

UU CONGREGATION: POLICY MANUAL

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1.1 Bylaws of the Unitarian Universalist Congregation

April 17, 2005

ARTICLE ONE: NAME

The name of this religious society shall be the Unitarian Universalist Congregation (UUC).

ARTICLE TWO: PURPOSE

The purpose of this organization shall be to pursue the study and practice of the principles of the liberal Unitarian Universalist Faith and to further individual freedom of belief, discipleship to advancing truth, democratic process in human relations, and allegiances to the cause of world community, undivided by nation, race, creed, gender, gender expression, political views, or affectional or sexual orientation.

ARTICLE THREE: AFFILIATION

UUC shall be a member of the Unitarian Universalist Association and the Prairie Star District.

ARTICLE FOUR: MEMBERSHIP

1.1 Defined

Member. Any person may become a member of UUC by:

- A. being 16 years of age or older, and
- B. signing the UUC bylaws, and
- C. being in sympathy with its purpose and programs, and
- D. make a minimum contribution in the amount of district and national dues paid per member by UUC that year, or
- E. if he or she is active in UUC and cannot afford the above contribution and wishes to be a member, the person shall meet with the minister. The minister will seek funding for that member's dues. Only the minister and the treasurer will know the identity of a member requesting assistance in paying these denominational dues.

1.2 Denial. Eligibility for membership in the church and for employment by UUC shall not be restricted on the basis of national origin, race or color, gender, gender expression, political views, sexual or affectional orientation or physical challenge.

1.3 Termination. Membership in UUC shall terminate only upon the occurrence of any of the following:

- A. **Resignation.** A member may resign by tendering resignation to the Executive Board;
- B. **Non-participation.** Failure to make a contribution in the amount of district and national dues paid per member by UUC that year shall constitute tender of resignation of membership. Each year there shall be an annual review of membership in October by the Office Manager in consultation with the minister to determine who meets the requirements for membership. A letter of inquiry will be sent to all those who do not, inviting them to respond regarding their desire to be a member or to resign their membership. A non-response shall constitute a tender of resignation of membership.

1.4 Expulsion. At a duly called meeting of UUC, the Congregation may expel a member upon the vote of three fourths (3/4) of the members attending said congregational meeting.

ARTICLE FIVE: MEETINGS

2.1 Annual. The annual meeting shall be held each year in the month of April or the month of May at such time and place as determined by the Executive Board.

2.2 Special.

A. Calling. Special meetings may be called by the Executive Board, and special meetings shall be called at the written request of any five (5) members. No more than one (1) special meeting may be held in any calendar month.

B. Business. Only such business as is mentioned in the notice of a special meeting shall be transacted at that special meeting.

2.3 Quorum. Members present shall constitute a quorum at the annual meeting. Twenty-five percent (25%) of the members shall constitute a quorum at a special meeting. A quorum shall be determined by counting the members physically present and only those members may vote at the meeting.

2.4 Notice. All members shall be notified by mail and/or by e-mail and/or by a notice in the Church newsletter of all annual and special Church meetings, which notice shall be mailed not less than fifteen (15) days prior to the date of said meeting.

ARTICLE SIX: OFFICERS

3.1 Officers. The officers of the Church shall be President, Vice-President, Past-President, Secretary, Treasurer, Administration Coordinator, Membership Services Coordinator, Programs Coordinator, and Religious Education Coordinator.

3.2 Duties. The officers shall perform the duties usually pertaining to those offices and otherwise as set by the Executive Board.

3.3 Term.

A. Start; End. The terms of officers shall begin on the first day of July following their election and end upon the beginning of their successors' terms.

B. Vice-President; President; Past-President. The term of Vice-President shall extend for one (1) year; whereupon that person shall serve as President for one (1) year; whereupon that person shall serve as Past-President for one (1) year.

C. Secretary; Treasurer. The term of the Secretary and that of Treasurer shall extend for two (2) years. The term of Secretary shall begin in odd years; that of Treasurer in even years.

D. Administration Coordinator, Membership Services Coordinator, Programs Coordinator, Religious Education Coordinator. The terms of the Administration, Membership Services, Programs and Religious Education Coordinators shall extend for two (2) years. The term of Administrative Coordinator and Membership Services Coordinator shall begin in odd years; that of Programs Coordinator and Religious Education Coordinator shall begin in even years.

E. Limitation of Terms. No person shall hold the office of Vice-President/President/Past-President, Secretary or Treasurer for more than two (2) complete consecutive terms. No person shall hold office of Administration Coordinator, Membership Services Coordinator, Programs Coordinator or Religious Education Coordinator for more than two (2) consecutive terms.

3.4 Qualification

A. Membership. All officers shall be members of UUC.

B. Nomination Committee. Three (3) members shall constitute this committee; each member serving a staggered three year term. One (1) new member is elected at the annual meeting as the 3rd year member rotates off the committee.

C. Nomination. The Nomination Committee shall announce to the Congregation that they are considering nominations for officers for the Congregation. The Nomination Committee shall meet, in collaboration with the minister, in a timely manner to recruit officers to be elected at the annual meeting. Then names of said nominees shall be included in the notice of the annual meeting mailed and/or e-mailed and/or published in the newsletter not less than fifteen (15) days prior to the date of said meeting.

D. Election. The officers shall be chosen, by ballot, at each annual meeting.

E. Vacancies. The Executive Board may fill vacancies and persons so appointed shall serve until the conclusion of the term they fill.

ARTICLE SEVEN: EXECUTIVE BOARD

4.1 Membership. The officers shall constitute the voting members of the Executive Board. The minister and the Director of Religious Education shall serve as non-voting members of the Executive Board.

4.2 Function. The Executive Board shall constitute the trustees of the Congregation, and shall have general charge of the property of the Congregation and conduct all of its business affairs and control of its administration, including the appointment of such committees as it may deem necessary or important.

ARTICLE EIGHT: MINISTER

5.1 Calling

A. Duties. The Congregation may call a minister to be responsible for conduct of worship within the Congregation, the Congregation's spiritual interests and affairs and such other duties as are agreed between the minister and the Executive Board. The minister shall have freedom of the pulpit as well as freedom to express personal opinions outside the pulpit.

B. Calling.

1. Search. Upon action of the Executive Board, and after soliciting the names of persons interested in serving on such a committee, the Executive Board shall appoint a Ministerial Search Committee of at least five (5) members to search for and recommend one or more candidates for calling as a minister.

2. Appointment. A minister may be called upon action of four-fifths (4/5) majority of the members of UUC present at any meeting legally called for the purpose; quorum for such a meeting is to be constituted by sixty percent (60%) of the members rather than the amount called for in Paragraph 2.3.

3. Dismissal. The minister may be dismissed by a majority vote of the members of the Church present at any meeting legally called for the purpose; quorum for such a meeting is to be constituted by sixty percent (60%) of the membership rather than the amount of in Paragraph 2.3.

5.2 Limited Time Appointment

A. Duties. The Congregation may also retain a minister for a limited time appointment. The responsibilities of the minister under such an arrangement shall be defined by the Executive Board and agreed to by the minister.

B. Appointment. The Congregation may retain a minister for a limited time appointment upon action of four-fifths (4/5) majority of the members of the Congregation present at any meeting legally called for the purpose; quorum for such a meeting is to be constituted by sixty percent (60%) of the members rather than 25% called for in Paragraph 2.3.

C. Dismissal. The minister may be dismissed by a majority vote of the members of the Church present at any meeting legally called for the purpose; quorum for such a meeting to be constituted by sixty percent (60%) of the members rather than the amount called for in Paragraph 2.3.

ARTICLE NINE: FISCAL YEAR; TERMINATION.

6.1 Fiscal Year. The fiscal year of the Church shall extend from July 1st to June 30th of the following year.

6.2 Termination. At a special meeting called to consider termination of UUC, the Congregation shall disband upon a majority vote (60% of the members shall constitute a quorum) and any accrued assets of the Congregation shall be assigned in equal shares to the Unitarian Universalist Association and the Prairie Star District for such purposes as it sees fit.

ARTICLE TEN: AMENDMENTS

These Bylaws may be amended or restated at any meeting of the Church by a 2/3 vote of the members present. Notice of any proposed change shall be contained in the notice of the meeting.

