocate any or all of the income back to the SEE Fund principal.
- g. The SEE Fund can be dissolved only by
  - 1) two-thirds vote of the SUUC Trustees,
  - 2) subsequent approval at a congregational meeting requiring a 75% majority of the voting members present, and
  - 3) final approval of dissolution at a congregational meeting held one month after the first dissolution meeting. The vote requirements will be the same as in 2) above. Upon dissolution, assets of the SEE Funds shall be distributed as stipulated in the Motion of Dissolution approved in the aforementioned process of dissolution.

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Revision: Adopted by the SUUC Board Dec 13, 2006 to be effective retroactively to January 1, 2006.

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## Social Responsibility Endowment Fund

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1. **Establishment of the Fund.** The Shoreline Unitarian Universalist Church (hereinafter, **the Church**) has established an endowment fund, called the Shoreline Unitarian Universalist Church (SUUC) **Social Responsibility Endowment Fund** (hereinafter, the **SRE Fund**). The SRE Fund is governed by the bylaws of the Church and this Policy.

The SRE Fund was established by the original donations to the Shoreline Unitarian Universalist Church of Mr. Nick Aldrich and Mrs. Jeanne Aldrich, members of the Church, of shares of stock on three occasions on March 12, 2003; on December 7, 2005; and on January 23, 2007.

2. **Purpose of the Fund.** The purpose of the Social Responsibility Endowment Fund is to provide a permanent source of annual income to be used for social responsibility causes in the name of, and under the direction of, the Shoreline Unitarian Universalist Church.
3. **Division of Responsibilities for the Fund.** Responsibilities for managing the SRE Fund shall be divided between the Endowment Committee of the Church and the Church's Social Action Committee. Donations to the SRE Fund and investments of its capital shall be the responsibility of the Endowment Committee, subject to review by the Church's Board of Trustees. Gifts and grants from the endowment's annual investment income to social causes and charities shall be the responsibility of the SUUC Social Action Committee, subject to review by the Board of Trustees.
4. **Responsibilities of the Endowment Committee for the SRE Fund.** The Church's Endowment Committee shall promote and encourage additional contributions to the SRE Fund. The Endowment Committee will have the responsibility of investing the SRE Fund capital, subject to review by the SUUC Trustees, pursuant to the purpose stated in Section 2.
  - 4.1. **Contributing donations to the Fund.** The Endowment Committee shall promote the awareness of, and encourage donations to, the SRE Fund and shall counsel members and friends of the Church as to the means by which gifts may be made.
    - 4.1.1. All donations to the SRE Fund shall be accepted at the discretion of the Endowment Committee and of the Board of Trustees, according to the SUUC Policy on Gifts.
    - 4.1.2. Donations to the SRE Fund may be of cash, stocks, bonds, CDs, or other such financial instruments. Because management or liquidation would be problematic, direct ownership in depreciable property or real property such as real estate is not acceptable for donation to the fund. Also, the fund may not accept real estate mortgages, deeds of trust, or other secured notes of indebtedness. However, the Fund may accept gifts of shares in mutual funds, REITs, financial or other companies that own or manage real estate, or that invest in mortgages or mortgage backed securities.
    - 4.1.3. Donations may be liquidated by sale and the net proceeds re-invested at the discretion of the Endowment Committee.
    - 4.1.4. The net amount of any donations to the SRE Fund shall be added to the Fund's endowment capital, which shall be managed according to section 4.2.

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**4.2. Management of the Fund Capital and Investments.** The SRE Fund's capital will be invested by the Endowment Committee in socially responsible investments capable of producing income while preserving principal and providing a good possibility of future growth, pursuant to the purpose stated in Section 2.

- 4.2.1. No Shoreline UU church member shall benefit materially or financially by the investment of endowment funds. No member of the Shoreline UU Church shall have a fiduciary relationship with firms or entities in which investments are made.
- 4.2.2. The Social Responsibility Endowment Fund capital shall not be co-mingled with other Shoreline UU funds. Instead a separate account or separate accounts shall be established for this fund.
- 4.2.3. The Shoreline UU Church may not use this fund or its income as security or collateral for a loan, whatever the purpose.
- 4.2.4. All SRE Fund investments shall be 'socially responsible investments,' defined here as any investment that meets the investment goals of the Fund that is not inconsistent with the goals and ideals of the UU Church, as determined by the Endowment Committee. This is not to suggest that only those companies with outstanding records of social behavior can be considered for investment. Rather, it should be interpreted to mean that companies with records of regressive social policy shall be excluded.
- 4.2.5. The Endowment Committee may from time to time determine that an existing investment does not meet income goals, is at risk of losing capital value, does not meet the criteria of socially responsible investing in 4.2.4, or should otherwise be sold and reinvested. The Endowment Committee may then request that a transfer of funds be made from one investment to another.
- 4.2.6. Any transfer of funds from one investment to another in excess of \$10,000 shall require advance notification of the Church's Board of Trustees and its approval by majority vote.
- 4.2.7. The same funds should not normally be transferred from one investment to another more than once in the same year.
- 4.2.8. An approved transfer is made by notifying the Shoreline UU Church Treasurer, who will place the orders to make the transfer. If there is no Treasurer or the Treasurer is unavailable to execute the transfer, the transfer may be done by the Church Administrator or the Assistant Treasurer, if there is one.
- 4.2.9. The statements provided by the investment firm or firms with whom the fund capital is placed shall be copied by the Church Treasurer and distributed to the Church Administrator, the Endowment Committee chairperson, and the Assistant Treasurer (if there is one).

**5. Responsibility of the Social Action Committee for donations from SRE Fund income.** The SUUC Social Action Committee will be responsible for distributing donations from the SRE Fund's income to social and charitable causes, subject to review by the SUUC Trustees, pursuant to the purpose stated in Section 2.

**5.1. Social Action Committee.** The SUUC Social Action Committee shall be composed of Shoreline UU Church members. Voting members of the Social Action Committee must also be voting members of the Church.

- 5.1.1. The Social Action Committee shall elect its own chair.
- 5.1.2. The Social Action Committee shall normally meet monthly, with advance notice of meetings published in the Church's monthly newsletter.
- 5.1.3. The Social Action Committee shall each year solicit from the congregation's membership suggestions for social or charitable causes to receive donations from that year's available monies from SRE Fund income.

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- 5.1.4. The Social Action committee shall determine the eligibility of each suggested social or charitable cause and then shall choose the recipients and the amounts for the year's donations.
  - 5.1.5. To decide upon a donation to a charitable or social cause requires a majority vote of the Social Action Committee members in attendance at a meeting called for that purpose and so announced in advance in the Church's monthly newsletter.
  - 5.1.6. At least three (3) members of the Committee must be in attendance for a valid vote on each donation to a charitable or social cause from available monies from SRE Fund income.
  - 5.1.7. All donations or gifts proposed by the Social Action Committee must be reviewed and approved by the SUUC Board of Trustees before they are actually made.
  - 5.1.8. The Social Action Committee shall submit an annual report to the congregation at the May congregational meeting, on the current year's donations (already made or planned) from the SRE Fund income received for the previous year.
- 5.2. **Available Monies.** The funds available each year for distribution to charitable or social causes shall include the prior year's net income from SRE Fund investments – that is, dividends, interest, or other cash distributions by investments in the fund, less broker commissions related to the purchase or sale of investments, bank charges and cost of related office supplies. It shall not include any change in the capital value of an investment such as the change in value of a common stock or bonds or the net asset value (NAV) of shares of mutual funds.
- 5.3. **Eligible recipients.** The eligibility of charitable or social causes suggested to receive donations from SRE Fund income shall be determined by the Social Action Committee, according to the following rules.
- 5.3.1. Any charitable cause identified by the Social Action Committee as consistent with the goals and ideals of the UU Church shall be deemed to be a Socially Responsible Cause eligible to receive a donation or grant, subject to review by the SUUC Board of Trustees.
  - 5.3.2. No member of the Shoreline UU church shall benefit materially or financially by the distribution of donations from SRE Fund income
  - 5.3.3. Grants or expenditures from SRE Fund income shall not include compensation to any individuals for services, travel, lodging, or other expenses relating to the administration of this fund.
- 5.4. **Distribution of donations among recipients.** Decisions on the donations to the selected charitable or social causes by the Social Action Committee should be informed by the following distribution guidelines suggested by the founding donors:
- 5.4.1. Approximately half of each year's donations from available monies is suggested for charitable or social causes with beneficiaries who are either global or located outside the USA.
  - 5.4.2. About a quarter of each year's donations from available monies is suggested for environmental causes, regardless of geographical location or extent.
- 5.5. **Reinvestment of available funds not donated.** Income not distributed as donations to charitable or social causes will be reinvested in the SRE Fund, as part of the fund's endowment capital.
- 5.5.1. The Social Action Committee, in its discretion, may allocate any or all of the net annual income back to the SRE Fund capital for re-investment.
  - 5.5.2. If for whatever reason, all or part of any year's net income from the SRE fund is not distributed to social justice or charitable causes by the end of the following year, that remainder shall be

# Shoreline Unitarian Universalist Church

reinvested and added to the SRE Fund's endowment capital.

- 5.6. Name Used for Donations from SRE Fund income.** The funds may be given in the name of the 'Shoreline Unitarian Universalist Church Social Action Committee' or the name of the 'Shoreline Unitarian Universalist Church,' at the discretion of the Board.
- 5.7. Procedure for Distribution of Funds.** The distribution of funds to charitable causes shall be made according to the following process.
- 5.7.1. The Social Action Committee each year shall request suggestions from any and all of the Church's membership for social and charitable causes to be considered for donations from the SRE Fund income. The Social Action Committee shall conduct a month of active and well-publicized solicitation of such suggestions.
  - 5.7.2. From the suggested donation recipients, the Social Action Committee will determine eligibility and then choose the charitable or social cause(s) and the amount(s) for the current year's donations. The donation decisions shall be by majority vote of the voting members of the Social Action Committee in a meeting called for that purpose and so announced in advance in the Church's monthly newsletter. At least three (3) voting members of the Committee must be present for a valid vote.
  - 5.7.3. Approval of these donations by the SUUC Board of Trustees is then required.
  - 5.7.4. Upon final approval, the Social Action Committee will obtain the check request form(s) from the Church Administrator.
  - 5.7.5. The Social Action Committee will complete the check request form(s), obtain the required signatures, and return each check request form to the Church Treasurer or Administrator. The required signatures on each check request form are of the Social Action Committee chairperson or vice-chairperson, and of an officer of the Church's Board of Trustees.
  - 5.7.6. If the charitable cause is outside the USA, an intermediate recipient must be identified and the means of delivering the funds to the charitable cause detailed completely and attached to the check request form.
  - 5.7.7. The Treasurer or Church Administrator will then draft a check from the SUUC bank account to each recipient, sign each check, and forward it to the Social Action Committee, which will be responsible for ensuring its delivery to the recipient.

## 6. Dissolution and Transfer.

- 6.1. Conditions for Dissolution.** The Social Responsibility Endowment Fund may be dissolved under any of the following conditions:
- 6.1.1. At any time in the future the church should for any reason decide not to continue administering the SRE Fund and vote to dissolve it, or
  - 6.1.2. The Shoreline UU Church should cease to exist.

**Transfer of Fund Assets on Dissolution.** In the event of dissolution, the remaining capital and retained income of the fund shall be transferred in the following manner: They shall be transferred to the University Unitarian Church, 6556 35th Ave NE, Seattle, WA 98115 for their similar endowment, or, if the University Unitarian Church does not accept these funds, they shall be transferred to the Unitarian Universalist Service Committee, of Cambridge, MA.

## Financial Policies (Feb. 2018)

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### Understanding

The assets and income of SUUC are to be used solely toward forwarding our vision and mission. We will not raise or spend money in any way that is counter to our values.

### Disbursements

The SUUC Office Administrator, the SUUC BOARD President, one other Board member elected by the Board, and - when a check is urgently required – the SUUC Administrator, are the only authorized signatories for SUUC checks. Checks will normally be prepared by the Treasurer; if urgency requires that the Administrator prepare a check, the Administrator cannot be the signer of that check.

Only the office administrator, Minister and Director of Religious Exploration may use the Shoreline Unitarian Universalist Church debit cards without prior approval from the VP Finance. A Debit Payment Request Form is to be filled out before each use.

Committee chairs and authorized staff members may incur expenses on behalf of SUUC, provided the expense is in line with the committee's or staff's line item in the annual approved budget. The following staff positions are authorized to incur expenses: Minister, Administrator, Director of Religious Exploration, Music Director. All persons other than committee chairs and authorized staff members require prior approval for purchases from the relevant committee chair or authorized staff member. No reimbursements will be made without pre-approval except in unusual circumstances to be approved by the Board.

A Payment Request Form with associated receipt(s) must be turned in to the Treasurer for every reimbursement request and should include the budget line to be debited. The receipt(s) should include the date, merchant name, and detailed amounts, and be signed by an authorized staff member or committee chair.

Such forms can be approved by the Treasurer, the VP–Finance, or any authorized signer based upon the availability of funds. The approver will verify that requested disbursements are within the budgeted expenditures from the appropriate line item.

Non-budgeted items or changes within a committee's or staff's budget require the approval of the SUUC BOARD or VP-Finance.

Purchases or services of \$1,000 or over should involve a reasonable attempt to obtain at least two estimates. Payments will be made within thirty days. During times of financial hardship, as determined by the BOARD, all spending must be pre-approved by the Treasurer based on availability of funds.

Professional business expense spending guideline: Purchases should be limited to church related business, office expenses, professional development and related travel.

The Treasurer will write checks for payments and reimbursements at least every two weeks. All requests for payment must be submitted to the Treasurer at least one week before payment is needed. Checks may be issued outside this procedure only in case of emergency and with approval of the VP Finance or Treasurer.

### Deposits

- Cash receipts will be counted and all receipts deposited in the church safe as soon as practical by a team of at least two unrelated staff or members.
- All funds received by SUUC will be deposited by the Administrator in checking or savings accounts held in federal or state-chartered banks or credit unions, as determined from time to time by formal action of the BOARD. The banks shall be in an area or areas convenient to SUUC. Deposits shall be made as soon as administratively feasible.
- The Administrator shall maintain records of pledges and donations.