- The first revised Bylaws were adopted on February 28, 1988 at a special Meeting called for that purpose.
- Updated 9/94
- Revised and ratified, April 27, 1997, at Annual Meeting of the Fellowship
- Revised and ratified, September 20, 1998, at Fall Congregational Meeting of the Fellowship
- Revised and ratified, May 2, 1999, at Annual Meeting of Fellowship
- Revised and ratified, February 17, 2002 at Congregational Meeting of the Fellowship
- Revised and ratified, April 17, 2005 at the Annual Meeting of UUC

1.2 UU Congregation Mission Statement

The Mission of the Unitarian Universalist Congregation is to provide a liberal religious environment...

- that promotes personal and spiritual growth for adults and children in a caring community
- and that fosters actions in the world that reflect our Unitarian Universalist Principles.

Unitarian Universalist Association Principles and Purposes

We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote

- The inherent worth and dignity of every person;
- Justice, equity and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;

Unitarian Universalist Congregation (UUC), Eau Claire, WI

1.3 Disruptive Behavior Response Policy

1. Introduction

The Unitarian Universalist Congregation (UUC) strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. In order to maintain a safe environment in which tolerance and inclusiveness may exist, a sense of physical, emotional and social freedom and safety must be preserved. To this end, disruptive behavior that presents a threat to these ideals will be promptly assessed and the appropriate intervention implemented.

Disruptive behavior defined: If, in the judgment of the Minister, the DRE, the Office Manager, or an activity leader, someone behaves in a way that threatens the physical or emotional safety of any adult or child, inappropriately interrupts and/or disturbs a congregational activity, the behavior will be treated as disruptive and appropriate responses initiated

2. Responses

UUC shall respond to episodes of disruptive behavior as follows:

A. If an immediate response is required, the Minister, if available, and/or the leader of the relevant group will assume responsibility. Responses may include asking the disruptive person or persons to leave, or suspending the meeting or activity until it can be resumed under safe circumstances. If further assistance is required, the Police Department may be contacted. Should any of these interventions be taken in the absence of the Minister, the Minister must be notified. The Minister will send a letter to the disruptive person(s) detailing the required criteria for returning to activity/setting.

B. If a worship service is disrupted, designated members will respond with the appropriate level of intervention which may include requesting that the behavior stop, escorting the disruptive individual outside or calling 911.

C. Situations that do not pose an immediate threat will be referred to the UUC staff. The staff response will reflect the following:

- 1) Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
- 2) The staff will collect and document all necessary information including:
 - The facts of the incident
 - Relevant personal factors such as an impacting mental illness
 - The opportunity to offer supportive intervention aimed at both maintaining environmental safety and providing needed support to the individual.

D. The staff will decide on the necessary response on a case-by-case basis. However, the following levels of intervention serve as a guideline:

- 1) The Minister shall meet with the individual(s) to communicate the

concern. This may include written communication defining the concern along with a clear statement of behavioral expectations.

2) The individual(s) is excluded from the church and/or specific church activities for a limited period of time, with reasons and conditions of return clearly stated.

3) The individual is permanently excluded from the church premises and all church activities. Before this is carried out, the staff will consult with the Board. A letter will be sent by the Minister explaining the expulsion and the individual's rights.

Board Approved 12/13/07

Unitarian Universalist Congregation
2.1 Employee Evaluation Report

Name of Employee _____

Date Hired _____ Position/Title _____

Rating Period _____ to _____ Full Time _____ Part Time _____

Rating Code: 1 = Excellent, more than required
2 = Satisfactory, meets requirements
3 = unsatisfactory, must correct

General Categories:

- 1) **Job Knowledge.** Employee understands the work activities prescribed. Attempts to gain further knowledge through experience, education, training, etc.

Comments:

1

2

3

- 2) **Quality.** Employee performs all activities with quality in mind. Has pride in work. Work meets or exceeds established standards.

Comments:

1

2

3

- 3) **Quantity.** Employee fulfills established daily, reasonable milestones for individual activities in prescribed lengths of time.

Comments:

1

2

3

- 4) **Attitude/Cooperation.** Employee behaves in a professional manner. Willing to work with supervision. Has general job interest.

Comments:

1

2

3

- 5) **Liaison.** Employee relates well to volunteers and church members. Works to facilitate needs of committees within job scope.

Comments:

1

2

3

- 6) **Dependability.** Employee is able to carry out instructions of directions provided. Performs job in a quality manner without extra supervision. Gets the job done.
Comments:

1 2 3

- 7) **Adaptability.** Employee adapts to the situation at hand. Adjusts to unexpected occurrences, replans, and completes the original activity on time.
Comments:

1 2 3

- 8) **Appearance.** Employee keeps his/her physical and mental faculties under control. Clothes meet work requirements/are appropriate for position.
Comments:

1 2 3

- 9) **Team Player.** Employee is one of a team, not an individual. Interacts with other employees as required to complete his/her activities. Does not habitually complain about trivial items.
Comments:

1 2 3

- 10) **Leadership.** Employee readily accepts the lead responsibility when the opportunity presents itself. Takes control if situation requires. Employee communicates with supervisor.
Comments:

1 2 3

- 11) **Attendance.** Employee is at workplace and assigned task at the predetermined time. Employee does not take excessive sick time or personal time.
Comments:

1 2 3

Specific Goals:

(or improvement programs to be undertaken during the next evaluation period):

Progress Achieved:

Additional Comments:

Signature: _____ Title: Minister Date: _____

Employee: I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement with the report.

Signature: _____ Date: _____

(Additional comments may be written on separate attached sheet)

**2.2 Personnel Policy Manual
for the
Unitarian Universalist Congregation**

Revised 9.11.06

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PERSONNEL MANUAL ACKNOWLEDGMENT FORM

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EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

NOTE THAT THE POLICIES OUTLINED IN THIS MANUAL DO NOT APPLY TO ORDAINED MINISTERS CALLED BY THE CONGREGATION.

The phrase "Chair of the Personnel Committee" (CPC) is used to refer to the Past President or the person with primary administrative responsibilities for the congregation. This may also be the minister if the minister serves as the day-to-day supervisor of the congregation's employees.

We have prepared this Personnel Manual to help you to understand some of the policies and procedures of the UUC, referred to herein as "Employer". Employees should familiarize themselves with the Manual as it will provide answers to some questions you may have about your employment. Nothing in this Manual or in any other written or unwritten policies and practices of Employer creates an express or implied contract, promise or representation between Employer and any employee.

The Employer's policies generally will be applied consistently. However, the Employer reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, this Manual provides a general overview only.

From time to time, changes in the Manual may become necessary. Therefore, the Employer reserves the right to amend, supplement or rescind any provisions of this Manual as necessary.

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. This Manual does not apply to ordained ministers(s) called by vote of the congregation. Employment "at-will" means that an employee or the Employer may terminate the employment relationship at any time for any reason, with or without notice.

This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor or the CPC or his/her designee. Your comments and suggestions are genuinely encouraged.

B. EMPLOYER MISSION AND HISTORY

Mission Statement: The mission of the Unitarian Universalist Congregation is to provide a liberal religious environment that promotes personal and spiritual growth for adults and children

in a caring community and fosters actions in the world that reflect our Unitarian Universalist principles.

A brief history is available in the membership brochure and on the church website:

www.uucec.org

C. EQUAL EMPLOYMENT OPPORTUNITY

Employer affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state and local laws and, without regard to race, creed, socioeconomic status, gender, gender expression, affectional or sexual orientation, or physical or mental challenge or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to their supervisor and/or the CPC or his/her designee. . If the report or complaint involved the supervisor or the CPC or if either is unavailable, the individual receiving the report or complaint should immediately report it to the President or Vice President of the Board.

Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

D. UUC HIRING PROCEDURES - Staff other than Minister

1. Preparation of Job description to be approved by the Personnel Committee.
2. Advertise for position, internally and externally, e.g. newspaper, PSD and UU Congregations.
3. Review applications and selection of persons to be interviewed - by Personnel Committee and Minister.
4. Interviews by interview team selected by Personnel Committee and Minister.
5. Recommendation by interview team to the Personnel Committee.
6. Recommendation by Personnel Committee to the Board for final decision.

E. SEXUAL HARASSMENT

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to the conduct is made either explicitly or implicitly a term or condition of employment;

- submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or
- The conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct which may constitute sexual harassment, depending on the circumstances, include but are not limited to, the following:

- repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or
- any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature; or
- unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- the deliberate use of offensive or demeaning terms which have a sexual connotation; or
- Inappropriate remarks of a sexual nature.

Any employee who believes he or she has been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to his or her supervisor or the CPC or his/her designee. If the report or complaint involved the supervisor or the CPC or if either is unavailable, the individual receiving the report or complaint should immediately report it to the President or Vice President of the Board.

Every complaint or report of sexual harassment shall be promptly investigated. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action shall be taken. Retaliation or reprisal against employees who report sexual harassment claims is prohibited and shall not be tolerated. Any violation of this policy shall be treated as a serious matter and shall result in disciplinary action, up to and including termination.

F. HARASSMENT

The Employer prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by law, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Some examples of conduct which may constitute harassment, depending on the circumstances, include **but are not limited to**, the following:

- epithets or slurs; or
- threatening or intimidating acts; or
- written or graphic material; or
- written, verbal or physical acts that purport to be jokes or pranks.

Any employee who believes he or she has been harassed by another employee, a supervisor, an agent of Employer, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor or the CPC or his/her designee. If the report or complaint involved the supervisor or the CPC or if either is unavailable, the individual receiving the report or complaint should immediately report it to the President or Vice President of the Board.

Every complaint or report of harassment will be promptly investigated. If the investigation indicates that an act of harassment has occurred, timely and appropriate action shall be taken. Retaliation or reprisal against employees who report harassment claims is prohibited and shall not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

G. RESOLUTION OF EMPLOYEE COMPLAINTS

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

The employee should present any complaint or grievance to his/her supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the CPC or his/her designee who shall gather the evidence necessary to complete an investigation. The CPC or his/her designee shall interview the employee, involve the personnel committee, or appoint an ad hoc committee to advise him/her. The CPC shall then recommend a resolution of the problem to the supervisor and employee.

If the president's recommendation does not resolve the matter to the employee's satisfaction, the employee may seek a review by the Executive Board. The resolution recommended by the Executive Board shall be final.

H. COMPUTER AND INTERNET/EMAIL POLICY

Employer (UUC Board) provides computer and internet access (including email) to designated staff and designated volunteers to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on the Employer's computer system are the property of the Employer and may be accessed only by authorized personnel. In the interest of making the use of computing resources a natural part of the day-to-day learning and work of all staff and volunteers with designated access, incidental personal use is tolerated. However, one should use non-UUFEC sources of email, Internet access, and other resources for activities of an extensive nature that are not related to UUFEC purposes.

Inappropriate computer or internet use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages; or
- accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law; or
- destruction of or damage to equipment, software, or data belonging to the UUFEC, or

- transmitting any of the Employer's confidential or proprietary information, including member/friend data, or other materials covered by the Employer's confidentiality policy. Since files need to be backed up occasionally, confidentiality, extends to this process, or
- sharing computer, software, and/or internet access accounts that have been assigned to individual users for their exclusive use with others, or
- searching, browsing, altering or viewing the content of any file, directory, or transmission for which they are not directly responsible, unless they have the express permission of the responsible person

Employer reserves the right to monitor employee use of the email system or the Internet at any time. Employees should not consider their Internet usage or email communication to be private. Personal passwords are not an assurance of confidentiality, and the internet itself is not secure.

Only authorized staff members may communicate on the internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Employees may not state their church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

Any software or other material downloaded into Employer's computers may be used only in ways consistent with the licenses and copyrights of vendors, authors or owners of the material. Only authorized staff members may communicate on the Internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Any violation of this policy may result in disciplinary action up to and including termination.

I. MEDIA INQUIRIES

All requests for information about the Employer from newspapers, television and radio media should be directed to the minister or President of the Executive Board or his/her designee. An appropriate response to a media inquiry would be, "I am not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

J. CONFIDENTIALITY

Employees may have access to confidential information about the Employer, including but not limited to information about members, friends or other staff members. Such information must remain confidential and may not be released, removed from the Employer's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. All requests for information concerning past or present employees received from

organizations or individuals shall be directed to the President of the Executive Board or his/her designee.

K. CONFLICTS OF INTEREST

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the Employer, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the Employer.

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the Employer. Employees who have questions about whether an activity violates this policy should discuss the matter with their supervisor or the CPC or his/her designee.

L. OUTSIDE EMPLOYMENT

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee. Activities that may constitute a conflict include use of the Employer's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage.

An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of Employer duties; reflect discredit on the Employer; or tend to increase Employer's payments for sick leave, worker's compensation benefits or long term disability benefits. Collateral employment should not detract from fulfillment of congregational duties.

M. PERSONNEL RECORD

It is very important that employees keep up-to-date all the information provided to the Employer at the time of hire. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency. The Office Manager should be promptly notified of any changes in:

- Address and telephone number;
- Marital status (including legal separation);
- Legal change in employee's name;
- Dependents;
- Changes in beneficiaries;
- Person to notify in case of emergency; and
- Any relevant changes in licensing or education.

N. INITIAL REVIEW PERIOD

New employees and employees who are transferred to another position shall have a review with their supervisor of their status approximately 90 days after hire or transfer. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is

completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of Employer.

O. PERFORMANCE EVALUATION

Employees shall receive an in-person and written performance evaluation by their supervisor once each year that will be forwarded to the Executive Board and maintained in the Employee's permanent personnel file. Factors considered in assessing performance include but are not limited to quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation, and personal conduct.

Employees are requested to identify goals and objectives in advance so their work may be evaluated on the basis of clear criteria they have helped to develop.

II. WAGE AND HOUR ADMINISTRATION

A. EMPLOYMENT CLASSIFICATIONS

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedule.

Regular full-time employees are regularly scheduled to work 40 hours per week. Employees scheduled to work fewer than 40 hours per week will be considered part-time employees and their eligibility for benefits will be pro-rated according to the percentage of time worked.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as "non-exempt" employees. Those in administrative, management, or supervisory positions who are not subject to such regulation are referred to as "exempt" employees.

B. HOURS OF WORK

A normal, full-time workweek consists of 40 working hours. Office hours shall be determined at the time of initial employment in consultations with the employee's supervisor. Individual work schedules may change from time to time. Attendance at meetings at the request of the employee's supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events which are part of their employment.

C. TIMEKEEPING AND OVERTIME

Non-exempt employees must submit a written and signed record of their time worked at the end of each day. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Where required by applicable law, overtime shall be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty in anyone work week. Holiday, vacation and sick leave are not

counted for purposes of overtime compensation. Employees should not work overtime without authorization in advance from the Executive Board.

D. PAY AND PAYROLL DEDUCTIONS

Pay adjustments generally shall be considered for all employees once a year and any adjustments shall normally begin at the beginning of the fiscal year (July 1st). There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as individual performance, job responsibilities and other appropriate factors.

Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deductions.

Employees are responsible for promptly notifying the Treasurer of any changes to or errors in their deductions.

III. EMPLOYEE BENEFITS

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through Employer. This summary is not intended to and does not create an express or implied contract, promise or representation between Employer and the employee. These benefits are subject to change at any time at the discretion of Employer. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the employee's supervisor.

The congregation is committed to providing an employee benefits package that meets the needs of individual employees and is negotiated at the time of hiring and can be renegotiated at the beginning of every fiscal year. The basic percentage target is 12% and the congregation is committed to growing this percentage over time corresponding to the anticipated growth of membership and financial stability of the congregation.

A. GROUP INSURANCE PROGRAM

1. Insurance Benefits

Employees who work half time or more are offered the option of purchasing group dental, term life and long-term disability insurance through the group plan sponsored by UUA. In order to avoid penalties or reduced benefits, employees need to enroll for these insurance plans within the first 30 days of employment. Further information concerning these policies is available from the Office Manager or from the Office of Church Staff Finances at UUA (617) 948-6404.

2. Workers' Compensation Insurance

Employer carries workers' compensation insurance pursuant to Wisconsin Workers' Compensation statutes. All on-the-job injuries or illnesses should be reported immediately to the employee's supervisor or the CPC. Employees may be required to provide a physician's statement in order to receive workers' compensation benefits, or to return to work.

B. RETIREMENT BENEFITS

Employer shall offer the employee the option of designating a portion of his or her salary to be placed in a retirement plan of the employee's choice. The UUA maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, the Employer contributes a percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis.

Before an employee can become a participant, there are certain eligibility requirements that must be met. These requirements and other provisions are provided to all participants. Each employee should review this material carefully and discuss questions he or she may have with the CPC or with appropriate staff members at UUA.

C. VACATION

After one year of employment, the Employer grants one month paid vacation to regular employees who work at least half time at their regular rate of pay.