# Shoreline Unitarian Universalist Church

## Annual Budgeting:

SUUC operates under a line item system of budgeting. The rules for such line items are as follows:

- Line item amounts will be suggested by each committee head or staff member responsible for their respective area
- Suggested line item amounts will be presented to the VP Finance who will review and will in turn recommend the budget line items to the Board – possibly with suggested amendments
- Except for the Youth and Seabeck accounts, income left over at the end of a budget year (if any) will transfer to the prior year carryover -- These funds are NOT available to the budget line item owner for the next budget year's operations.

All amounts needed over budget will require approval by the SUUC Board of Trustees.

## Shoreline Unitarian Universalist Church

Activity	Date	Responsibility
<b>Issue request for budget input - Committees/Staff estimate how much funding they will need to carry out their goals for the following year</b>	<b>Early –July</b>	<b>VP – Finance and Treasurer</b>
<b>Budget requests due from Committee chairs and staff</b>	<b>Early August</b>	<b>VP – Finance, Treasurer, Committee Chairs, Staff</b>
<b>First Draft of Budget Sent to Trustees With Recommendation of Stewardship Campaign Goal</b>	<b>Early September</b>	<b>VP-Finance</b>
<b>Trustees Set Stewardship Goal</b>	<b>September Board meeting</b>	<b>Board of Trustees</b>
<b>Annual Stewardship Drive</b>	<b>October - November</b>	<b>Stewardship Committee</b>
<b>Members Input Into Proposed Budget</b>	<b>Throughout Stewardship Campaign</b>	<b>Stewardship Committee, SUCC Board of Trustees</b>
<b>VP-Finance revises budget to reflect results of Stewardship Campaign and sends to Board</b>	<b>By November Board meeting</b>	<b>VP-Finance</b>
<b>Board reviews, amends and recommends budget</b>	<b>November Board meeting</b>	<b>SUUC Board of Trustees</b>
<b>Presentation of Budget to Congregation for review and vote at the Congregational Meeting</b>	<b>December prior to Budget Year</b>	<b>SUCC Board of Trustees, Voting Members</b>

# Shoreline Unitarian Universalist Church

## Process for the Establishment of a Designated Fund:

- Any person may request establishment of a designated fund or sub-category of an existing fund (e.g., church flooring as a subcategory of building and grounds fund).
- Said member must present either a verbal or written request to the BOARD for approval. The purpose of the fund and how it furthers the mission of the church must be stated.
- The BOARD or its appointed officer(s) will have oversight of how said funds are spent. Donors may give recommendations as to expenditures, but the final decision rests with the BOARD or its officer(s). All reasonable attempts will be made to honor the wishes of the donors.
- The BOARD has sole authority to determine the closure of said funds. Upon closure, funds can be transferred within subcategories or returned to the general fund as deemed appropriate by the BOARD.

## Fundraising for SUUC

SUUC recognizes that some fundraising will likely be needed to fund a portion of each year's operating budget, and that some fundraising events can be important components of the community-building integral to our ministry. At the same time, we place a high value on having a membership of diverse economic means, and do not want any members to feel that their limited incomes diminish in any way their importance to this community. We also know that frequent fundraisers can create a negative atmosphere for everyone, in which it feels that "they're always asking for money." This philosophy has led us to adopt the following policies.

SUUC seeks to have a growing percentage of its income generated by the annual Stewardship Pledge drive, and to have a correspondingly smaller percentage that is produced through fundraising events.

Before the start of the year, the Chair of the Fundraising Committee will convene a meeting to assess how the fundraising amount required by the budget will be reached. The Committee will attempt to achieve that amount while minimizing the number of fundraisers. Scheduling of fundraisers must be approved by the Chair of the Fundraising committee and the VP-Finance.

Because the setting of SUUC funding priorities is the responsibility of the Board of Trustees, SUUC fundraisers proposed for purposes other than the approved operating budget require approval by the Board of Trustees. Except for those proposed by and for the Youth Program, such fundraisers will normally be considered only when the funds raised will be used to fulfill otherwise unfunded or underfunded goals established by the Board. All funds received at fundraisers are the property of SUUC and should be handled according to the procedures described above in "Deposits".

## Fundraising for External Organizations

Fundraising for outside groups will be allowed on the following basis: The group and event must be approved by the SUUC Board of Trustees. The fundraising time must be scheduled to fit into the church calendar. These events should be spaced out as much as possible. This policy does not relate to Plate Shares, which are managed separately by the Worship Planning Committee.

## Payroll

SUUC has retained the services of a professional payroll service to perform our monthly payroll processing.

## Audits

The Board will commission an audit of the SUUC accounts periodically.

# Shoreline Unitarian Universalist Church

## Gifts

This policy establishes procedures for the gift-giving process in the Shoreline Unitarian Universalist Church (SUUC) community. It is intended to make the gift-giving process flexible and to encourage giving by providing a number of different options to potential donors.

**Definition of Gifts:** For the purpose of this policy, gifts to the church are voluntary contributions with no goods or services to be received in return by the donor. They may be cash, goods, investment instruments, or real property.

**Types of Gifts:** Gifts may be received as 'unrestricted', 'temporarily restricted', or 'permanently restricted'.

**Unrestricted Gifts:** Gifts received in this category come to the church with no donor restrictions. They are properly accounted for in the operating fund that supports the general operations of SUUC. Examples of unrestricted gifts include annual operating fund pledge payments, offertory gifts, gifts in kind (property, fixtures, supplies or goods), or Memorial Fund gifts with no stated restrictions.

**Temporarily Restricted Gifts:** Gifts received in this category are to be used for a purpose specified by the donor subject to acceptance by the Board of Trustees. Temporarily restricted gifts are accounted for separately when received. Examples of temporarily restricted gifts include gifts received for a specific project (use restriction) or for use at a future date (time restriction).

**'Use Restricted Gifts'** - Unless otherwise specified by the Board of Trustees, temporarily restricted gifts for which a 'use restriction' is made shall be used for their purpose not later than the end of the fiscal year following the receipt of the gift. The Board may extend this time period if formally requested by the committee responsible for its use. If this is not done, the gift shall be recategorized as unrestricted and become available for transfer to the operating fund.

**'Time Restricted Gifts'** - A 'time restricted' gift should be used in the calendar year for which its use is designated. The Board may extend the time period if formally requested by the committee responsible for its use. If this is not done, the gift shall be recategorized as unrestricted and become available for transfer to the operating fund.

**Permanently Restricted Gifts:** A gift is said to be 'permanently restricted' if it is to be used into perpetuity. Gifts received in this category are commonly referred to as endowment fund gifts. The funds are to be invested and only the investment income or a portion thereof may be expended for the purpose(s) specified by the policies of the designated fund. [These policies are detailed in the Support and Enhancement Endowment (SEE) Fund Policy and the Social Responsibility Endowment Fund Policy].

Because conditions change over time, all restricted gift instruments should contain the following contingency clause:

If circumstances should arise in the future that make it illegal, impractical, or impossible to use the gift for the purpose specified above, then the committee that received the funds may submit a request for modification of this purpose to the SUUC Board of Trustees. If, in the best judgment of the Trustees, such modification is deemed prudent, they may authorize a change in the purpose for the fulfillment of objectives as near as practical to the original purpose of the gift. In the event of such modification to a named endowment, the original name will continue to be associated with the fund. This provision can not be used to convert a permanently restricted gift into a temporarily restricted or unrestricted gift except as stated in the SEE Endowment Fund Policy or the Social Responsibility Endowment Fund Policy, whichever is applicable.

## Additional Provisions:

1. **Right of Refusal:** The SUUC reserves the right to refuse any gift that it does not believe advances the principles of the church, restricts its independence, or detracts from its integrity.
2. **Use of Gift for Stated Purpose:** Subject to time limitations and other limitations described above, SUUC must

# Shoreline Unitarian Universalist Church

use gifts for the particular purpose designated by the donor or as set forth in any solicitation materials.

3. Donor Privacy: SUUC shall safeguard the donors' privacy and other confidential information.
4. Consultation: SUUC encourages potential donors who are considering gifts to consult with attorneys and/or financial advisors.
5. Adherence to Laws: SUUC follows the letter and spirit of all laws and regulations affecting or relating to charitable giving and fund-raising activities.
6. Assignment of Value to Non-cash Gifts: The donor is responsible for assigning a value to tangible property for tax purposes.

## Loans

This section relates to funds loaned FROM members of the congregation. SUUC does not loan TO members of the congregation.

Loans shall be solicited from members of the congregation through a general appeal. Loans shall be entered into without prejudice for or against any member in good standing.

## Treasurer

The Treasurer is a member of the church in good standing who is recruited by the VP-Finance and approved by the Board. The Treasurer works under the direction of the VP-Finance.

Church Treasurer shall maintain records of all Church Funds. All funds collected by, for and on behalf of SUUC shall be deposited into bank accounts as established by the Board of Trustees and administered by the Administrator, Treasurer, the VP-Finance, or the Endowment Committee as appropriate.

The Treasurer of the Congregation and one or more assistants will oversee the administration and record-keeping of the funds and will perform the duties of entering all relevant data into the accounting program and making any necessary General Journal entries.

No church member acting on behalf of the Shoreline Unitarian Universalist Church in a fiduciary role shall be personally liable for losses as long as he/she acts in good faith and with ordinary prudence.

## Relevant Bylaws

Here is a summary of SUUC bylaws relevant to this Financial Policy Document. If a conflict arises between any policy and the Bylaws of SUUC, the Bylaws of SUUC prevail.

### Article V Section 4

At the Annual Meeting, the Vice President/Finance shall present a report of the financial condition and transactions of SUUC during the past year.

### Article VII Section 6

At its first meeting following the regularly scheduled Annual Meeting, the Board of Trustees will elect from its members a President, Vice President, Vice President/Finance and Secretary of the Board of SUUC respectively and each will serve in that capacity for one year or until their respective successors shall have been elected.

### Article VIII Section 1

The Vice President/Finance shall be responsible for all financial affairs of the church. He or she will present a written monthly financial report to the Board, and an annual report to the congregation at the Annual Meeting. He or she will be responsible for preparing an annual budget for Board approval. He or she may be bonded at the

# Shoreline Unitarian Universalist Church

expense of SUUC. The Vice President/Finance may be assisted by a Treasurer and/or bookkeeper, recruited by the VP/Finance and approved by the Board.

## Article X Section 1

A primary responsibility of the voting members of SUUC and their elected representatives, the Board of Trustees (including the VP/Finance), and the Endowment Committee, will be to ensure the financial health and well-being of SUUC.

## Article X Section 2

The fiscal year of SUUC will be January 1 through December 31.

## Article X Section 3

Operating Budget Procedures. The procedures for adoption of the annual budget are as follows:

A proposed budget is prepared by the Vice President/Finance and submitted to the Board of Trustees.

1. The Board of Trustees will review the proposed budget and recommend it for action at a congregational meeting on the basis of funds pledged or reasonably expected to be available during the budget period.
2. The voting members approve or vote to change the recommended proposed budget.
3. If the congregation is unable to approve a budget because of the lack of a quorum, the Board of Trustees may vote to enact an interim budget until a budget can be approved by the congregation.
4. The Board of Trustees may modify the operating budget from time to time, as in their judgment may be required, subject to the limitation of the total sum of the approved budget, unless supplemental income is obtained in the amount of the increase.

## Article X Section 4

The Board of Trustees shall not make any expenditure in excess of 5% of the approved operating budget unless specifically included in that budget or approved by the congregation. Funds obtained or designated for specific capital expenditures may not be used for any other purpose without the approval of the congregation.

TASK	Treasurer	VP-Finance	Budget Line Item Owner	Office Administrator	Board President	Payroll Service
Set up necessary accounts and reports	✓					
Prepare and post month-end journal entries as required	✓					
Prepare and post year-end journal entries to ascertain proper annual accounting period.	✓					
Reconcile accounts (bank, deposits, investment accounts, etc)	✓					
Create monthly and year-end financial statements	✓	✓				

## Shoreline Unitarian Universalist Church

TASK	Treasurer	VP-Finance	Budget Line Item Owner	Office Administrator	Board President	Payroll Service
Prepare monthly written (or oral) report to Board		✓				
Request disbursements based on Financial Policy			✓			
Process disbursements (vendor checks, reimbursements, etc.)	✓					
Monitor payments so that they do not exceed budgets	✓	✓				
Receive and deposit income (in accordance with Cash/Check/Credit receipt procedures)				✓		
Manage quarterly pledge statements				✓		
As authorized signer, sign checks when necessary.				✓	✓	
Calculate and prepare monthly payroll						✓
Calculate and pay monthly payroll taxes						✓
Prepare and file quarterly payroll forms (Federal and L&I)						✓
Prepare annual W2 and W3 forms						✓
Request Forms W-4 at the beginning of each year						✓

Revision: Effective February, 2018

## Year End Reimbursement

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All requests for reimbursement must be approved, signed, and submitted to the church office no later than January 15<sup>th</sup> of the following year in order to be reimbursed out of the current year budget.

Late requests, if reimbursed, will come out of the following year's budget.

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Revision: Effective October 1999

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## Fragrance Free Policy

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In regard to the use of scents we adopt the following policy:

1. All church events including worship and all other activities sponsored by the church at the building or at other sites shall be as scent-free as possible.
2. Members, friends and visitors will be made aware of the fragrance-free needs of those with asthma, chemical sensitivity and other environmental illness by a written notice in all announcements, newsletters, flyers, notices of events and the Order of Service program. The written statement will request help in supporting a fragrance-free environment by not wearing scented personal products when attending church events.
3. Ushers, Greeters and Worship Companions will be advised of the importance of their use of fragrance-free products due to their direct contact with members of the church community.
4. Groups using SUUC facilities for non-church-sponsored activities shall also be informed of the fragrance-free policy.
5. Signs shall be placed in the church building restrooms requesting that all people attending events in the building come as scent free as possible in consideration of those with asthma, allergies, chemical sensitivity and other environmental illness. Unscented hand soap shall be provided in the restrooms.
6. The church office will maintain a supply of educational materials related to fragrances and health to be made available to members and visitors to help them understand this policy. The Accessibility Task Force will be responsible for the ongoing development of this information and distribution to event planners and others as needed.
7. The use of chemicals and cleaning products in and around the facility will as much as possible reflect a standard of non-toxic and fragrance-free products. Recommendations and resources for non-toxic and fragrance-free products will be provided by the Accessibility Task Force by request.
8. Candles burned shall be unscented and contain lead-free wicks.
9. The Accessibility Task Force will be instrumental in identifying non-toxic and fragrance-free products and resources by request.
10. Statements for display in restrooms and publication in Order of Service, announcements, newsletters, flyers and notices of events will be developed by the Accessibility Task Force.