Vacation time must be requested in advance and can only be taken with the approval of the employee's supervisor. In the event of conflicting vacations requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements. Summertime vacations generally are encouraged.

Employees who resign with at least two weeks notice may receive payment for the accrued vacation days that have not been used.

D. HOLIDAYS

Employees are not required to work on the following annual holidays:

| | |
|------------------------|------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Thanksgiving Day |
| Memorial Day | Christmas Day |
| Fourth of July | |

E. LEAVES OF ABSENCE

1. General provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by the Employer. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify his or her supervisor.

2. Sick leave with pay

All full-time employees accrue one day of paid sick leave for every month worked, up to a maximum of twelve days per calendar year. One year's worth (12 days) of sick time may be carried forward into the following year. Part-time employees who work more than twenty hours per week accrue sick leave on a pro rata basis. Occasional employees do not accrue paid sick leave.

Sick leave is to be used in the event the employee is unable to work due to the employee's own illness, injury or other medical condition. Sick leave may be used as part of medical leave to care for an immediate family member. Sick leave should be used for routine dental or medical appointments.

Employees must notify their supervisor before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition, including why the employee was not able to work.

3. Family and Medical leave

Unpaid medical leave may be granted in instances where an employee's medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the employee's supervisor or the Executive Board. Documentation of such a medical condition is required for a medical leave. This may include authorization to speak with the employee's treating physician. The maximum unpaid medical leave time that may be granted is 12 workweeks in a 12 month period, or until a physician releases the employee to return to work, whichever is shorter. Employer also reserves the right to request a second opinion from a physician chosen by the Employer on any medical leave of absence.

Employees may be granted unpaid medical leave for one or more of the following reasons:

- For the birth of a son or daughter, and to care for a newborn child;
- For the placement with the employee of a child for adoption or foster care, and to care for the newly placed child;
- To care for an immediate family member (spouse, child, or parent – but not a parent “in-law”) with a serious health condition; and
- When the employee is unable to work because of a serious health condition.

Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement. Spouses employed by the same employer are limited to a combined total of 12 workweeks of family medical leave for the following reasons:

- Birth and care of a child;
- For the placement of a child for adoption or foster care, and to care for the newly placed child; and,
- To care for an employee's parent who has a serious health condition.

Employees absent from work on unpaid medical leave for 12 workweeks or less will continue to accrue service time for vacation pay, sick leave pay, salary review eligibility, and holiday pay. Employees absent from work on medical leave 12 workweeks or longer will cease accruing further service time for vacation pay, sick leave pay, salary review eligibility, and holiday pay.

4. Personal leave without pay

Employees who have been employed full-time for at least one year may be granted unpaid personal leave of five days per year, which must be approved in advance by their supervisor.

5. Military leave without pay

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) shall be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence and the expected date of return. Employees may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation time shall be without pay. In accordance with applicable law, eligible employees shall be reinstated to the same job upon returning from an authorized military leave of absence.

6. Funeral or bereavement leave with pay

All employees are eligible for a leave of absence for up to three days with pay for the death of an immediate family member. Employees may request a one-day paid leave to attend the funeral of a close friend or relative outside their immediate family. If additional time is needed, the employee may request personal leave without pay.

7. Jury duty leave with pay

Employees called for jury duty shall be paid their regular pay for up to twenty working days. Employees shall appear for work upon being excused from jury duty on any day.

8. Absence to Vote

All eligible employees are encouraged to vote. However, since polls are open before and after the regular working hours, employees are urged to vote before or after work. Under extraordinary circumstances, employees will be granted time off to vote.

9. Accident on the Job

In the event that an employee is unable to work because of a work-incurred injury, the first five days of absence shall be with pay and not charged against sick leave so long as the Doctor's Report of Injury substantiates the need for such absence.

IV. OTHER EMPLOYER POLICIES

1. Attendance and Punctuality

Each employee is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. The supervisor must approve all scheduled absences in advance. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees shall call in each day absent, unless otherwise authorized by the supervisor.

Any employee who fails to report to work without notice for three or more consecutive days shall be considered to have voluntarily terminated employment, effective immediately.

2. Work and Disciplinary Guidelines

Engaging in any of the following examples of unacceptable conduct while working may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

- Failure to perform work in a manner acceptable to Employer
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual
- The use, possession or sale, or being under the influence of alcohol or controlled substances unless a prescription provided by a medical doctor.
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Smoking in unauthorized areas.
- Failure to report-on-the job injuries.
- Falsifying employee's time sheet.
- Conviction for criminal offenses that are committed on the job.
- Theft or dishonesty.
- Falsifying records or information. Misuse or unauthorized manipulation of any computer or electronic data processing equipment or system.
- Discourteous treatment of others.
- Reckless, careless or unauthorized use of Employer property, equipment or materials.
- Abusive language.
- Violation of any other Employer policy.

3. Disciplinary Procedures

I. PURPOSE

To insure that employees are treated fairly regarding discipline undertaken to correct undesirable work performance.

II. PERSONNEL COVERED

Non-ordained staff.

III. RESPONSIBILITY FOR ADMINISTERING

Pastor and personnel liaison.

IV. POLICY

A. Employees with three or more months of employment may not be terminated unless:

1. At least one written notice has been given on the appropriate performance evaluation form for a similar or different offense in the preceding 12-month period that would be cause for termination of employment.
2. The employee has been given a reasonable time period to correct the deficiency (see V.C. below).
3. At least one level of supervision above the offending employee has approved the termination on the performance evaluation form.

V. PROCEDURE

A. *Written warning:* An oral warning is usually given to an offender prior to giving a written warning.

B. *Examples of situations justifying written warning notices:*

1. A performance evaluation overall rating of "Marginal" or "Unsatisfactory."
2. Unauthorized or unexcused absenteeism.
3. Repeated tardiness.
4. Violation of work or safety rules.
5. Improper member relations or sexual harassment.

C. *Documenting a Performance Deficiency:* When a situation justifies a written warning, the action must be documented. The performance evaluation is to be used for a formal warning.

The written warning should set forth in detail the reason for the warning, together with the corrective action the employee must take. A time limit of one to three months (or reasonable time period to enable the employee to correct the deficiency or improve her or his performance) for corrective action must be noted on the evaluation form. The written warning must be reviewed with the employee, and the employee should sign it or a notation should be made by the supervisor that the warning was read to the employee and she or he refused to sign it.

D. *Administering a Warning:* An oral or written warning should always be done in private.

E. *Suspension for Fact Finding:* Normally, employees who commit or who are suspected of committing any of the violations listed in VI.E below should be suspended for a period not to exceed three days, during which time a full investigation of the circumstances is to be made.

The employee must be advised at the time of suspension that the investigation will be conducted and that she or he will be advised within three days of the decision reached. All facts must be obtained and reviewed with the pastor and personnel liaison for approval prior to making the final decision. When a decision has been reached, the employee must be advised of the decision in person.

- F. *Suspension for Discipline:* Suspension of an employee from work is a serious penalty and should be imposed only in extreme situations. Gross insubordination or an instance in which an employee commits or is suspected of committing a serious violation of church policy are examples of instances that may justify suspension of one to three days maximum until a decision is reached concerning termination. See Section VI.E. below for additional reasons warranting suspension for disciplinary action.
- G. *Distribution of a Warning:* A copy of the warning must be given to the offending employee; the supervisor retains a copy and a copy is placed in the employee's personnel file.

VI. INVOLUNTARY TERMINATION

Because of the unsettling impact that a discharge without notice has on an employee and the job security of all personnel in general, it is vitally important that such discharges be administered with fairness and in good taste. A discharge without notice should take place only after careful review of all the facts and only after approval of the pastor, personnel liaison, and church officers.

- A. *Less than Three Months Employment:* All employees are considered to be in a "training" status during the first three months of employment. During this time, performance and suitability for a position are to be carefully evaluated. At any time during the first three months of employment an employee may be terminated without written notice if the facts support the action.
- B. *Three Months or More Employment:* All employees with three or more months employment must be given a written warning prior to termination as explained in V.C. above.
- C. *Permanent Reduction in Workforce:* An employee terminated because of a permanent reduction in membership or a church restructuring that permanently eliminates her or his position shall be considered to have terminated because of reduction in force. Employees terminated due to reduction in force shall be separated on the basis of job performance. Seniority will be considered when performance has been determined to be equal.
- D. *Health Insurance:* A full-time employee's health insurance coverage will continue through the end of the month in which the employee is separated from the church. Such employees may continue to be enrolled in the company's health insurance plan by law (C.O.B.R.A.) for 24 months after separation provided the employee pays the entire cost of the insurance to the payroll department by the first of every month.
- E. *Reasons for Termination without Notice:* The following violations will result in termination without warning, advance notice, and/or severance pay:
- Willful damage or gross negligence to church property.
 - Possession of a weapon on church premises.
 - Drinking, intoxication, or possession of alcoholic beverages on the job.