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Revision: Enacted March 9, 2005

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## Gift Acceptance

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This policy establishes procedures for the gift-giving process in the Shoreline Unitarian Universalist Church (SUUC) community. It is intended to make the gift-giving process flexible and to encourage giving by providing a number of different options to potential donors.

1. **Definition of Gifts:** For the purpose of this policy, gifts to the church are voluntary contributions with no goods or services to be received in return by the donor. They may be cash, goods, investment instruments, or real property.
2. **Types of Gifts:** Gifts may be received as 'unrestricted', 'temporarily restricted', or 'permanently restricted'.
3. **Unrestricted Gifts:** Gifts received in this category come to the church with no donor restrictions. They are properly accounted for in the operating fund that supports the general operations of SUUC. Examples of unrestricted gifts include annual operating fund pledge payments, offertory gifts, gifts in kind (property, fixtures, supplies or goods), or Memorial Fund gifts with no stated restrictions.
4. **Temporarily Restricted Gifts:** Gifts received in this category are to be used for a purpose specified by the donor subject to acceptance by the Board of Trustees. Temporarily restricted gifts are accounted for separately when received. Examples of temporarily restricted gifts include gifts received for a specific project (use restriction) or for use at a future date (time restriction).
5. **Use Restricted Gifts:** Unless otherwise specified by the Board of Trustees, temporarily restricted gifts for which a 'use restriction' is made shall be used for their purpose not later than the end of the fiscal year following the receipt of the gift. The Board may extend this time period if formally requested by the committee responsible for its use. If this is not done, the gift shall be recategorized as unrestricted and become available for transfer to the operating fund.
6. **Time Restricted Gifts:** A 'time restricted' gift should be used in the calendar year for which its use is designated. The Board may extend the time period if formally requested by the committee responsible for its use. If this is not done, the gift shall be recategorized as unrestricted and become available for transfer to the operating fund.
7. **Permanently Restricted Gifts:** A gift is said to be 'permanently restricted' if it is to be used into perpetuity. Gifts received in this category are commonly referred to as endowment fund gifts. The funds are to be invested and only the investment income or a portion thereof may be expended for the purpose(s) specified by the policies of the designated fund. [These policies are detailed in the Support and Enhancement Endowment (SEE) Fund Policy and the Social Responsibility Endowment Fund Policy].

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If circumstances should arise in the future that make it illegal, impractical, or impossible to use the gift for the purpose specified above, then the committee that received the funds may submit a request for modification of this purpose to the SUUC Board of Trustees. If, in the best judgment of the Trustees, such modification is deemed prudent, they may authorize a change in the purpose for the fulfillment of objectives as near as practical to the original purpose of the gift. In the event of such modification to a named endowment, the original name will continue to be associated with the fund. This provision cannot be used to convert a permanently restricted gift into a temporarily restricted or unrestricted gift except as stated in the SEE Endowment Fund Policy or the Social Responsibility Endowment Fund Policy, whichever is applicable.

Additional Provisions:

## Shoreline Unitarian Universalist Church

1. Right of Refusal: The SUUC reserves the right to refuse any gift that it does not believe advances the principles of the church, restricts its independence, or detracts from its integrity.
2. Use of Gift for Stated Purpose: Subject to time limitations and other limitations described above, SUUC must use gifts for the particular purpose designated by the donor or as set forth in any solicitation materials.
3. Donor Privacy: SUUC shall safeguard the donors' privacy and other confidential information.
4. Consultation: SUUC encourages potential donors who are considering gifts to consult with attorneys and/or financial advisors.
5. Adherence to Laws: SUUC follows the letter and spirit of all laws and regulations affecting or relating to charitable giving and fund-raising activities.
6. Assignment of Value to Non-cash Gifts: The donor is responsible for assigning a value to tangible property for tax purposes.

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Revision: Enacted June 14, 2006.

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## Hospitality Committee

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The duties of the Hospitality Committee are as follows:

1. Name tags
2. Organize and contact greeters/Sunday ushers/coffee makers
3. Maintain kitchen supplies and coffee in the Dome and maintain both chapel and sanctuary kitchens.
4. Memorials and celebrations support
5. Chancel decorations/flowers
6. Coordinate socializing activities, such as New Years Party, game nights, etc.

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Revision: Enacted July 13, 2005

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## Membership Committee

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The duties of the Membership Committee are as follows:

1. Make new member packets
2. Telephone guests after each service
3. Orientation for new members
4. New member in-gatherings
5. Publicize new members to congregation
6. Maintain contact with all new members through phone calls, etc.
7. Have a new member social event annually

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Revision: Enacted July 13, 2005

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## Membership status change

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### Becoming a Member of Shoreline UU Church

- 1.1 If interested in membership, the visitor shall:
  - Attend a New UU Orientation or an orientation meeting is arranged with minister
  - Sign book (usually at ingathering event)
  - Pledge to the operating fund
- 1.2. After these requirements are completed, the Membership Committee presents their name to the next Board meeting for official recognition. The person is now a member.
- 1.3. Administrator changes their status to Voting Member in the membership records.
- 1.4. A welcome letter is mailed to the new member to confirm the status change. This letter may be prepared by administrator, signed by Board President.

### Continuing Membership

- 2.1. Members are encouraged to notify the administrator during the fiscal year if their pledge payments are likely to fall short of their pledge of record.
- 2.2. Members are encouraged to be both generous and realistic in making their pledges for the sake of the budget planners.

### Dropping Membership

- 3.1 A member requests verbally or in writing to be dropped from membership.
- 3.2. The Minister is notified by the administrator.
- 3.3. The administrator prepares a confirmation of status change letter to be signed by the Board President and submits the member's name to the Board for official recognition.
- 3.4. The member's name is removed from membership list and a new voting member list is printed and posted.

### Failing to pledge for the coming fiscal year

- 4.1. Telephone contact is made by the Stewardship Committee chair or the minister if a pledge has not been received by the end of the Stewardship drive.
- 4.2. If not resolved then a letter is sent by the administrator to let them know of the process for changing them to non-voting member status.
- 4.3. If not resolved within two months of the start of the Stewardship drive then the administrator presents the member's name to the Board.
- 4.4. At the Board's request the administrator is authorized to sign and send a letter advising individual of the change to non-voting membership status.
- 4.5. The administrator changes the individual's status to non-voting member and posts a new voting membership list.

## Shoreline Unitarian Universalist Church

- 4.6. The administrator may submit names to the Board of those who have been non-voting members for two years or more.
- 4.7. The Board may authorize the administrator to archive the records and optionally send a letter advising the individuals of the status change.

### **Failing to fulfill a pledge**

- 5.1. By February 1 the administrator will notify the minister and the Stewardship Committee chair of those members whose pledges for the previous year are not fulfilled.
- 5.2. Incomplete payment of the prior year pledge will not by itself disqualify a voting member from voting at the January congregational budget meeting.
- 5.3. The minister or the Stewardship Committee chair will contact the member by phone or in person.
- 5.4. If 10% or more of the prior year pledge remains unfulfilled by March 1, the administrator submits the member's name to the Board.
- 5.5. At the Board's request the administrator is authorized to sign and send a letter advising individual of the change to non-voting membership status.
- 5.6. The administrator changes the individual's status to non-voting member and posts a new voting membership list.

### **6. Reinstating membership**

- 6.1. When a former member has both fulfilled their pledge for the prior year and made a pledge for the current year then the administrator presents their name to the Board
- 6.2. The administrator restores their status to that of voting member and posts a new voting membership list
- 6.3. The administrator sends a letter to the member confirming the change of status.

### **Archiving records**

- 7.1. Individuals listed as visitors or seekers or friends may be archived after two years of inactivity.
- 7.2. Archived visitors, seekers, friends, or non-members may be removed from the records after 5 years of inactivity.
- 7.3. Any individual in the membership records will be removed from the records at their personal written request.

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Revision: Enacted 3/11/1998 – Revised 1/12/2000

Revised 4/5/2012 to insert new section 2 on maintaining membership. Changed date for starting the late payment process to February 1. Added paragraph 5.4 setting March 1 as the deadline and 90% of pledge as criteria for status change due to non-fulfillment. Added section 7 on archiving and deleting membership records.

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## **Memorial Fund**

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1. The Memorial Fund is a fund established for the purpose of memorializing late members or friends of the church. In order for a gift to be considered a Memorial Fund gift, it must be so designated by the donor. If not designated a Memorial Fund gift by the donor, it will be considered a gift to the operating fund.

# Shoreline Unitarian Universalist Church

## 2. Definitions.

- 2.1 Memorial Fund Gift, Restricted. A restricted Memorial Fund gift is a gift made to the church in which the donor designates a specific fixture, project, or activity to memorialize an individual or individuals. In the terminology of the SUUC Gift Acceptance Policy, this is referred to as a 'temporarily restricted gift'.
- 2.2 Memorial Fund Gift, Unrestricted. An unrestricted Memorial Fund gift is a gift made to the church for the purpose of memorializing one or more individuals without regard to a specific fixture, project, or activity. In the terminology of the SUUC Gift Acceptance Policy, this is also referred to as a 'temporarily restricted gift'.

## 3. Policy

- 3.1. Receipt and Acknowledgement. The Memorials Committee shall acknowledge in writing the donor and the person(s) to be memorialized both publicly and privately unless otherwise requested by the donor.
- 3.2. Type of Gifts. Memorial Fund gifts may be made in the form of cash or investments such as stocks, bonds, or Certificates of Deposit. They may also be made in the form of real property.
- 3.3. Conversion of Gifts. The Shoreline UU Treasurer shall convert any non-cash gifts to a liquid form usable for the requested memorial project or activity. Such forms may include money market funds or certificates of deposit. Conversion of non-cash gifts whose value exceeds \$10,000 will require the participation and approval of the Board of Trustees.

## 4. Restricted Gifts and Time Period

If for some reason the project requested by the donor of a Memorial Fund gift cannot be accomplished by the end of the fiscal year following the year of the gift, one of the following things may be done subject to approval by the Board of Trustees:

- 4.1 The Memorials Committee may combine the gift with other unrestricted and temporarily restricted gifts to accomplish a suitable alternate project.
- 4.2 Action on the gift may be carried over for a period not to exceed 12 months from receipt of the gift.
- 4.3 If 4.1 or 4.2 are not feasible, the gift may be transferred to the operating fund, subject to approval by the donor if possible.

## 5. Unrestricted Memorial Gifts

If the donor of a Memorial Fund donor does not designate a project, activity, or fixture, the Memorials Committee shall choose one.

- 5.1 The memorial shall be completed within 12 months after receipt of the gift. If the project is not completed within 12 months, the Memorials Committee may request an additional 12 month extension from the Board. If the extension is not granted or the project is still not completed after the second year, the funds shall revert to unrestricted gifts and be allocated in accordance with the 'Gift Acceptance Policy'.
- 5.2 Combining Gifts. In the event that a single gift is insufficient to accomplish a project, the Memorials Committee may combine Memorial Fund gifts to jointly memorialize more than one individual.

## 6. Project Coordination

The Memorials Committee shall coordinate all projects as necessary with the affected church committee(s).

### **7. Compliance with Church Policies and By-Laws**

All activities by the Memorials Committee shall be in compliance with church By-Laws and policies, as well as with all local, state, and federal laws.

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Revision: Enacted June 14, 2006 by the Board of Trustees,

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## Ministry Fund

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A minister's discretionary fund is established which shall be called "Ministry Fund." It will be funded by fees minister receives such as wedding and memorial. The fund use is at the minister's discretion.

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Revision: Enacted April 12, 1993

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## Newsletter Policy

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Soundings, The Newsletter of the Shoreline Unitarian Universalist Church

**Preamble:** The Newsletter holds inherent worth far beyond its written words -- it teaches people about Unitarianism. Its pages reveal the interests, behavior and language that our congregation considers appropriate and important. In short, it reflects our congregational culture and values. Through it, we proclaim who we are. Soundings is a written ministry of the Shoreline Unitarian Universalist Church.

**Newsletter Mission:** (1) To provide a regular, written means of informing our members, friends, community, and other readers about church activities, news, and matters of importance to our congregation. (2) To reach out and to inspire through coverage of topics that are meaningful to us at Shoreline Unitarian Universalist Church, to offer a documentary of who we are, what we value, and why we choose to live our lives as Unitarian Universalists.

**Newsletter Policy:** The responsibility for the editorial policies and practices of the Newsletter shall rest with the Church Board of Trustees. The church administrator shall be responsible for the production of a monthly newsletter, shall create the Newsletter in the spirit intended to reach its mission, shall develop its budget and shall coordinate the process from creation through circulation. Assistants may be utilized, as needed, including an editor and production support staff.

Space and emphasis shall be allocated according to the following priorities:

- Information about Sunday services
- Communications from the minister
- Information about religious education programs and classes
- Information about all-congregation functions, business, and meetings
- Communications from the Board, the staff, and church committees
- News of church members/friends; brief announcements of members' special needs
- District and denominational news
- As space permits, community news
- As space permits, a small section of classified

The following are considered inappropriate for publication:

- Advertisements for businesses or professional services
- Articles of position for or against governmental political issues or candidates
- Announcements of activities of outside organizations, unless of particular interest to the church or its members
- Material with content that detracts from or opposes the Newsletter or church missions or is divisive to congregational goals

Unless changed and with prior notice, all newsletter items shall be placed in the Soundings Box in the library, or received by email, regular mail, or fax to the church or editor by 10:00 a.m. on the 20<sup>th</sup> day of the preceding month. Production target is to mail Newsletters at least 3 working days prior to beginning of month.

Every newsletter item shall include the name of the person submitting the article as a prerequisite for publication.

## Shoreline Unitarian Universalist Church

The editor, administrator and minister shall be granted the right to preview all materials to be included in the newsletter, to edit material that is too long or that contains grammatical or spelling errors, and to refuse material that is not appropriate; however, every effort shall be made to be inclusive.