- Being under the influence of narcotics, use of narcotics, or possession or solicitation of narcotics for use while at work, other than prescription drugs as prescribed by a physician.
- Gambling on church premises.
- Absence without authorization for three or more work days (consecutive or otherwise) during any 12 consecutive months.
- Disclosure of confidential or sensitive church information.
- Assaulting or fighting with another employee or member on church property, on or off duty.
- Conviction of a felony or serious misdemeanor.
- Willful falsification of church records, such as an employee application, payroll information, or financial or insurance records.
- Absence from work beyond the period for which a leave of absence has been granted by the church.
- Taking other unauthorized employment while on a leave of absence.
- Theft of church property.
-

4. SEPARATION FROM EMPLOYMENT

Employees who resign are requested to give at least two weeks' written notice. Any employee who is absent for three consecutive workdays without notifying his or her supervisor, or who fails to report to work when a leave expires, shall be deemed to have resigned effective immediately.

5. SAFETY AND ACCIDENTS

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by the accepted safety policies at all times.

Any unsafe condition, equipment or practice observed by an employee shall be reported immediately to the supervisor. All on-the-job accidents or injuries to employees, no matter how minor, shall be reported immediately to the Supervisor. In the event of a fire or other emergency, the fire department and/or police shall be called immediately, and all staff and members of the congregation should exit the premises according to the posted routes.

6. PERSONAL PROPERTY

The Employer is not responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property.

7. WORKPLACE THREATS AND VIOLENCE

Threats, threatening behavior, or acts of violence against persons by anyone on church property shall not be tolerated. Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property may be removed and will remain off church property pending the outcome of an investigation. All employees shall inform their supervisor, the CPC or any member of the Executive Board of any behavior they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or

is connected to employment. If the Employer determines that an employee has violated this policy, the Employer may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

8. PROFESSIONAL BEHAVIOR

Employees shall maintain a professional attitude and appearance that is appropriate to their position and the Employer-congregation. Name badges should be worn when employees are on duty on Sunday. Personal mail and non-essential telephone calls at work are discouraged.

9. INSPECTION RIGHTS

The Employer reserves the right to open and inspect any desk, file cabinet, storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on church owned desks, cabinets, closets or storage areas.

10. EMPLOYMENT AUTHORIZATION

Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying. Upon request, employees shall provide an original document or documents to the employee's supervisor that establishes identity and employment eligibility from the date employment begins.

11. Terms of individual employee contracts will govern if any of those terms are in conflict with any items in this policy.

PERSONNEL MANUAL ACKNOWLEDGMENT FORM

This statement should be signed by the employee and placed in the employee's personnel file soon after the acceptance of initial employment.

I, _____, hereby acknowledge that I have received a copy of the Personnel Policy Manual of the Unitarian Universalist Congregation. I understand that it is my responsibility to read the Personnel Policy Manual and to comply with the policies, practices and rules described therein.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the Employer or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment and that no representations may be made contrary to the foregoing, either express or implied. I understand that this statement of policy is not subject to change.

I understand that this Manual supersedes all previous policies, written or oral, expressed or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that the Employer reserves discretion to add, change or rescind any policy, practice or rule at any time with or without notice.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Policy Manual, dated

Employee Name (Print)

Employee Signature

Date

2.3a UUC Choir Director Job Description

Meets with music director to plan music for choir to sing during services – twice per year for major planning, regularly throughout the year to keep updated

Attends & helps plan and facilitate UUC Music Advisory Committee meetings

Attends music Worship Committee & Intergenerational Services Committee meetings when music director cannot

Prepares for rehearsals & church service by studying the music, practicing conducting and planning rehearsals

Conducts rehearsals – three, one-hour rehearsals per month - includes setting out music, deciding on warm-ups, going over hymns for that Sunday, rehearsing music for Sunday services

Makes arrangements for extra rehearsals if necessary

Arranges for special accompaniments when needed

In coordination with the music director, finds, orders and makes arrangements to purchase new music

Organizes choir files and keeps records of what music has been sung

9.05 {Bobbie Kuchta}

2.3b Director of Religious Education – Job Description

Role: The DRE works in collaboration with the Religious Education Committee and the Minister to develop and maintain a quality weekly religious education program for child care through senior high youth. The position is 50% (20 hours a week) year round.

Accountability: The DRE is directly accountable to the Minister.

Qualifications: Candidates should have strong administrative, organizational, interpersonal, oral/ written communication, and computer skills. The abilities to problem solve, multi-task, be creative, and speak in public are necessary. Experience working with volunteers, children, and youth is essential. A background or degree in education is preferred. An understanding of liberal religious theology is important. A willingness to assume additional duties in child care, the youth program, and intergenerational services, and increased time and salary as the program grows is preferred.

Areas of Responsibility and Main Duties:

Sunday Morning RE – Provide leadership for Sunday RE Programs (child care, classes, youth) all Sundays a month except one and delegate Sunday support responsibilities to the RE Committee

Child Care – Supervise the hiring and training of child care providers for Sunday/Intergenerational services and congregational meetings/events, the development and maintenance of a child care schedule, the monitoring of all child care, the securing of substitutes, the checking of the child care area for safety, and the delegation of toy cleaning.

Youth Group – Recruit, train, and provide ongoing support for volunteers to teach a Sunday morning faith development curriculum, to plan and lead the presentation of Youth Sunday, and to support youth Sundays/conferences/special events. Provide membership orientation for non-UUC youth/ parents.

RE Committee – Meet with RE Chair monthly to determine meeting agenda/ yearly planning calendar, attend RE Committee meetings to provide status of RE Program/ budget, provide input to committee on RE policy, curriculum selection, recruitment procedures, volunteer recognition, and space usage, plan and implement with the committee RE group activities/ service projects, and other ways to build intergenerational community.

Volunteers (Teachers & RE Committee Members) – Recruit, train volunteers, develop Sunday morning teaching and committee schedules, support teachers weekly (support includes reminder e-mail/phone calls, purchasing/ gathering materials, lesson planning) secure substitutes for teachers/committee members

Record Keeping – Register all children/youth in the Sunday RE, Child Care and Youth Programs, maintain RE files (administrative, worship, curriculum, professional, youth, music) maintain weekly attendance and end of year records

Communications – Develop RE Brochure, provide RE information to volunteers/parents/congregation thru newsletter, UU Connections, Sunday announcements, e-mail, phone calls, and letters, review and respond to RE correspondence

Finances– Purchase supplies for all RE Programs, submit payment to treasurer for all RE supplies and child care requests, make budget recommendations to RE Committee, and monitor budget

Maintenance of Resources – Maintain supplies, resources, equipment in all RE areas in orderly, safe, user friendly fashion, maintain all RE book collections (Child Care, DRE Office, Resource Room) for relevancy. Create RE bulletin boards, children's name tags, classroom attendance folders and charts, take RE photographs and organize for RE history

UUC Meetings/Reports – Attend staff, Membership orientation, and other meetings as requested; provide RE Program report bi-monthly to the UUC Board meetings/DRE Annual Report for UUC Annual Meeting, and other reports as requested

Intergenerational Services – Assist in planning intergenerational services; plan and lead RE Sunday.

Summer RE Spirit Week –Design program (curriculum/projects), train volunteers to implement program, provide support. Responsibility for this area will not begin until the position has increased to 100%.

Professional Development – Join LREDA; attend PSD cluster meetings/workshops/retreats/Renaissance Modules as appropriate, keep informed through personal study, develop yearly goals with Minister, upon moving to a 75% position, begin DRE certification program.

2.3c Ministerial Contract

Unitarian Universalist Congregation, Eau Claire, WI
July 1, 2007

The Board of Directors of the Unitarian Universalist Congregation (UUC) extends to you an invitation to continue to be their minister in permanent settlement, in accordance with the following terms and conditions:

I. General Spirit of the Agreement

In subscribing to this agreement, both parties do so with the understanding that the relationship between the UUC as a community of diverse people and the minister as their chosen religious leader is complex, involving many skills and responsibilities on both sides and needing an environment of cooperation and good faith to function beneficially. Therefore, it is the intention of both parties to work together in such a spirit as to make their partnership as effective as possible.