Questions or problems concerning the newsletter should be addressed to the editor or administrator.

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Revision: Enacted Aug. 12, 1998. Revised Nov. 8, 2000 to reduce the newsletter (Soundings) price reduced from \$18.00 to \$12.00.

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## Office Guidelines for Committees

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These guidelines are intended to assist Committee Chairs in accomplishing the work of their committees, and to promote understanding of the services the church office can provide.

### Copying

- A. The church's copier is available for you or your committee members to do your church copying. For large projects, please call ahead so we don't have any conflicts. If you have never used our copier, arrange for and allow time to have a mini-lesson with the Administrator.
- B. The office staff can complete some copy projects when given sufficient notice, please allow one week's notice for completion.
- D. When in doubt, please discuss your needs with the church Administrator.

### Typing and Mailing

- A. Please try to handle all of your own typing and mailing. The church office can provide (with adequate notice): postage stamps, letterhead paper and plain paper, envelopes and address labels, copier
- B. Your committee might be expensed, depending on quantity.
- C. The church's computer is not available for committee use.

### Scheduling Meetings and Events, and Church Calendar

When you want to plan an event at church, please contact the church Administrator as soon as possible (before you commit to it in the Order of Worship and Soundings). The Administrator will put the event on the church calendar if the time and date are available; it can be found on the church website at [www.shorelineuu.org](http://www.shorelineuu.org). A "point person" is needed for every event scheduled. This person is responsible for overseeing set up, clean up, and lock up after every event, whether it is the auction, youth sleepover, or a committee meeting. Weekly updates of the calendar are also posted next to the door of the Conference Room and on the bulletin board.

- A. Events are placed on the church calendar on a first come first served basis. When there are conflicts we try to be as accommodating as possible. However, the church Administrator will not schedule conflicting events even if they are not in the same place in the building without the consent of the groups involved.
- B. All events (including meetings, youth overnights, rehearsal times, etc.) should be cleared with the church Administrator. It is not wise to assume that the building or room will be available.
- C. Heat: Do not touch heat settings in Chrysalis, the Sanctuary or the Conference Room. It is pre-programmed when you get your meeting/event on the church calendar. The temperatures in the portables must be set by you.
- D. Ideally the Administrator is in charge of posting materials on all of the bulletin boards. Put flyers and publicity in the Bulletin Board mail slot in the Conference Room.

### Order of Service and eBulletin

- A. Announcements must be given to the church Administrator no later than 9 a.m. on Thursday.

## Shoreline Unitarian Universalist Church

- B. Space in the order of service is very limited so brevity is important. Your announcement may be edited for clarity and space. You can write more for the eBulletin.

### **Soundings Newsletter**

- A. The *Soundings* deadline for articles and announcements is the 20<sup>th</sup> for the following month (with a few exceptions, such as in December). *Soundings* is published monthly. Articles are cheerfully accepted prior to the deadline!
- B. Please, no articles by phone. Send articles to the office by email: [office@shorelineuu.org](mailto:office@shorelineuu.org)
- C. The Administrator and proofreader need to look over your material for *Soundings* checking for grammar or spelling errors, and excessive length, editing if necessary.
- D. Personal classifieds are not published. All items in the newsletter pertain to SUUC or the larger organizations, the PNWD or the UUA. Classifieds can be posted on the bathroom bulletin boards.

### **Mailboxes**

Mailboxes are provided for committee chairs. Please check your mailbox regularly. Messages and other important information are frequently left in the mailboxes by staff members and members of the congregation.

### **Keys**

Please check with the Administrator well in advance of your event to obtain a key or keybox code, if necessary. Please return church keys promptly. All users of the building are asked to secure the building and turn off the lights (and heat if appropriate, and close windows) after use. If you need a key on a regular basis, committee chairs may check one out in the office.

### **Money**

- A. If your committee holds an event which takes in money, you will need to report that by counting, filling out the "Cash Received" form (which is in the office), and putting the cash and form in an envelope and then in the safe.
- B. "Request for Payment" forms for reimbursement of expenses are located in the office next to the door of the Administrator's office. Be sure to sign (chairperson) the request for payment, and be sure the budget line item to be charged is stated. Turn in your completed check requests to the Treasurer's or Administrator's mailbox. The Treasurer prepares the checks when available to do so – usually once each week. Allow approximately one to two weeks for checks to be written and signed.
- C. Each committee is in charge of their line item and budget. Please keep track. You will receive a statement periodically or on request of what you have spent, and your remaining balance. Remember, if you didn't ask for any money during the previous year for this year, you might not have any money to spend. Decide where the funds are coming from before you spend them.

### **Office Materials**

There are many resource materials available to you in the church office. Please call the office if you would like to borrow something. Please do not remove materials (or staplers or hole punches, etc.) from the church office without prior permission. Some of the resources we can provide are:

## Shoreline Unitarian Universalist Church

Policy and Procedures Manual, extra church directories, database lists, envelopes, letterhead, back issues of the *Soundings* and the weekly Order of Worship, Pacific Northwest District information, UUA directory, newsletters from other UU churches, masters for regularly used forms, Congregation and Board Meeting minutes.

### Annual Reports

Please turn in your committee's Annual Report of activity from June through May of the current year so that it can be included in the Annual Congregational Report. Turn in this report to the Administrator no later than May 1. Every committee needs to turn in a written report. Ask for last year's copy for reference.

### Communication

Finally, and perhaps most important, is communication. It is very helpful to the church staff if you communicate what your committee is doing. Take minutes of your meetings and please make sure the office gets a copy promptly. A folder of such minutes is maintained in the office for each committee.

Office: 206-363-7994 x 2

Fax: 206-363-0933

Email: [office@shorelineuu.org](mailto:office@shorelineuu.org)

Website: [www.shorelineuu.org](http://www.shorelineuu.org)

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Revision: Approved by Board of Trustees October 11, 2000. Revised 4/16/03. Revised 6/21/04. Revised 9/19/06. Revised 9/17/12.

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## Personnel Policies

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### PERSONNEL COMMITTEE

#### Description

The Personnel Committee is a standing committee charged by the Board of Trustees to perform various tasks as the “Human Resources” arm of SUUC. Members include volunteers from the SUUC community and a Board liaison. The committee also maintains close contact with the SUUC bookkeeper and administrator. The Committee maintains a yearly digital calendar, digital (and paper as needed) records of meeting notes, performance reviews, and a personnel handbook (using the UUA template) In all cases, the personnel committee ensures that employee privacy is maintained.

#### Budgeting Considerations

The Personnel Committee has the responsibility for submitting staff compensation budget requests for all paid staff, including any ministers. Therefore, staff supervisors and committee chairs should report any requests for changes to current budget salary levels to the Personnel Committee. The Personnel Committee will review each request, discuss with the requesting party, perform any necessary research to evaluate the request, and make a final recommendation to the Finance committee and the Board of Trustees.

*Employees should not submit salary requests directly to the Finance Committee.*

#### Duties and Responsibilities

##### **The Personnel Committee shall, for all permanent non-ministerial staff:**

1. Ensure that employment agreements/ or contracts are current and that they conform to applicable local law and SUUC policy.
2. Make recommendations to the Minister, the Finance Committee, and the Board regarding staff compensation and benefits.
3. Ensure that employee hiring and termination processes conform to applicable law and SUUC policy.
4. Create, review, and update written job descriptions, as needed, ensuring that definitions of duties are current and appropriate. Job descriptions are for Minister and Board approval.
5. Consult with a supervisor in cases where the supervisor is dissatisfied with an employee’s work and/or conduct, if the supervisor so requests.
6. Consult with an employee in cases where his or her supervisor has informed the employee that there is a problem with their work or conduct, if the employee so requests.
7. Consult with an employee in cases where there is a problem with a supervisor’s work or conduct if the employee so requests.
8. Establish procedures and recommend responsibilities for annual performance and compensation evaluations to be done by the end of May. Ensure that these annual performance and compensation evaluations are conducted, archived and followed up on as appropriate. These annual evaluations will be conducted by the employee’s supervisor.
9. When mediation of a personnel issue is needed, the Personnel Committee may provide a mediator or work with the UUA or other agencies to provide appropriate mediation.

## Shoreline Unitarian Universalist Church

10. When staff positions become open, work with the Board and Minister to form a search committee, train that committee, and assist that committee (especially with respect to applicable laws and SUUC policies) in advertising the position and in recruiting, interviewing, and recommending candidates. The committee may recruit and recommend to the Minister and the Board the candidates for hire for advertised positions.

### For Ministers \*

1. Ensure that employment agreements/ or contracts are current and that they conform to applicable local law and SUUC policy.
2. Make recommendations to the Minister, the Finance Committee, and the Board regarding compensation and benefits.
3. Assist the board to ensure that Ministerial hiring and termination processes conform to applicable law and policy.
4. Work with the board and the Committee on Ministry to establish procedures and recommend responsibilities for annual performance and compensation evaluations.
5. Ensure that these annual performance and compensation evaluations are conducted, archived, and followed up on as appropriate. These evaluations will be conducted annually by May 15 by the Board of Trustees. The Minister and the Board will decide what information will be held in confidence and what information will be shared with the congregation.

\*While the Personnel Committee does not participate in minister hiring or evaluation, the committee does review salary and benefits and, therefore, makes pertinent recommendations.

*Revision: Enacted November 11, 1998. Revision: Enacted May 7, 2019. Revised Duties and Responsibilities. Revised November 8, 2000 changed words “including the minister” to “excluding any ministers” to reflect the wording of the church bylaws.*

*Revision: Enacted June 10, 2021 to include the Minister as appropriate.*

### Affirmative Action

Shoreline Unitarian Universalist Church holds an equal opportunity position in its personnel practices. We consider applicants without discrimination in regard to race, color, ethnic or national origin, gender, sexual orientation, age, physical mental or sensory impairment (if job requirements allow), economic status, political affiliation or creed and religion. This is based upon the principles of affirmative action and Equal Employment Opportunity.

All personnel practices and procedures, i.e. recruiting, hiring, upgrading, training and promoting follow the foregoing position with the intent to further the SUUC commitment to these goals.

### Equal Employment Opportunity

Shoreline Unitarian Universalist Church believes that every employee has the right to work in surroundings which are free from all forms of arbitrary discrimination. It is the policy of the Church that employees be treated fairly at all times, without regard to race, creed, color, gender, age, religion, national origin, sexual orientation or marital status; and that they not be discriminated against because of political ideology, physical, mental or sensory impairment or veteran status.

Work assignments, rates of pay and promotions will be determined on a nondiscriminatory basis considering the skills, ability, length of service and quality of work of each individual.

# Shoreline Unitarian Universalist Church

## Sexual Harassment

### General

Shoreline Unitarian Universalist Church, as a liberal religious community, will be free of sexual harassment and all forms of sexual intimidation and exploitation. All staff, members, friends and guests should be aware that this community is committed to maintaining an environment free of unwanted sexual behavior and that any allegation of misconduct will receive a prompt and effective response.

### Definitions

Sexual harassment is a form of gender discrimination and violates Title VII of the Civil Rights Act as well as State discrimination laws. The Equal Employment Opportunity Commission (EEOC) is the federal agency that enforces the federal law.

The EEOC's guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made an implicit or explicit condition of employment.
- Submission to or rejection of such conduct affects employment opportunities.
- The conduct unreasonably interferes with an individual's performance or creates an intimidating, hostile or offensive environment. (See **Appendices A & B.**)

### Reporting

Any individual who believes that she/he has been harassed by a Shoreline UUC staff person, member, friend, guest or vendor and/or any SUUC staff or member who becomes aware of any instance of sexual harassment should promptly report the incident(s) to one of the following persons:

Minister

President of the Board of Trustees

Vice President of the Board of Trustees

Board of Trustees Member

Personnel Committee Member

**NOTE:** Any instance of abuse or neglect of a child (under age 18) or of a developmentally disabled person must be considered very urgent and potentially subject to the reporting requirements under Washington States Laws (RCW 26.44) See **Appendix C**

### Procedure

1. The complainant will be provided a written copy of the Church policy on sexual harassment and a verbal explanation of the procedures. She/he will be asked to make a detailed and specific written statement describing the incident(s) and provide the name(s) of any witnesses. She/he will be interviewed in order to clarify or amplify information about the events. The written statement shall be signed, dated and affirmed to be a complete and accurate account of events. The person receiving the complaint will determine which of the following steps should be taken:

- a. Determine whether the accused person has been told about the unwanted behavior.
- If the accused person has not been told about the unwanted behavior, the person receiving the complaint will advise/assist/support the complainant to confront the accused person about the unwanted behavior.

## Shoreline Unitarian Universalist Church

- If the complainant is unwilling to confront the accused, the person receiving the complaint will facilitate the accused receiving the information. The accused is approached from the standpoint that she/he is not aware that her/his behavior is causing discomfort. She/he is asked to stop the behavior and is given a copy of the Sexual Harassment Policy.
  - b. If the accused person has been told about the unwanted behavior and the behavior has persisted, the person receiving the complaint will convene a Review Committee to begin a formal investigation.
  - c. Convene a Review Committee to determine what steps should be taken.
- 2. Complaints will be held in confidence. No action against the person accused will be taken on behalf of the complainant unless the complainant consents to be identified to the one accused in connection with the investigation. However a thorough investigation must be conducted when a credible complaint is brought forward, with or without the ongoing assistance of the complainant.
- 3. The investigator will assemble a Review Committee of 3 to 4 persons drawn from the “Reporting” list above. Whenever possible the Minister and President of the Board of Trustees will be included. Every effort will be made to ensure that the Committee is impartial. In no case will any individual named in the complaint or with any conflict of interest remain on a Review Committee. The purpose of the Committee will be:
  - a. to determine whether the reported event should be immediately referred to law enforcement or other governmental agencies (e.g. CPS) or may be handled by internal investigation.
  - b. To review the information provided by the complainant and agree on an investigation plan to include a timeline and tentative listing of date to be collected or witnesses to be interviewed.
- 4. The accused person is contacted and informed of the complaint. She/he will be interviewed about the specific allegation(s) and asked to prepare a written response signed, dated and affirmed to be a complete and accurate account of events.
- 5. If necessary, additional witnesses will be interviewed and asked to prepare signed statements. All reasonable attempts will be made to resolve significant disagreements about the facts of the complaint.
- 6. If the investigation reveals that misconduct occurred, appropriate action will be taken. Among possible actions are: verbal or written warnings, written behavior contracts or work expectations, termination of employment or limitation of membership or participation in the events and activities of the fellowship as provided by the SUUC By-Laws. The Board of Trustees will be informed of the outcome of any Review Committee investigation in a confidential Board session.
- 7. Accurate records will be maintained regarding all complaints and resulting action. Access will be on a strict need-to-know basis determined by the Minister and Board President and, if necessary, with legal advice.

### Prevention

The best tool for the elimination of sexual harassment is prevention; therefore SUUC will provide education designed to eliminate and prevent sexual harassment in our church community.

1. From time to time, the members and guests of SUUC shall be informed that it is the policy of this church to not tolerate any form of sexual misconduct and that any allegation will be taken seriously and fully investigated.
2. All employees of the church shall receive copies of the SUUC Sexual Harassment Policy and copies of **Appendices A, B and C**

# Shoreline Unitarian Universalist Church

See also Adult, Child and Youth Protection Policy and Guidelines, Focus: Sexual, Physical and Emotional Abuse, approved by the Board of Trustees on July 9, 2007.

## Hiring

Authority (applicable section underlined): SUUC By-laws, ARTICLE XI Section 5. Para e Section 1)

The Personnel Committee works with the Minister to develop job descriptions, recruit, and recommend candidates for hire to the Board.

## Policy

1. Hiring of staff at Shoreline Unitarian Universalist Church is based solely on merit. Our primary goal is to hire qualified people, with equal consideration given to member and non-member candidates.
2. During the hiring process the Personnel Committee and the Board must be cognizant of potential conflicts of interest. This includes, but is not limited to, Board members, other church employees, and members of the Personnel Committee applying for employment. The needs of the congregation must be given highest priority. It is considered inappropriate for a Board member or a member of the Personnel Committee to apply for a position because of the integral involvement these two entities serve in the employment process (hiring, salary, firing, etc.). If a current employee applies for an additional position, the Personnel Committee and the Board must determine, on an individual basis, if there is a conflict of interest or duties.
3. Financing of non-budgeted positions must have prior approval of the Board.

## Procedure

1. The Board of Trustees, a committee or staff member (the Requestor) identifies a possible need for a new or vacated staff position or increased hours for a current position. The Board advises the Personnel Committee and Treasurer which budget will support the position/additional hours.
2. The Requestor will review the job description and make recommendations for changes, if any. The Requestor should indicate why these duties cannot be handled on a volunteer basis.
3. The Personnel Committee works with the Requestor to finalize the job description, start date, number of paid hours and work schedule.
4. The Personnel Committee researches compensation levels and determines a salary range to recommend to the Board. The specific salary and rate shall be determined jointly by the Personnel Committee and the Supervisor.
5. The Personnel Committee determines the method of recruitment appropriate to the specific position. All positions will be advertised. It is recognized that some position would be better served by recruiting solely from SUUC membership, some served by recruiting solely externally and some from a joint recruitment. The determination of recruitment strategy for each position will lie with the Personnel Committee and will be based on the requirements of the position and needs of the church as a whole.
6. Application forms, available from the church Administrator, must be completed by each applicant and returned to the chair of the Personnel Committee.
7. The Personnel Committee in conjunction with the Requestor will review the applicants and determine a "short list" of candidates to interview. Evaluation will be based on qualifications, aptitude, experience and references.

## Shoreline Unitarian Universalist Church

8. The three-person panel shall report back to (the full Personnel Committee –cut) the Supervisor who will decide whom to recommend to the Board. The Personnel Committee shall initiate the Law Enforcement background check of the new employee when indicated. Upon the Board's approval, the Chair of the Personnel Committee will make the offer to the candidate, explain the terms and obtain the signature on the contract forms. Should the primary candidate decline the offer of employment, the three-person panel will make a further recommendation to the Supervisor and/or the full Personnel Committee, who will repeat the recommendation and offer process. It may be necessary to return to the recruitment stage and re-solicit for candidates.

9. The Personnel Committee and/or their designee shall check all the references of the short list candidates.

10. The three-person panel shall report back to the full Personnel Committee who will decide whom to recommend to the Board. The Personnel Committee shall initiate the Law Enforcement background check of the new employee when indicated. Upon the Board's approval, the Chair of the Personnel Committee will make the offer to the candidate, explain the terms and obtain a signature on the contract forms. Should the primary candidate decline the offer of employment, the three-person panel will make a further recommendation to the full Personnel Committee who will repeat the recommendation and offer process. It may be necessary to return to the recruitment stage and re-solicit for candidates.

11. When the candidate accepts the offer, the supervisor and the Board will be notified and a welcome packet of information for new employees will be given to the employee by their new supervisor.

12. After the completion of Step 10, the Personnel Committee will advise the candidates not selected of the outcome of the hiring process.

13. The Administrator will send a W-2 form to the new employee who must complete it and deliver it to the Administrator or his/her supervisor. The Treasurer must be notified of the new employee's full name, address, social security number and instructions regarding appropriate withholding.

14. The congregation is notified of the acceptance by the candidate by means of announcements, order of service and newsletter.

15. All employees of the church shall receive copies of the policy on Sexual Harassment and Appendices A, B and C.

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Revision: Enacted June, 2003; Revision enacted May 7, 2019 – introductory description and procedure #8

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### Staff Supervision

Specific Staff Supervision is handled by the following positions:

The Minister will supervise:

- The Church Administrator
- The Director of Religious Education
- The Member Activities Coordinator
- The Music Director

The Administrator will supervise:

- Janitorial staff
- Secretarial staff

The Director of Religious Education will supervise:

# Shoreline Unitarian Universalist Church

- All non-ministerial staff with responsibilities in the RE program.

The Music Director will supervise:

- All staff with responsibilities in the Music Program.

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Revision: Revised July 21, 2010

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## Performance Evaluations

SUUC seeks to provide its employees with a supportive and helpful work environment, accomplished in part by providing clear direction of job responsibilities and regular feedback about performance. In return, SUUC expects consistent effort and dedication from employees in completing their assigned work as well as communication from them about any work conditions that hinder their best performance.

To help achieve these goals, every employee shall receive regular performance evaluations that will also include: **a.** goal-setting for employee growth during the next performance period and, **b.** updating of responsibilities if indicated. This approach is intended to help the employee to grow in the job, to increase productivity and to improve the employee's working relationship with staff and other SUUC members.

## Policies

1. Every employee shall receive a written performance evaluation presented in a one-to-one session by the employee's supervisor or designee at least once a year or more frequently as needed.
2. Current year evaluations are to be completed and submitted to the Personnel Committee by May 1 each year.
3. Evaluations shall be prepared using the form appropriate to the staff position:

Annual Staff Planning Form (Appendix E) and Annual Staff Performance Review Form (Appendix F) for staff supervised by the Minister: Church Administrator, Director of Religious Education, Member Activities Coordinator, and Music Director.

Performance Evaluation Form (Appendix G) for other staff members.

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Revision: Effective December 5, 2002. Revised July 21, 2010

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## Hourly Employees

The State of Washington Department of Labor and Industries requires every employer to maintain Time Records that will allow the Department to compute Workman's Compensation premiums. These records must be open for examination by the Department. These records must be maintained for three full calendar years following the year in which employment occurred.

## Policy

All hourly employees shall prepare a monthly record of hours worked using the *Staff Time Record Form*. The Staff Time Record shall be submitted to the supervisor for approval and signature and shall then be presented to the Treasurer or designee for check preparation.

## Procedure:

1. The employee completes the time sheet. Hours worked for which payment will be made from a non-standard budget must be separated from "normal" hours.
2. The supervisor reviews and signs the timesheet.

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3. The Supervisor submits the completed timesheet to the Treasurer or designee by noon on the last day of each month.
4. The Treasurer or designee prepares the payroll check.
5. The Treasurer or designee signs the check
6. The Treasurer or designee mails the check to the employee by the 7<sup>th</sup> day of the current month.

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Revision: Effective June, 2003

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### Holidays

**Employee Eligibility:** All employees working 20 or more hours per week are eligible for paid holidays.

The holiday does not need to fall on a regularly-scheduled workday for the employee to be compensated. Holidays should be taken within the month, whenever possible.

Paid Holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day

Other federally recognized holidays may be observed but will not be paid.

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Revision: Revised 1/11/2005. Revised 8/2010.

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### Sick Leave

The Church recognizes the necessity of providing time off with pay for employees who must be absent from work due to personal or family illness.

#### Employee Eligibility

All regular employees working 20 or more hours per week are eligible for sick leave.

At the discretion of the employee's supervisor, the employee may be required to provide verification of illness from his or her medical provider.

#### Earn Rate

Regular, full-time employees scheduled to work 40 hours per week earn 5 days paid sick leave per year. Regular employees working 20-39 hours per week will earn paid sick leave on a pro-rated basis. The amount of time earned is based on the number of hours in the scheduled work week.

#### Accrual

Sick leave begins to accrue on the first day of employment. Employees may begin using accrued sick leave after the probationary period has been met.

Unused sick leave can be carried forward. If employment is terminated, unused accrued sick leave **will not** be paid.

## Tracking

The Church Administrator is responsible for tracking sick leave accrual. The employee is responsible for reporting sick leave hours used. The employee's supervisor is responsible for authorizing sick leave as reported by the employee.

The employee should contact the supervisor in advance if possible when using sick leave.

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## Vacation

### Eligibility

Employees who work at least one-quarter time (40 hours per month) are eligible for vacation time. Accrued vacation time may be taken after six months of employment.

### Vacation Accrual

Vacation for full-time employees is accrued at the rate of 6.67 hours per month (10 work days per year). Part-time employees accrue vacation pro-rated on the number of hours worked. For example, a half-time employee (20 hours per week) would accrue vacation time at the rate of 3.34 hours per month (5 days per year). Vacation is not accrued for over-time hours.

Vacation begins to accrue on the first day of employment.

Unused vacation days earned can be carried forward to a maximum of 4 weeks (pro-rated in the case of employees scheduled to work less than 40 hours per week). If employment is terminated, unused accrued vacation days will be paid to the employee.

### Using Vacation

Vacation time must be earned prior to use. Employees will be eligible to begin using vacation time after the first six months of employment. Vacation and coverage for the employee's duties during the period of requested vacation must be approved in advance by the employee's supervisor.

## Tracking

Each employee is responsible for reporting vacation hours used.

### Vacation Coverage for the Church Administrator and DRE

Replacement coverage for the Administrator and DRE positions is allowed to the extent that funds have been budgeted for such coverage.

The specific number of replacement hours and schedule shall be worked out between staff and supervisor and shall be based upon church needs during the time of vacation.

Given the nature of the positions, replacements shall be recruited from the congregation and shall be arranged directly by the staff and/or supervisor.

The coverage plan shall be communicated in advance to the Supervisor to ensure that appropriate payment occurs

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Revision: Effective May 13, 2002. Revised July 2010

## Retirement

The church shall provide retirement pay for all employees employed for 20 hours a week or more in the amount of 10% of salary after one year of employment.

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Revision: September 2009

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## Health Insurance

The church shall provide health insurance for all employees employed for 20 hours a week or more per Health Insurance Resolution, Appendix D.

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Revision: March 2010

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## Unpaid Time Off

This policy clarified the process when requesting unpaid time off.

### Policy

Employees may request unpaid time off from work on infrequent occasions. Permission will be granted by the supervisor, subject to the needs of the church.

### Procedure

1. The employee should direct requests for unpaid time off to the supervisor for approval.
2. The requests for unpaid time off should be made as far in advance as possible.
3. The requesting employee shall work with supervisor to arrange work coverage during the absence period.

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Revisions Effective October 2005.

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## Employee Termination

It is the goal of the church to provide a positive, supportive work environment. The church is always interested in obtaining suggestions for improvement to ensure better working conditions. To that end, when an employee terminates, this procedure will be followed.

### Procedure

1. The employee submits a written letter of resignation to the Board of Trustees with a copy to the supervisor (for voluntary termination). In order for an employee to be involuntarily terminated, the following steps will be taken:
  - a. Documentation of the concern by the supervisor must have been made over a period of at least one to three months (depending on the severity of the problems). In addition, the supervisor should have consulted with the Personnel Committee and the Board of Trustees, and offered the employee the same consultation opportunity with the Personnel Committee.
  - b. The employee shall be given by the supervisor formal written notice of the need to improve, including specifics about the areas for needed improvement and a timeframe for expected improvement. The employee will be informed that failure to improve will lead to further disciplinary action up to and including termination. This notice will be shared with the Personnel Committee and the Board.
  - c. If, after the given time specified in b. (above) has elapsed without satisfactory improvement, the supervisor, in consultation with the Board, may terminate the employee. The Board's role is to make sure the process outlined in these policies has been followed.

## Shoreline Unitarian Universalist Church

- d. In cases of gross negligence or unlawful or unethical conduct, the employee could be terminated immediately with the agreement of the Board. The accused employee may be put on paid or unpaid leave at the Board's discretion while there is an investigation by the Personnel Committee of the conduct. Once the Personnel Committee has finished its investigation, its conclusions will be shared with the supervisor and the Board.
2. The Personnel Committee is notified of the termination. A committee member will schedule an exit interview with the employee to help identify any areas of employee dissatisfaction or suggestions. The purpose of the exit interview is to learn the employee's reason for leaving (voluntary) and to clarify financial information such as final pay, proper address for tax purposes, return of Church property, etc.
  3. The employee submits a final record of hours worked to the supervisor for approval. The supervisor forwards it to the treasurer immediately. For voluntary termination, pay is due the last day worked. For involuntary termination, pay is due at the time of termination.
  4. Pertinent portions of the exit interview will be reported to appropriate committees or individuals.
  5. Documents relating to the employee termination will be maintained in the employee's file.
  6. The employee will turn in keys and any Church property to the supervisor or the Church Administrator by the last day worked.