II. Compensation

The compensation for a minister working 59% time (estimated to be 35 hours a week) is established as indicated in the annual addendum attached to this contract. This will include salary, housing, and professional expenses. Compensation will be negotiated annually and voted upon by the congregation, and will fall within the guidelines of the Unitarian Universalist Ministerial Association for her years of ministerial experience and the current UUC budget. On the fifteenth of the month, she will receive one check for housing and one for salary. Professional expenses will be reimbursed as incurred, up to the amount specified in the annual Addendum. Unexpended funds in the professional expenses budget line will revert to UUC at the end of the fiscal year. Professional expenses shall include, for example, books and literature, professional memberships and subscriptions, conference, workshop, and meeting expenses, entertainment expenses (lunches and gifts), and mileage/auto expenses.

III. Leave

A. Vacation and Study

The minister will be in residence and engaged fifty-nine percent time in the performance of her duties for the ten-month period of August 15 through June 15. The period from June 16 until August 14 shall consist of one-month vacation, plus a one-month study period. If some portion of the summer vacation is devoted to preparation for the upcoming year, the minister may take, with the Board of Directors' approval, a limited amount of vacation during the church year, not to exceed the equivalent of two weeks total.

The minister shall inform the Board of Directors of her vacation plans and provide an out-of-town phone number where she can be reached in case of emergency. The minister will be expected to return to the church only for the

most serious matters, such as a funeral or institutional crisis. Those who required her to return and/or the UUC will reimburse her travel expenses in such an event.

B. Personal

In the event that a death or major illness occurs in the minister's family, or in the event of the hospitalization or major illness of the minister, the minister is free to arrange her schedule to permit her absence and to do the work at another time. In the event that a personal illness lasts longer than two weeks, she will make arrangements, with the Board's approval, to compensate for her absence, for example, by taking vacation or unpaid leave or by arranging for collegial coverage.

C. Sabbatical

The minister will be granted one month sabbatical leave at the percentage of her employment for each year of service, that is, one month at eighty percent for the year, unless subsequent contracts are for a greater percentage. Sabbatical leave will thus accrue in accordance with the percentage of employment, not to be taken before four years of service, with no more than six months of leave to be taken in any one year. The minister will provide the Board with a plan for the sabbatical, and the minister and the Board will agree on the timing of all leaves granted. Pay during such periods will be at the usual agreed upon annual rate. The minister agrees to remain as minister of this UUC for one year beyond the sabbatical leave or to repay the salary earned during sabbatical, unless illness prevents her return.

IV. Duties and Responsibilities

This contract will provide general work expectation. The minister/lay leadership covenant will provide a more specific set of goals and tasks for both minister and congregation, and it may be updated annually.

A. Worship

In cooperation with the program committee, the minister will provide Sunday services and other agreed upon special religious services during the regular program year, the end of August to mid-June (approximately 40 Sundays). She will preach sixteen times during this period for the UUC and be in the pulpit for three intergenerational services. It is expected that she will have two Sundays off each month. Two other categories are considered working Sundays: 1) exchanging pulpits with another minister, and 2) participation at a denominational conference or professional development seminar. It is not expected that she be at the UUC on her Sundays off (30%).

B. Freedom of the Pulpit

The minister, when in the pulpit or expressing views through other established channels of communication, will be accorded freedom to speak the truth, as she

understands it. The minister, it should be understood, speaks for herself and not for the church or its members unless authorized by the congregation or the Board.

C. Pastoral Care

The minister will be available for pastoral emergencies and pastoral counseling (short term) and will make hospital and nursing home visits and bereavement calls.

She will perform weddings, memorials, funerals, and child dedication services for members of the congregation at no charge. She will not perform services for those not affiliated with the church, but refer them to others authorized to officiate (10%).

D. Religious Education

The minister will support the children's RE program and ensure that there is a regularly scheduled adult RE program, including maintenance of the Chalice Circles (5%).

E. Committee and Executive Board Meetings

The minister will attend Executive Board and Committee on Ministry meetings. She will not attend other meetings, but will consult with chairs as needed. The Committee on Ministry will meet regularly with the minister and will provide the primary interface between the minister and the congregation and the Board on matters in this contract and on performance of her duties and responsibilities (5%).

F. Administration and Office Hours

During the program year, the minister will keep regular, published office hours, six hours per week (MThSa 1-3). She will also be available at other times by phone and by appointment. The administration of church business (scheduling meetings, answering phone calls and mail, returning items to the appropriate lay leader, organizing the office, meeting with other paid staff, etc.), some of which will be done during office hours, will occupy approximately thirty percent of the minister's time (30%).

G. Supervision

The minister will supervise the other employees of UUC. She will meet with each regularly and conduct bi-weekly staff meetings. She will seek and receive feedback from those with whom each regularly works, evaluate the performance of each annually in writing, keep the Board informed about their performance, consult with them about their compensation packages, and recommend to the Personnel Committee changes in their compensation packages for the following year. In the event that an employee's performance is unsatisfactory, she will notify the Board, who will follow the procedures outlined in the Personnel Policy and the employee's contract for discipline, up to and including termination.

Finally, she will encourage appropriate professional development for each employee (15%).

H. Professional Development and Continuing Education

The minister is encouraged to avail herself of opportunities to further her professional capabilities through attendance at conferences, colloquies, etc., sponsored by the denomination or other appropriate sources. She may, for example, attend meetings of the local clergy, District UUMA (Fall and Spring), as well as the annual Prairie Star District Conference and General Assembly. There may also be appropriate workshops or courses on preaching, pastoral care, church administration, etc. Her attending such workshops and courses will be approved by the Board.

I. Community Service

The minister is encouraged to participate in at least one community organization each year to fulfill her commitment to social justice and to be a presence for Unitarian Universalism in the community. Writing clergy columns would be one example of being such a presence (5%).

J. Weekly Day Off

The minister will have one day per week—Tuesdays--during which she will not schedule church business. A 59% percent time minister works, on average, about 35 hours a week over the course of six days.

V. Evaluation

This being the minister's last year with UUC, there will be no formal evaluation.

VI. Resignation/Termination

The minister agrees to give notice to the UUC at least three months in advance of resignation. The UUC reserves the right to terminate this agreement at any time upon written notice by the Board of Directors. In the event of such a termination by the UUC, a severance salary shall continue for three months after notice of dismissal.

Emily Moore, President
Board of Directors, Unitarian Universalist
Congregation, Eau Claire, WI

Date

Virginia L. Wolf, Minister

Date

2.3d UUC Music Director Job Description

Works with the Worship Committee to plan music to be appropriate for Sunday services and other church events. Attends Worship Committee meetings and collaborates with planning committees for planning intergenerational and other special services.

Works with the Choir Director to select appropriate choral music for the choir and for smaller singing groups. Continuously seeks sources and ideas for new music appropriate to our Congregation.

Meets with the Choir Director to plan for the Congregation's calendar year.

Notifies the Office Manager of the titles and performers of music to be presented each Sunday in a timely manner so they can be listed in the Order of Service.

Meets once or twice a year with a Music Advisory Committee to discuss congregational response to the music provided for Sunday services and other events.

Monitors the checking out of hymnbooks and conducts an annual inventory of "Singing the Living Tradition."

Actively recruits youth and adult musicians from the congregation to provide selections for "Music for Gathering" and "Music for Giving".

Ensures that an accompanist will be available for each Sunday service.

Works with the Office Manager to keep the piano tuned.

9.05 {Betty Kleemeier}

Unitarian Universalist Congregation
2.3e Office Manager Job Description

Report to: Board of Directors. Immediate supervision by Minister.

Evaluation: An annual written performance evaluation will be completed by the Minister, with input from the Board of Directors, Administration Chair and others, as appropriate; reviewed with the Office Manager, presented to the Board, and kept in personnel file.

Essential Tasks:

Bookkeeping System: Record expenditures, prepare checks, make deposits and record income including contributions under supervision of the treasurer/bookkeeper.

Bulletin Boards: Update weekly with current items received in the mail, by e-mail, or from the *Herald*.

Church Calendar: Act as the central contact for church events: keep track of committee schedules, services, and rentals, alert groups for any potential time/date conflicts.