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Revision: June 2003; Revision May 7, 2019 – Added involuntary termination section

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## Appendix A: EEOC Guidelines on Discrimination Because of Sex

The Equal Employment Opportunity Commission's *Guidelines on Discrimination Because of Sex* contain guidelines that deal specifically with sexual harassment. The Guidelines read as follows:

- a) Harassment on the basis of sex is a violation of § 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- b) In determining whether alleged conduct constitutes sexual harassment, the Commission will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incident has occurred. The determination of the legality of a particular action will be made from the facts, on a case-by-case basis.
- c) Applying general Title VII principles, an employer, employment agency, joint apprenticeship, committee or labor organization (hereinafter collectively referred to as "employer") is responsible for its acts and those of its agents and supervisory employees with respect to sexual harassment regardless of whether the specific acts complained of were authorized or even forbidden by the employer and regardless of whether the employer knew or should have known of their occurrence. The Commission will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether an individual acts in either a supervisor or agency capacity.
- d) With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer, its agents or supervisory employees, knows or should have known of the conduct, unless it can be shown that it took immediate and appropriate corrective actions.

See also the separate document Adult, Child and Youth Protection Policy and Guidelines, Focus: Sexual, Physical and Emotional Abuse, approved by the Board of Trustees on July 9, 2007.

Shoreline Unitarian Universalist Church

Personnel Policies:

Sexual Harassment Policy

Appendix B

page 3

## Appendix B: The Practical Definition of Sexual Harassment

In practical terms, there are two kinds of sexual harassment:

- 1) **Quid Pro Quo:** Where employment decisions or expectations (e.g., hiring decisions, promotions, salary increases, shift or work assignments, performance expectations) are based on an employee's willingness to grant or deny sexual favors.

Examples of quid pro quo harassment include but are not limited to:

- Demanding sexual favors in exchange for a promotion or a raise.
- Disciplining or firing a subordinate who ends a romantic relationship.
- Changing performance expectations after a subordinate refuses repeated requests for a date.

- 2) **Hostile Environment:** Where verbal or non-verbal behavior in the workplace: (1) focuses on the sexuality of another person or occurs because of the person's gender, (2) is unwanted or unwelcome and (3) is severe or pervasive enough to affect the person's work environment.

Examples of behaviors that can create a hostile environment if they are unwanted and uninvited include but are not limited to:

- Off-color jokes or teasing
- Comments about body parts or sex life
- Suggestive pictures, posters, calendars or cartoons
- Leering, stares or gestures
- Repeated requests for dates
- Excessive attention in the form of love letters, telephone calls or gifts
- Touching -- brushes, pats, hugs, shoulder rubs or pinches
- Assault/rape



## Appendix C: Reporting of Abuse of Children or Disabled Persons

Washington State law requires the reporting to proper law enforcement agency or to the Department of Social and Health Services (DSHS) when there is cause to believe that a child or developmentally disabled person has suffered abuse or neglect.

This reporting requirement extends to clergy, defined as any regularly licensed or ordained minister and, quite likely, includes all teachers and child care providers employed by the church.

The full text of the law is contained in RCW 26.44. The following guidelines cannot substitute for the full text of the law or for professional legal advice.

In general:

- 1) If a person has reasonable cause to believe that abuse has occurred, there is an obligation to report to the police department, the prosecuting attorney, the state patrol, the director of public safety, or the office of the sheriff or the Child Protective Services Division within DSHS.
- 2) The report shall be at first opportunity, but no case longer than 48 hours after there is reasonable cause.
- 3) The person reporting should also contact any of those listed in the "Reporting" section of the policy to make church leadership aware of the problem.

## Shoreline Unitarian Universalist Church

### **Appendix D Health Insurance Resolution – Updated: January 12, 2022 (changed to update and bring up to current practices since the passage of the Affordable Care Act.)**

The Board of Trustees of Shoreline Unitarian Universalist Church (the church) hereby resolves to provide a medical insurance benefit to all employees working 20 or more hours per week. Such employees are considered “eligible employees.” The church does not offer dental insurance, but eligible employees may enroll in the UUA dental plan and self-pay.

The church will insure its eligible employees through the Unitarian Universalist Association’s (UUA) High Deductible Preferred Provider plan (using ACA terminology, the Silver Plan).

The church will contribute up to a maximum of 80% of the cost of the UUA High-Deductible Preferred Provider plan for each eligible employee. The church reserves the right to adjust this percentage if the premiums increase.

#### **Exceptions:**

(1) If an eligible employee does not choose coverage through the UUA’s High-Deductible Preferred Provider plan, they may choose the UUA’s Standard Preferred Provider option (using ACA terminology, the Gold Plan). In that case, the church will pay the same amount as it would pay for the UUA’s High Deductible Preferred Provider insurance.

(2) An eligible employee may choose coverage in a UUA health insurance plan that is less expensive than the UUA’s High-Deductible Preferred Provider Plan, such as the “Bronze Plan.” In this case, the church will pay the premium, up to the amount it would have paid for the High Deductible Preferred Provider Plan. In no case will the church pay more than 100% of a premium.

(3) If a covered employee has health insurance through a spouse’s or partner’s policy, the church will pay the amount the employee contributes to said spouse’s/partner’s plan (if any), up to a maximum of the same amount as it would pay for the UUA’s High Deductible Preferred Provider insurance.

A covered employee may choose to waive their right to health insurance coverage by the church because they are covered under a spouse’s/partner’s plan. Such an employee will so indicate by signing a written waiver of health insurance by the church. In this case, the funds allocated for health insurance by the church are not available in any other form of compensation to the employee.

## Publicity Expense

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1. If an event is being put on by a church committee that expects to make money from it, publicity expenses will be charged to that committee (rummage sale, auction, concerts, etc.)
2. If the event is to support the operating fund or the committee sponsoring it does not expect to make money from it, any publicity expenses will be charged to the Publicity Committee (Christmas and Easter services, building dedication, free community forums, etc.)
3. Most publicity does not cost anything. Email and the church copier are used whenever feasible. Paid ads, mailing, invitations or flyers using special paper or such are legitimate publicity expenses.

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Revision: Enacted June 9, 2004

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## Rental Policies

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### Rental use by Members

Church members of at least one year good standing (pledge payment up to date) shall be exempt from room or building rental fees for weddings and memorials. These member benefits extend to include spouses/partners and children under 18. Extended family members will pay regular fees. Members celebrating anniversaries, birthdays, or graduations will be charged half the standard space rental rate.

When arranging for use of church facilities and filling out the room rental agreement, members will be notified that there is a charge for all of the following: custodial assistance, sound techs, musicians, or rental hosts.

All rental agreements are negotiated by the administrator, the Rental Committee, the Board, or the Minister. Any of the above rules can be waived or adjusted by request of the church Board or leadership.

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Revision: Effective Jun 10, 2009

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### Space Use Policy

All rental agreements are negotiated by the administrator, the Rental Committee, the Board, or the Minister.

This church seeks to make our facilities available to the people of the community as a place where they may satisfy their needs for devotion, work, study, discussions, concerns for public issues, or for recreation. We do not assume responsibility for the opinions or activities of any organization/individual that is not officially connected with this church.

1. Church tax-exempt status requires that the facilities shall not be rented to groups or organizations which do not qualify under state and/or federal statutes as non-profit organizations, or to individuals on behalf of such groups, with limited exceptions as defined by the WA State Department of Revenue.
2. Church sponsored events shall have priority over requests for building use from individual members, followed by individual members, affiliate groups and then non-church groups and individuals, and church staff, in that order.
3. The rental fee schedule applies to all non-member uses, including meetings, weddings, memorials and other life celebration events.
4. For memorials, church members of at least one year good standing (pledge payments up to date) shall be exempt from ALL fees, including the minister, pianist, refundable damage deposit, room usage, sound, custodial, and rental host. "Members" include spouses and children up to 18. All other family relatives will pay regular fees.
5. For weddings, church members of at least one year good standing (pledge payments up to date) shall be exempt from room rental or minister's officiating fees. They WILL be responsible for the refundable damage deposit and use of any auxiliary services such as pianist, sound, custodial and rental host.<sup>6</sup> Church members, when renting for other important events such as birthdays or anniversaries, pay 50% of the room rate. They are responsible for paying the full rate for the refundable deposit, and for the use of any auxiliary services such as pianist, custodial, sound, and rental host.
7. A non-profit group may be eligible for a 50% reduced room rental rate if a member of that group is also a church member. However, if the group is charging an attendance fee or holding a fundraiser, the reduction will not apply. Also, the non-profit group must have already received approval as being an appropriate non-

## Shoreline Unitarian Universalist Church

profit group from the relevant church committee as reflected in the committee's minutes or by written approval by the Minister. Other rental support fees, such as custodial, sound and rental host, will still apply.

8. A non-profit group or person may be eligible for a reduced room rental rate if the group or person is offering what is deemed to be an adult or child exploration class and is sponsored by a church member. Whether what is being offered is eligible for any reduction will be determined by the Minister, the Director of Religious Exploration, and/or by an appropriate church committee. The amount of any reduced rate will be determined by the Administrator and the Rental Committee. Other rental support fees, such as sound, custodial or rental host, may still apply.
9. Other individuals or groups may be eligible for a reduced room rental rate based on a written request from the Minister or the Director of Religious Education which explains the rationale for the request. Other room rental support fees, such as custodial, may still apply. Whether the class is open to the wider community or only to church members/visitors can be a determining factor in a possible rental reduction.
10. Church staff members may be eligible for a reduced room rental rate, provided that the staff member submits a written request to the Administrator or Rental Committee no earlier than seven (7) days prior to the event and receives written approval from the Administrator or Rental Committee. Staff members will be responsible for paying a \$50 support fee to offset wear-and-tear.
11. A 20% discount is available to regular renters, who sign an agreement and are here once each month or more frequently throughout the year.

Any of the above rules can be waived or adjusted by written request of the church Board or Minister. For all room rentals — reduced or otherwise — fees must be paid, and a written contract must be signed by the person representing the individual or group, the Church Administrator, and a representative of the Rental Committee prior to the group or individual being given access to the room. Informal (non-contractual) use of church facilities by an affiliate or non-church group may be arranged at the request of the Minister or Director of Religious Exploration; however, in such cases the Minister or Director of Religious Exploration should still provide a written request detailing the circumstances and rationale for the arrangement and providing contact information for the group or individual. A copy of this request must be made available to the Administrator and Rental Committee, and may also be provided to the affiliate or non-profit group for their records

Revision: Effective May 12, 2004; Revision: Effective April 8, 2014; Revision: Effective October, 2016; Revision: Effective April, 2017; Revision Effective August, 2018

## Rental Committee

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1. The Rental Committee will:
  - a. Recommend policies to the Board regarding rentals and leases. (Rentals occur for a single time or a short-term basis, and leases are also called co-tenancies.)
  - b. Determine advertising policies.
  - c. Set rental rates. (Administrator will be included in decision making process.)
  - d. Review rental activity and income.
  - e. Monitor and review rental agreements as needed.
  - f. Screen applicants for long-term leases.

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- g. Cooperate with Social Action Committee to facilitate use for promoting social justice issues.
  - h. Define process for choosing co-tenants.
  - i. Advocate tenant interests in building design as the need arises.
  - j. Report to the Board of Trustees as needed. The Board will appoint a liaison to this committee.
2. The Church Administrator will:
- a. Oversee and carry out leases and rentals according to the policies set by the committee and approved by the Board.
  - b. Oversee financial flow and collection of rents.
  - c. Screen regular and periodic renters and building use by members.
  - d. Oversee building and arrange for janitorial service or building repair as necessary.
  - f. Carry out advertising policies as recommended by the committee.
  - g. Attend Building Rental Committee meetings as able.

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Revision: Effective May 12, 2004

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## Policy on Disruptive Behavior

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While openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.

There have been times when the disruptive behavior of an individual in the church building or on the church grounds has led members to voice their concerns about one or more of the following:

- 1. Perceived threats to the safety of any adult or child;
- 2. The disruption of church activities;
- 3. Diminution of the appeal of the congregation to its potential and existing membership.

The following shall be the policy of Shoreline Unitarian Universalist Church (SUUC) in dealing with these issues:

- 1. If an immediate response is required, this will be undertaken by the Minister(s), if available, and/or the leader of the group involved. This may include asking the offending person or persons to leave, OR suspending the meeting or activity until such time as it can be safely resumed. If further assistance is required, the Police Department may be called. Anytime any of these actions are undertaken without the Minister(s), the Minister(s)

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must be notified; a follow-up letter detailing the offense and the action taken because of the offense, should be written and distributed to the Minister and the Board President.

2. Situations not requiring immediate response will be referred to the Board, which may appoint an ad hoc committee. The Board or ad hoc committee will respond in terms of their own judgment observing the following:

- a. The Board or committee will respond to problems as they arise. There will be no attempt to define “acceptable” behavior in advance.
- b. Persons identified as disruptive will be dealt with as individuals. Stereotypes will be avoided.
- c. The Board or committee will collect all necessary information.
- d. To aid in evaluating the problem, these points will be considered:
  - DANGEROUSNESS - Is the individual the source of a threat or perceived threat to persons or property?
  - DISRUPTIVENESS - How much interference with church functions is going on?
  - OFFENSIVENESS - How likely is it that prospective or existing members will be driven away?
- e. To determine the necessary response, these points will be considered:
  - CAUSES - Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?
  - HISTORY - What is the extent, if any, of disruption caused in the past?
  - PROBABILITY OF CHANGE - How likely is it that the problem behavior will diminish in the future?
- f. The Board or ad hoc committee will decide on the necessary response on a case-by-case basis. However, three levels of action/response are recommended:
  - LEVEL ONE - The Board or committee shall inform the Minister(s) of the problem and either the Minister(s) or a member of the Board or committee shall meet with the offending person or persons to communicate the concern.
  - LEVEL TWO - The offending individual(s) is excluded from specific church activities for a limited period of time, with reasons and conditions of return written and made clear (with a copy going to the offender and one into congregational files)
  - LEVEL ONE OR TWO action may be appealed to the officers of the Board, and/or the Minister(s).
  - LEVEL THREE - The offending individual is permanently excluded from church premises and all church activities. Before this is carried out, the Board or ad hoc committee will consult with the Board and the Minister(s). If it is agreed that the expulsion take place, a letter will be written and sent by the Minister to the individual outlining the expulsion, the individual's rights, and any possible recourse.