Clerical Support: Provide clerical support for Board, Minister, DRE, Assistant DRE, Treasurer and Committee Chairs. Duties include word processing, copying, and filing, mailing and emailing.

Community: Answer queries from visitors, update Leader Telegram Religious Directory ad, add relevant groups to mailing list.

Computer: Maintain and update documents and forms. Assist staff with computer set-up and troubleshooting. Arrange maintenance and repairs as needed.

Concert Series: Maintain database and run labels for mailings. Promote upcoming concerts in the Order of Service and in the *Herald*.

Directory: Update and prepare current member/friend directory at least semi-annually. Meet with DRE two times per year to coordinate RE registrations with the database to update directory information on children.

Facilities Management: Orientate staff and committee chairs with new facilities procedures, arrange inspections and servicing on equipment, and troubleshoot building problems (i.e. elevator service and inspection, fire inspections, fire alarm and thermostat orientation...).

Keys: Distribute and receive keys according to UUC key policy guidelines. Train committee chairs on use of combination lock box for access to the building key. Track key deposits and refunds for rentals.

Mailings: Send mailings to visitors, maintain membership files and databases, update mailing lists for UUA, run labels for newsletter and various committees, sort incoming mail and post/announce relevant events.

Newsletter: Type/edit monthly newsletter, verify information, add calendar of events, deliver to local print shop, prepare mailing labels, and coordinate distribution with mailing committee.

Office Equipment: Monitor and maintain functioning of office equipment, arrange for service and repair as needed. Includes photocopier, computer, and printer. Responsible for ordering supplies for equipment (toner, paper, etc.).

Office Supplies: Order needed administration supplies per annual budget. (Board approval required for expenses that go over-budget.)

Order of Service: Type/edit weekly order of service, including announcements and inserts; verify information; run copies; and fold programs.

Records Maintenance: Keep files current and in order. Archive historical documents.

Rentals: Facilitate rentals. Meet renters, orient them to building, unlock and lock building, receive rental fees, submit fees to bookkeeper. Manage room assignments to prevent double-booking. Encourage additional rentals (especially weddings) for administrative income.

Telephone: Answer and route calls, retrieve messages from machine, take messages, handle requests for information, and make referrals.

Volunteer Coordinator: Spring recruitment of committee chairs; match members with committees, assistance in filling understaffed committees throughout the year, help to integrate new members into the congregation by match with volunteer duties. Participate in the Council on Committees meetings to assist committee chairs with orientation and any concerns that arise.

Other duties as assigned by the Minister and Board of Directors.

Unitarian Universalist Congregation(UUC), Eau Claire, WI

2.3f Children/Youth Religious Education Coordinator **Job Description**

Coordinates teachers, face time on Sunday, administrative functions:

The hours for this position begins the first Sunday in August and run through the first Sunday in June.

HOURS: 4 hours Sunday, 6 hr childcare/admin)

PAY RATE: Child care 10\$/Hr, propose 13\$/hr for Coordinator

YEARLY BUDGET: 13/hr at 45 weeks, 10 hrs a week = \$6610 annual cost

- Meet with youth, parents, teachers and child care providers as they come to RE on Sundays

 - Meet with visitors--show them around--give them a short explanation of the RE program, intro to teacher and show them the classroom
 - Check-in with the Greeters
 - Check the resource/supply room
 - Help teachers get their supplies
 - Give the teacher support person (good fairy) their duties (tell them what they can do to help)
 - Take attendance
 - Make sure the child care room is checked every 15/20 minutes by the RE coordinator or teacher support person.
 - Make sure either the RE coordinator or the teacher support person has the child care walkie-talkie
 - Make sure if there are info signs regarding RE that they are posted in the front and back of the church
 - Make sure the children and youth don't start eating the coffee hour treats too early
 - Make sure the classrooms have chairs and are ready for classes (not messy)
 - Make sure supplies are put away after classes
 - If a child is crying, or distraught take the child to their parent or adult in the service or make sure the teacher support person takes the child.
 - Assist teachers as needed
 - Make sure parents complete enrollment forms and other paperwork, as needed and make sure the paperwork get submitted to the office
 - Make sure the child care providers get their pay sheets completed and submitted
 - Generally supervise the children (for example tell them not to run in church, don't play in the elevator, no throwing stuff--no outdoor activities allowed inside.....)
 - Remind everyone no food allowed in the classrooms
 - Assist with RE project preparation and coordination (Empty Bowls, Holiday Gift Shop, Secret Friends)
- Schedule Childcare providers and keep childcare calendar updated

- Maintain RE files
- Coordinating RE class presentations with the Worship Committee and teachers, as well as the minister
- The RE coordinator will help with preparations for Summer RE and training the Summer RE coordinator
- The RE coordinator will work with the minister to maintain coverage in the event of Sunday absence.
- Attend staff meetings with minister and office manager
- RE Coordinator will work with the minister to recruit childcare providers and RE teachers
- Works with Lifespan Minister to resolve issues as they arise
- This position reports to the Minister

Unitarian Universalist Congregation(UUC), Eau Claire, WI

2.3g Employment Agreement for Part-Time Sexton

The agreement is made between the Unitarian Universalist Congregation (UUC) and Jim Moen.

1. The congregation, acting through its governing body, employs Jim Moen as Sexton under terms set forth in this agreement, who accepts such employment under the stated terms.
2. The duties are stipulated in the UUC Sexton Job Description, which is attached to this agreement. The Job Description will be reviewed and updated annually by the Sexton and Office Manager and submitted to the UUC Board for approval.
3. The UUC Sexton is supervised by the Office Manager and accountable to the UUC Board.
4. The UUC Sexton is employed on a part-time hourly basis. Scheduling for this position is flexible, with hours coordinating to building usage and maintenance needs.
5. The congregation agrees to pay the UUC Sexton an hourly wage of \$10.61, paid bi-weekly, with appropriate FICA deductions.
6. Leaves of absences will be granted in accordance with the UUC Personnel Policy.
7. This Employment Agreement will be reviewed annually by the UUC Personnel Committee.
8. Evaluations of personnel will be conducted yearly through the personnel committee. The Office Manager will conduct a performance appraisal of the Sexton.

Signature of the President of UUC

Date

Signature of UUC Sexton

Date

7.12.11

Position Title: Sexton

Reports to: Office Manager

Type of Position: Part-time 10 hours/week, 52 Weeks a Year

Supervises: N/A

General Responsibilities

- Cleans the church building interior, exterior and grounds
- Secures the church building
- Maintains the facility, related assets, and surrounding property
- Performs minor repairs
- Maintains maintenance equipment and janitorial supplies
- Maintains the landscaped areas of the church property
- Services consumables (e.g. toilet paper, light bulbs, paper towels)
- Monitors buildings during rentals
- Run AV equipment as needed during rentals (sound system, TV, DVD player)

Skills and Abilities

- Skilled at operating and maintain job related equipment (e.g. vacuum cleaner, floor polisher, carpet cleaner, hand tools)
- Skilled at performing minor repairs (e.g. unplugging toilets, fixing door handles, etc.)
- Capable of shoveling snow, clearing sidewalks and entrances, and carrying and spreading de-icing agents (snow blower available at church)
- Possesses interpersonal skills and flexibility to support team work with supervisor, renters, and congregants

Work Hours

- Requires significant flexibility to respond to events
- Includes irregular evening and weekend hours as indicated by events
- Up to 10 hours per week with the possibility of extra hours as may be needed to support funded events such as weddings, funerals, and parties.