SUUC strives to be an inclusive community, affirming our differences in beliefs, opinions, and life experiences. However, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree the disruptive behavior compromises the health of this congregation, our actions as people of faith must reflect this emphasis on security.

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Adopted 3/13/2013 Enacted by the Board of Trustees, effective immediately.

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## Safety — Open Flame Policy

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### Value Statement

SUUC is a religious community that utilizes candles in the ordinary practice of community beliefs, values, and traditions. SUUC emphasizes the responsible use of candles and open flame when in use. SUUC values life-safety, public safety, and prudent practices utilizing open flame decorative devices, including candles. The standard practice of SUUC is to use electric and/or battery operated candlelight.

### Authority

SUUC is located in the City of Shoreline, Washington, wherein the facilities are subject to regulations administered by the Shoreline Fire Department as the Authority Having Jurisdiction (AHJ). The use of open flame decorative devices, including candles, is regulated by the International Fire Code (IFC). They are permitted, but with restrictions for the purpose of fire safety. Therefore, the use of candles and open flame decorative devices at SUUC must comply with the requirements of the IFC, 2006 edition, paragraph 308.3.2.

### Sanctuary

The Shoreline Fire Department has inspected and approved the use of open flame decorative devices in the sanctuary. They are not permitted in any other building on the premises, including offices, Chrysalis, portables, classrooms or meeting rooms. At this time, the only approved open flame decorative devices in the sanctuary are: 1) the Chalice, and 2) the Joys & Concerns Candle box. Furthermore, these two devices are only approved in their current location, and are not approved if moved to any other location.

Lit candles may not be carried around the Sanctuary, due to safety concerns and potential damage done by dripping wax.

Lit candles may not be carried between the Chalice and the Candle box. Candles used in the Candle box should remain unlit until lit within the Candle box.

A process is available to obtain authorization for specific open flame decorative devices and specific events within the Sanctuary planned to occur other than the standard Sunday service.

The Church administrator must be informed in a timely manner, prior to any activity or event where open flame is being utilized. The SUUC Church administrator must review and approve any plans or activity that SUUC members, committees or outside rentals plan that use any type of stationary open flame decorative devices or usages described below.

If the event or activity is approved, an on-site inspection by the Fire Marshall is required and there is a fee for each inspection. Members, committees, and outside rental groups who wish to utilize additional open flame devices need to plan ahead for the inspection and budget for the cost of the inspection fee.

Stationary open flame decorative devices and their usage would be required to comply with the IFC, including:

1. Liquid or solid fueled lighting devices contain maximum 8 ounces, self-extinguish, and not leak fuel at a rate greater than .25 tsp/min if tipped.

## Shoreline Unitarian Universalist Church

2. The device or holder is constructed to prevent spillage of liquid fuel or wax at a rate greater than .25 tsp/min when not upright.
3. The device holder is designed so that it returns to the upright position if tilted 45 degrees from vertical.
4. The flame shall be enclosed, except where openings on the side are not more than 3/8" diameter.
5. Shades where used shall be constructed of non-combustible materials.
6. Candelabras with flame lighted candles shall be securely fastened in place to prevent overturning, and shall be located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles.

### Outside

SUUC members or committees who wish to utilize any open flame or open flame devices, including (but not limited to) barbeques, fire pits, hand-held candles, or rituals involving flame or burning materials, must first have their plan reviewed and approved by the church administrator.

### Safety

SUUC members or committees using open flame must review first aid procedures, the location and operation of fire extinguishers, and know whom to contact in case of emergency. *This information is mandatory and must be included in the plan submitted to the church administrator.*

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Revision: 5/2012 Enacted by the Board of Trustees, effective immediately.

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## Safety — Adult, Child and Youth Protection Policy and Guidelines

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Focus: Sexual, Physical, and Emotional Abuse

*This policy supersedes all previous Children's Religious Education policies*

### POLICY

We, the members and staff of Shoreline UU Church, endeavor to prevent sexual abuse, assault or harassment, physical abuse, emotional abuse, and neglect within our church community.

### GUIDELINES

#### Background

We recognize that religious communities, which should be dedicated to the creation of safe environments for all the members, are particularly vulnerable to incidents of sexual, physical, emotional, or verbal abuse or misconduct. Generally churches promote a high level of trust, a welcoming spirit, and a strong reliance on and need for volunteers, especially in child and youth programs. We realize that entities operating in the best possible manner with all due concern still cannot guarantee an absolutely risk-free setting, and thus we need to adopt policies of “reasonable precaution” regarding the issue of abuse.

#### Church Covenant

Unitarian Universalists choose to covenant with one another. Our covenant is not a creed or doctrine. It does not dictate correct or specific belief or dogma. It does describe our relationships with one another. It is a voluntary and unconditional agreement to act in ways that express the values of our Unitarian Universalist principles.

“We, the members of Shoreline Unitarian Universalist Church, agree to treat ourselves and each other fairly and respectfully. We commit ourselves to improving the quality of our lives, as individuals and as a community. We support one another’s self-improvement, continuing spiritual growth, and the use of our skills and talents, in beneficial and responsible ways. The Golden Rule is the excellent standard for human relations—Do unto other people what you want other people to do to you.”<sup>1</sup>

#### Shoreline Unitarian Universalist Church, our District, and UUA

The Unitarian Universalist Association (UUA) has policies that are intended to prevent sexual, physical, and emotional abuse in church communities and at church sponsored events. The Pacific Northwest District of the UUA, of which Shoreline UUC is a part, will soon have similar policies.

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<sup>1</sup> From the SUUC Congregational Covenant of Good Relations, November 22, 1998.

## Definitions of Child Abuse and Neglect

### Summary of Washington State Laws (Cited from Revised Code of Washington)

#### Sexual Abuse (Citation: § 26.44.020)

*Abuse or neglect* means the sexual abuse or sexual exploitation of a child by any person under circumstances that indicate that the child's health, welfare, and safety are harmed.

*Sexual exploitation* includes:

Allowing, permitting, or encouraging a child to engage in prostitution by any person.

Allowing, permitting, encouraging, or engaging in the obscene or pornographic photographing, filming, or depicting of a child by any person.

#### Physical Abuse (Citations: §§ 26.44.020; 26.44.030)

*Abuse or neglect* means the injury or maltreatment of a child by any person under circumstances that indicate that the child's health, welfare, and safety are harmed.

*Severe abuse* means any of the following:

Any single act of abuse that causes physical trauma of sufficient severity that, if left untreated, could cause death.

Any single act of sexual abuse that causes significant bleeding, deep bruising, or significant external or internal swelling.

More than one act of physical abuse, each of which causes bleeding, deep bruising, significant external or internal swelling, bone fracture, or unconsciousness.

#### Neglect (Citation: § 26.44.020)

*Abuse or neglect* means the negligent treatment of a child by any person under circumstances that indicate that the child's health, welfare, and safety are harmed.

*Negligent treatment or maltreatment* means an act or omission that evidences a serious disregard of consequences of such magnitude as to constitute a clear and present danger to the child's health, welfare, and safety.

#### Standards for Reporting (Citation: § 26.44.020)

Harm to the child's health, welfare, and safety

#### Persons Responsible for the Child (Citation: § 26.44.020)

Any person (meaning every member is responsible for every child)

#### Exceptions (Citations: §§ 26.44.015; 26.44.020)

# Shoreline Unitarian Universalist Church

This chapter shall not be construed to authorize interference with child-raising practices, including reasonable parental discipline, which are not injurious to the child's health, welfare, and safety.

## **Other Definitions for this policy as defined by SUUC's Safety Committee**

**Sexual assault** – The forcing of unwanted sexual activity by one adult on another adult as by the use of threats or coercion. Sexual activity that is deemed improper or harmful, as between an adult and a person of diminished mental or physical capacity.

**Sexual harassment** – Any unwanted sex-related behavior toward someone, e.g. touching someone or making suggestive remarks, especially by someone with authority toward a subordinate.

**Emotional abuse** – Subjecting another person to insults, verbal assault or emotional cruelty. This would include close confinement, extreme discipline, or deliberately permitting destructive behaviors to the self or others.

## **Education**

The successful implementation of this policy requires that we educate our congregation about what constitutes sexual abuse, situations at church that could put people at risk, and the rules and procedures that we have adopted together. As we educate people, we need to make sure that we do so in a way that emphasizes love, awareness and action. It is important that we avoid creating an environment of fear or suspicion.

The Board will be requested to authorize a Safe Congregation Team that shall include the Minister and the Director of Religious Education (DRE).

## **For our Children and Youth, the Religious Education (RE) Committee will provide:**

Age-appropriate classes on development and sexuality to be taught using the UUA curriculum "Our Whole Lives".

## **For our Religious Education Teachers and other Volunteers working with children and youth, the Safe Congregation Team and the RE Committee will provide:**

- Adult, Child and Youth Protection Policy and Guidelines (this document)
- The Code of Ethics
- The Congregational Covenant of Good Relations
- Teacher or Youth Advisor Handbook
- Teacher or Youth Advisor Orientation

## **For Parents:**

- SUUC Parent Information Flyer
- Parent Orientation.

## **Selection and Screening of Staff & Volunteers**

# Shoreline Unitarian Universalist Church

Religious Education (RE) teachers and volunteers working with children and youth:

- Will be at least 25 years of age to work with high school youth.
- Will be at least 18 years of age to teach other RE classes (a 16-17 year old may teach as the second adult with someone who is 18 or older).
- Will be at least 18 years of age to provide childcare with an assistant at age 14 or older.
- Will have completed either an Application for [Staff] Employment or an Application for Volunteer Employment (see appendix).
- Will have completed a Voluntary Disclosure Statement (see appendix).
- Will have a valid driver's license, proof of liability insurance, and a filled out Driver Form (see appendix) on file with the DRE if they are to transport children/youth to church-sponsored activities.
- Will have had two references checked
- Will have passed a criminal background check.
- Will attend at least one training session on child abuse when offered by the RE committee and/or the Safe Congregation Committee.
- Will have received and understood a job description.
- Will have read, understood and signed the Code of Ethics. (See appendix)
- Staff applicants will be interviewed by the sponsoring committee.
- Volunteers will be interviewed by the DRE.
- Volunteers will have been an active participant in Shoreline UU for at least six months or have UU references from former congregation(s).

## Documentation

The Safe Congregation Team and the DRE (volunteers) or Church Administrator (staff) will ensure documentation exists that demonstrates thorough screening of staff and volunteers who will work with children or youth. After hiring, staff personnel files are kept in the office of the Church Administrator.

## Supervision

Our goal is to have at least two adults present during any church activity where the church is taking responsibility for the care of children/youth, including but not exclusive to Sunday morning RE classes and nursery care, and congregational meetings. The minimum age of the adults is to be consistent with the RE Teacher guidelines above. Youth under the age of 18 may work as helpers with younger children. Adults who accompany youth from other UU churches to attend district youth activities held at Shoreline UU will be screened by their home churches according to their own policies.

Programs that involve children and youth shall always include adequate supervisory personnel or they will be canceled/postponed. Supervision shall be maintained before and after the event until all children are in the custody of their parents or legal guardians.

Procedures shall be implemented for the church nursery that clearly identify the child and the child's parent or guardian. Children shall only be released to a properly identified and pre-authorized adult.

## Other Church Events

At church events where there is no specific program for children with church-provided supervision, parents are responsible for their own children. This includes the time immediately before and after Sunday morning church services. It also could include outings, camp outs, potlucks, or community outreach events arranged by the church.

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Children and youth are expected to remain in the open public areas. Anyone found loitering in other areas will be expected to return to the public areas.

## Reporting

Situations of suspected child abuse are seldom simple and straightforward. Religious leaders and congregational members should be guided by a commitment to the overriding priority of protecting the children. They should also be sensitive to the harm that can be done by false or mistaken accusations.

## False Accusations

Protection from false or mistaken allegations against those who teach in the RE program or otherwise interact with children at Shoreline is an important goal of this policy. A key way to prevent false or mistaken allegations is to abide by the prevention guidelines outlined in this document, as well as the Code of Ethics. We should be sensitive to the disruption and damage a false accusation may cause to both the adults and the children involved. This is true even when the accusation is one due to a misunderstanding or misinterpretation of what seems a child's straightforward report of an event.

## Response to suspicious behavior

Any inappropriate conduct or relationships between an adult staff member or volunteer worker and a child/youth shall be confronted immediately and investigated. Any such situations shall be reported to the Minister, the Director of Religious Education (DRE), Board Chair or any member of the Safe Congregation Team. Prompt warnings shall be issued when appropriate, and the situation monitored closely. The adult worker's services shall be terminated immediately for continued violation of such warnings, or for a single violation of sufficient gravity.

## Response to an allegation of abuse

When an allegation of child abuse occurring during a SUUC program, event or activity is reported, the responsible person receiving the allegation must take the following steps:

- Take immediate action to ensure the protection of the child/children.
- Report the incident to the appropriate state authorities in accordance with Washington law. (See below.)
- Convene a meeting of the Safe Congregation Team to create a plan for response to the situation.
- Document the allegation in writing.
- Inform the Board President.

### Washington State Law:

Any person who has cause to believe that a child has suffered abuse or neglect should report such incidents. [Revised Code of Washington § 26.44.030 (1), (2); § 26.44.060(3)]

### Professions That Must Report:

Health care professionals

Mental health professionals

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Social work professionals  
Education/child care professionals  
Law enforcement professionals

### **Others:**

Any adult with whom a child resides  
Responsible living skills program staff

**Standard:** Have reasonable cause to believe

**Privileged Communications:** Not granted in statutes reviewed. As such, all persons are termed “mandatory reporters” by law and reports may be made anonymously to the state.

### **Reporting Within the Church**

If any person within the church believes that any form of abuse has occurred during a church program, event or activity, that individual must report his or her concerns to the Minister, the Director of Religious Education (DRE), Board Chair or a member of the Safe Congregation Team.

Any person who has concerns about inappropriate behavior by teachers, child care workers, or other adults or older youth in our church community must report their concerns immediately to the Minister, the Director of Religious Education (DRE), Board Chair or a member of the Safe Congregation Team.

Inappropriate behavior may include physical / verbal interaction with a child that could be construed as sexual in nature (e.g. an adult resting his/her hand on a child's thigh).

### **Safe Congregation Committee Response Plan**

The team responding to the allegation should keep the following guidelines in mind:

1. Safety of the Children – The safety of the children in the church program should be of primary importance. Reasonable and timely actions should be taken to ensure their safety based upon the credibility and severity of the allegation and other pertinent factors. All allegations will be taken seriously.
2. State Law – Appropriate and timely reporting will be made. The Minister, DRE, Board Chair or member of the Safe Congregation Team should be aware of information contained on the Washington Council for Prevention of Child Abuse Network website. This web site has excellent information about mandatory reporting at [http://www.wcpcon.wa.gov/temp\\_who\\_is\\_required.asp](http://www.wcpcon.wa.gov/temp_who_is_required.asp)

If the abuse is within the family, Seattle/King County Child Protective Services (CPS) should be contacted at their 24-hour number, 206-721-4115.

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Abuse or possible abuse of an elderly person should be reported to Adult Protective Services (APS) at 206-587-5620.

If the abuse is between unrelated persons, local law enforcement (Shoreline Police Department, 206-546-6730) should be contacted.

If someone is in immediate danger, call 911 immediately.

3. Professional Resources – The church's insurance company (see appendix for contact information) and the Pacific Northwest District of the UUA should be notified immediately. An attorney may also be consulted. The response team may also make referrals to whatever professional resources they deem appropriate, both within and outside the church.

4. Who to Inform – Decisions about who to inform about the incident and the information to be provided should be made in a careful, but timely manner by the Safe Congregations Team. The decision should be made based upon the individual situation, the severity of the allegation, credibility of the allegation, and any existing threat to the safety of the children.

5. Spokesperson – The Safe Congregation Team will designate one individual to act as a spokesperson for the church, who will be the only person authorized to speak for the church regarding the situation.

6. Confidentiality – In order to ensure that the safety of our children and youth is our highest priority, we must encourage the responsible reporting of all concerns or suspicions of child abuse. To this end, all reports to the Safe Congregation Committee will be considered confidential.

In this context, “confidential” means that the identity of the child victim and/or reporting person, the details of the allegation or concern, and any other identifying information, will be kept among the members of the Safe Congregations Team and the accused. This information will not be disseminated to the congregation.

7. Restrictions with Children – In order to protect the children and youth in our programs from potential risk and to protect the accused from further suspicion, decisions about removing the alleged perpetrator from interacting with children in the RE program, or other church events and activities, will be made by the response team. A decision should be made and action taken in a timely manner based on the possible threat to the children, the credibility and seriousness of the allegation, and other related factors.

If a report is made to CPS or law enforcement, a leave of absence will be mandatory for the alleged perpetrator.

The Safe Congregation Team may determine, even without an accusation of abuse being made, that they have reason(s) for concern that an individual's contact with children or youth in our congregation potentially places both the adult and the children at risk of incident or accusation. For this reason, the Safe Congregation Team is authorized to restrict an individual from teaching in the RE program or otherwise volunteering at or chaperoning children's events.

If disputes arise out of the actions taken by the Safe Congregation Team, Minister, Board Chair or DRE, the matter may be taken to the church leadership. However, the DRE and the Safe Congregation Team retain the right and responsibility to screen and authorize volunteers for teaching in the RE program, and the Safe Congregations Team will make final decisions about removing a teacher or otherwise restricting an individual's contact with children and youth on church property or at church-sponsored events.

## Other Inappropriate Behaviors

Some incidents or allegations in the RE or other child or youth programs may involve behaviors that are not clearly child abuse, but may be in other ways deemed inappropriate by a parent, the DRE, or the Safe Congregation Team. This may include the possession of weapons or impairing of judgment or ability through the consumption of alcohol and/or any other substance, legal or illegal or the safety of equipment, grounds, playground, or buildings. In such cases, the Safe Congregation Team may be called together to review the situation and decide what action to take.

## APPENDICES

Application for [Staff] Employment

Application for Volunteer Employment

Code of Ethics

Congregational Covenant of Good Relations

Driver Form

Insurance company contact information

Parent Information Flyer

Voluntary Disclosure Statement

## ADDITIONAL RESOURCES

Washington Council for the Prevention of Child Abuse and Neglect

<http://www.wcpcaan.wa.gov/>

Balancing Acts: Keeping Children Safe in Congregations by Rev. Debra Hafner

<http://www.uua.org/leaders/leaderslibrary/balancingacts/index.shtml>

Church Mutual Insurance Company

<http://www.churchmutual.com/>

De Becker, Gavin. *The Gift of Fear*. New York: Dell, 1998.

## **Special Collections**

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A special collection which is done during a church service requires prior Board approval. Requests during “announcements” regarding funds being collected after the service for a special project do not need Board approval.

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Revision: Effective July 8, 1998

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## Substantial Changes Policy

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### Policy

Any substantial change to a building, grounds, employee status, or intangible church system shall be reviewed and affirmed by the board of trustees before it is implemented.

### Rational

Changes to our church are best and most effectively made when a majority of those involved are aware of and support the change or modification. It is preferable that substantial changes are developed as part of a committee's long range Action Plan and submitted with the budget which supports the proposal, for financial and board approval. However, it is understood that changes may not wait for the beginning of the fiscal year, and it is the purpose of this policy to accommodate rather than hinder changes.

It is also the purpose of this policy to ensure that substantial changes are made that fit within the board's long range vision for the church, and that no one person has the responsibility for making decisions involving substantial change.

### Procedure

If the substantial change has been approved through the committee's long range Action Plan, then no further approval is needed.

This procedure must be followed when the change:

- 1) Affects the visual impact of the inside or outside of any church building,  
OR May be controversial,  
OR Makes a major impact on a large number of people,  
OR Involves a substantial amount of money,  
OR Increases the church's liability,

AND

- 2) It has a permanent effect, or repercussions.

Examples: Cutting down a tree or painting a room, will affect visual impact; Giving church support to a political cause might be controversial; Changing the time of a service has a major impact on a large number of people; Hiring an intern, increasing or decreasing staff hours, or making a large purchase of sound equipment involves a substantial amount of money.

Examples of changes that are not substantial and do not need to follow this procedure: adding a paper towel holder in a kitchen or bathroom; hanging pictures (must be approved by the Building Arts & Aesthetics Committee), purchasing routine curriculum, approval of guest speakers, replacing or repairing an existing feature in a building, removing a dead shrub, decorating a room with decorations that will be removed.

If the change meets any of #1, and also #2 (is permanent), then:

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- 1) If it is an individual who wishes to facilitate the change or start a project, that individual will contact the appropriate committee for sponsorship and work with the committee. If the individual does not know which committee is appropriate, he or she will contact the board president.
- 2) Once a committee, board member or staff person becomes involved, there is a board liaison for the project. Example: an individual decides that we need a shed for storing lawn maintenance equipment. He or she contacts the building and grounds board liaison, which agrees and becomes the facilitator for this project.
- 3) The committee completes the Substantial Change Request Form. The proposal will include a sketch if there are physical changes, a timeline, a description of cost and where the money will come from. It will include how it fits into the vision/mission of the church. It will include a discussion of the controversy if there is one, and what has been done to accommodate the different concerns. A written response from the minister, the DRE, all affected committees, and the committees and/or board liaison will be included.
- 4) The form will be submitted to the board president. The board president will make a judgment as to whether it needs to be added to the agenda for the next board meeting, or may be discussed informally by email or telephone. The board president may receive informal responses from a majority of board members and may give board approval. Example: the above-mentioned yard maintenance shed the proposal is emailed to all board members, and there are no negative responses. The board president decides this does not need to wait until the next board meeting, and gives board approval.

Example: the social action committee decides it wants the church to sponsor a family from Afghanistan. The proposal is emailed to the board, and several board members have questions and concerns. The board president puts it on the agenda for the next board meeting.

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Revision: Effective October 8, 2003. Updated September 2005.

## Voting Outside of Board Meetings

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Whenever possible, all items for Board consideration will be submitted to the Executive Committee one week before the regular Board meeting. If the Executive Committee places the item on the agenda for the next regular Board meeting, all relevant information will be submitted to Board members and staff before the Board meeting and a vote (if needed) will be taken at the Board meeting, or the item will be discussed and tabled for voting until the following Board meeting.

From time to time, this procedure may not be feasible. Where there is time pressure for a Board vote and it is not possible for that vote to be taken at a regular Board meeting, a vote may be taken by e-mail, phone, regular mail, or other means. Five members will constitute a quorum.

When this is necessary, the following procedures shall be followed:

1. All information needed for Board consideration will be submitted to the President or Vice President of the Board.
2. The President or Vice President will alert the Board of the need and reasons for a timely vote, forward the information submitted, and ask for a motion.
3. A member of the Board will make a motion in writing.
4. A member of the Board will second the motion.
5. The person seconding the motion, the President or the Vice President will call for discussion from all Board members, with a deadline for closing discussion.
6. When the deadline for discussion is reached, the President or Vice President will closed the discussion and call for a vote, with a deadline for voting.
7. The President or Vice President will keep track of the votes. When the deadline for voting is reached, the President or Vice President will inform the Board, staff and relevant committees of the outcome.
8. At the next Board meeting, the results of the vote will be reported and included in the minutes

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Revision: Effective November 9, 2005.

## Worship Planning

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### Policy

1. With the possible exception of inclement weather, worship services will be held each Sunday morning of the year. It is possible that the Minister, in consultation with the Worship Planning Committee, will decide to eliminate a Sunday service. For example, if a Sunday falls on Christmas Day, the service may be offered on Christmas eve.
2. The Minister is responsible for three out of four services in the months that he/she is on duty (not on vacation or sabbatical). The worship planning committee is responsible for the remaining services, in consultation with the minister.
3. Sunday morning worship services will be conducted by a Speaker (or Main Celebrant), and a Worship Companion. The Coordinator is responsible for submitting the order of service to the SUUC Office staff for preparation and reproduction. The Coordinator is also responsible for arranging payment to the Speaker, if that is the agreement. The sound amplification arrangements will be handled by a separate group of volunteers.
4. The Sunday morning service is a worship event. It ordinarily will include lighting and extinguishing the chalice, music, singing, sharing of joys and sorrows, taking an offering, and a main presentation. In most cases, the main presentation will be spiritual or inspirational.
5. The Worship Planning Committee will develop a plan for each year that reflects the holidays and special days the church will observe.
6. The Worship Planning Committee will make every effort to see to it that all presenters (speakers and companions) can be heard by all members of the congregation, including those who have difficulty hearing.

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Effective Date:      October 2005

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### COORDINATOR'S DUTIES

The Coordinator serves as the “Producer” and “Director” of the service.

The Coordinator works with the **Principal Celebrant**, and the **Worship Companion**. The Coordinator need not necessarily be a **Celebrant** in the service.

The Minister is the Coordinator of all the services for which he or she is responsible, including “pulpit exchanges”. The **Worship Planning Committee** will appoint a Coordinator for its services.

Some of the responsibilities of coordination may be delegated to the **Worship Companion**. In some cases, the **Coordinator** doubles as the **Worship Companion**.

**List of Duties** (in chronological order):

1. Secure the Speaker for the service (as requested by the WPC). Please remind them that we are inviting them to participate in a *worship service* (and not, for instance, an educational forum).
2. Submit a description of the service for publication in *Soundings* to the Church Office by at least the day before the Soundings deadline.
3. Confirm the Speaker for the service. Make sure the Speaker knows what is expected of him or her during the service. Visiting Speakers should be asked if they wish to include time in the Order of Service for “personal testimonies” or discussion with the congregation. It is especially important to determine ahead of

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time, who will do the Call to Worship, the Story for All Ages, and the Prayer before the sermon, if there is to be a prayer. It is also important to decide if there will be a Benediction, and to know who is responsible for it.

4. Arrange hospitality for visiting pulpit guests if they need it. Make sure the visitor knows how to find the church. (See details below.)
5. Request payment for the Speaker - if any - at least two weeks prior to the service. A “request for payment” may be filed with the Church Treasurer, or the Church Administrator in the form of a written request on paper, or an e-mail request.
6. Work with the Principal Celebrant and the Worship Companion, if requested, to determine the content of the service, including hymns, responsive readings, etc. (See details below.)
7. Contact the Music Coordinator, so that the names of musicians/singers (including special musical events,) can be included in the Order of Service. Oftentimes, the Church Office staff already has this information on hand, but if they do not, the Coordinator should make sure the information is obtained before the Order of Service is typed.
8. Submit the Order of Service to the Church Office staff. (See details below.)
9. On Sunday morning, The Coordinator or the Worship Companion hosts the guest speaker (See details below.)

### Details of Coordinator’s Responsibilities:

**Arrange hospitality for the Speaker:** This might include arranging for overnight accommodations and/or transportation. The Speaker should be contacted ahead of time and asked about any special needs. The church should provide a welcoming atmosphere for Speakers. This includes (1) Personally welcome the Guest Speaker and make sure s/he and the Worship Companion meet as soon as possible; (2) Make sure all the Speakers needs are being met; (3) Go over the Order of Service with the Celebrant to make sure everyone knows what to do; (4) Try to be a “non-anxious presence” lessening any anxiety. (5) Liaison with the congregation and other service participants including musicians; (6) Personally thank all the Celebrants after the service.

**Content of the Service:** Take a typical Order of Service (from the same Sunday of the previous month), replacing hymns and readings with ones for this service. The Worship Companion and the Principal Celebrant have the responsibility for developing their own order of the service, including the selection of congregational hymns or other special music. The Companion and the Celebrant will go through the service to be sure that the responsibility for each item is understood.

**Typing:** The Church Office staff types the Order of Service on Thursday morning. The names of the Principal Celebrant, the Worship Companion, the Pianist, special musicians, and the Chancel Decorators are to be included, as well as the description of the Children’s classes and the announcements. The closing date and time for information getting into the Order of Service is *Thursday morning at 10:00 am*.

**Photocopying:** The Church Office staff is responsible for photocopying the Order of Service, as well as any desired inserts.

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Revision: Enacted 1996, updated August 16, 2005

## Policy Document Revisions

June 30, 2010	Policy documents merged into a single document
June 4, 2012	Existing Mission and Covenant documents incorporated. BT
August 14, 2012	Put individual policies on separate pages to make it easier to add or change just one policy. Also added Safety policy which had been missing. LR