Qualifications

- Experience in cleaning and maintenance is preferred
- Experience at performing tasks described in Appendix A is preferred

**Appendix A; Position Title: Unitarian Universalist Congregation, Sexton
Task List**

| Description | Frequency |
|--|--|
| 1. Clean Facility | Weekly |
| a. Vacuum Floors (including spot removal) & carpet mats | |
| b. Dust mop and wet mop tile floors including entrances | |
| c. Clean bathroom fixtures and class room sinks | |
| d. Replace paper towels, soap, toilet paper in bathrooms | |
| e. Empty wastebaskets & recycling baskets, take to dumpsters | |
| f. Clean classroom table tops as needed | |
| g. Clean/dust windows, ledges, sills, walls and picture frames. | |
| h. Clean entrances and glass doors, wipe molding | |
| i. Clean and polish drinking fountains | |
| 2. Secure Facility | Each time in building |
| a. Unlock doors for events (including evening & weekends) | |
| b. Check and Lock Doors | |
| c. Check Windows | |
| d. Make sure all lights are out & heat down | |
| 3. Maintain Facility, Assets, Environment, and Supplies | As needed; Respond to Building Committee's needs |
| a. Assess and Coordinate Maintenance (regularly walk the property and building and determine maintenance events and trends) | |
| b. Monitor building temperature and program thermostats | |
| c. Respond to Fire Prevention Inspection recommended remediation – e.g. batteries replaced in emergency lights, smoke detector batteries, monthly check of extinguishers | At least monthly |
| d. Perform Minor Repairs | |
| 1. Repair Cloth Chairs | |
| 2. Repair Window Screens | |
| 3. Toilet seats | |
| 4. Flush handles (repair, replace, tighten) | |
| 5. Replace light bulbs | |
| e. Maintain maintenance equipment and janitorial supplies | |
| f. Assist in set up and clean up for church and renter events | |
| g. Clear snow from entry/exit paths and spread de-icing agents | |
| i. Maintain grounds and gardens as needed. | |

2.4 UUC Employee Compensation Record (year 2011-12)

NAME OF EMPLOYEE Kris Simpson

Position Office Manager **FTE** 100%

note: all UUC costs in red

SALARY \$31,930 Last year's rate X 3% raise **HOURS/WEEK** 40

FICA (salary X .0765 X 12 months)

BENEFITS begin when employee is ½ time or more and are pro-rated

Dental Insurance \$_____ (employee pays 100%; can only opt into program with qualifying event) Fixed rate; look on UUA site for current rate

Health Insurance \$7,920.24/yr

UUC pays 80% of rate for employee rate and 50% of additional cost for employee + child, employee + spouse, or family rate.

UUC Kris

\$357.78 \$89.44 (447.22 X 80% UUC and 20% Employee)

\$106.40 \$106.40 (difference family rate: 660.02-447.22=212.80 X 50%)

\$464.18/mo (\$5570.16/yr) \$195.84 = \$660.02/mo.

Go to UUA website for premium information (you must have the year of birth for the employee for the rate). The UUA usually makes rate changes in January.

<https://secure.uua.org/leaders/insurance/calculator/index.php> (DOB 1967)

Life Insurance \$245.22/yr **\$20.44/mo**

Flat rate of 32 cents per month per thousand dollars of coverage is charged for the enrolled employee. Salary divided by 1,000 and then multiplied by .32 = monthly premium X 2

Long-Term Disability Insurance \$319.32/yr **\$26.61/mo.**

Annual Salary divided by 100 = _____ x \$1.00 = Annual Cost.

Divide Annual Cost by # paychecks/year = Cost per Paycheck

Professional Expenses \$700/yr.

Retirement \$3,193/yr **\$266.08/mo.** (10% of salary)

\$_____ Employee request for additional amount contributed from check

UUC Annual Total Salary/Benefits Package: \$41,957.70

Salary \$31,930 (FICA \$2,442.65)

Benefits

Health \$5,570.16

Life \$245.22

LTD \$319.32

Prof. exp. \$700

Retirement \$3,193

Employee signature _____

date _____

Treasurer signature _____

date _____

President signature _____

date _____

Routing:

- Employee and supervisor send proposal to Personnel Cmt.
- Personnel Cmt. send recommendation to Finance Cmt. (with Dec. budget proposals)
- Finance Cmt. submits recommendation to Board then Congregation for approval at Annual Mtg. (May)
- Upon budget approval, Finance Cmt. (or Personnel?) completes form and gives to supervisor.
- Supervisor secures signatures and files in personnel files.
- Supervisor notifies Church Mutual of change in salary for insurance rates/worker's comp.
- Supervisor notifies UUA of change in salary for benefits adjustment.
- Treasurer updates PowerChurch of salary and benefits changes end of June (for new rates to be paid July)

UUC Employee Pay Rate and Benefits (year 2011-12)

NAME OF EMPLOYEE Rev. Julianne Lepp

Position Lifespan Minister **FTE** 100%

note: all UUC costs in red

SALARY **\$39,860** (Last year's rate X 3% raise) **HOURS/WEEK** 40

HOUSING ALLOWANCE **\$24,000**

BENEFITS begin when employee is ½ time or more and are pro-rated

Dental Insurance **\$1,353/yr**

(UUC pays 100% for employee 0% for additional family coverage; can only opt into program with qualifying event)

Fixed rate; look on UUA site for current rate.

UUC Julianne

\$46.50 (**\$558/yr**) + \$66.25 = \$112.75/mo. family rate

Health Insurance **\$10,420.08/yr** **\$868.34/mo**

UUC pays 80% of rate for employee rate and 50% of additional cost for employee + child, employee + spouse, or family rate.

UUC Julianne

\$319.22 \$79.84 (\$399.02 X 80% for UUC; 20% for Employee)

\$234.66 \$234.66 (difference family rate: 868.34-399.02=469.32 X 50%)

\$553.88 (**\$6646.56/yr**) \$314.50

Go to UUA website for premium information (you must have the year of birth for the employee for the rate). The UUA usually makes rate changes in January.

<https://secure.uua.org/leaders/insurance/calculator/index.php> (1974 DOB)

Life Insurance **\$490.44/yr.** **\$40.87/mo.**

Flat rate of 32 cents per month per thousand dollars of coverage is charged for the enrolled employee. Salary (for ordained clergy use Salary + Housing) divided by 1,000 and then multiplied by .32 = monthly premium X 2

Long-Term Disability Insurance **\$638.64/yr** **\$53.22/mo.**

Annual Salary divided by 100 = 638.60 x \$1.00 = Annual Cost.

Professional Expenses **\$6,386/yr**

Retirement **\$6,386/yr.** 10% of salary

\$ _____ Employee request for additional amount contributed from check

FICA **\$4885.29/yr** **\$407.11/mo** (salary X .0765)

UUC Annual Total Salary/Benefits Package: \$89,850.93

Salary **\$39,860**
Housing **\$24,000**

Benefits

In lieu of FICA **\$4,885.29**
Dental **\$558**
Health **\$6,646.56**
Life **\$490.44**
LTD **\$638.64**
Prof. exp. **\$6,386**
Retirement **\$6,386**

Routing:

- Employee and supervisor send proposal to Personnel Cmt.
- Personnel Cmt. send recommendation to Finance Cmt. (with Dec. budget proposals)
- Finance Cmt. submits recommendation to Board then Congregation for approval at Annual Mtg. (May)
- Upon budget approval, Finance Cmt. (or Personnel?) completes form and gives to supervisor.
- Supervisor secures signatures and files in personnel files.
- Supervisor notifies Church Mutual of change in salary for insurance rates/worker's comp.
- Supervisor notifies UUA of change in salary for benefits adjustment.
- Treasurer updates PowerChurch of salary and benefits changes end of June (for new rates to be paid July)

Employee signature _____

date _____

Treasurer signature _____

date _____

President signature _____

date _____

UUC Employee Pay Rate and Benefits (year 2011-12)

NAME OF EMPLOYEE James Moen

Position Sexton **FTE** _____

note: all UUC costs in red

PAY RATE **\$10.61/hr (estimated \$5,518/yr)**

HOURS/WEEK 10

Last year's rate X 3% raise

BENEFITS begin when employee is ½ time or more and are pro-rated

Dental Insurance \$_____ employee pays 100%; can only opt into program with qualifying event. Fixed rate; look on UUA site for current rate

Health Insurance

UUC pays 80% of rate for employee rate and 50% of additional cost for employee + child, employee + spouse, or family rate.

Go to UUA website for premium information (you must have the year of birth for the employee for the rate). The UUA usually makes rate changes in January.

<https://secure.uua.org/leaders/insurance/calculator/index.php>

Long-Term Disability Insurance \$_____

Professional Expenses \$_____

Retirement \$_____

10% of salary

\$_____ Employee request for additional amount contributed from check

FICA **\$422.13/yr** **\$35.18/mo** (salary X .0765)

UUC Estimated cost /yr = \$5,940.13 salary

Employee signature _____ **date** _____

Treasurer signature _____ **date** _____

President signature _____ **date** _____

Routing:

- Employee and supervisor send proposal to Personnel Cmt.
- Personnel Cmt. send recommendation to Finance Cmt. (with Dec. budget proposals)
- Finance Cmt. submits recommendation to Board then Congregation for approval at Annual Mtg. (May)
- Upon budget approval, Finance Cmt. (or Personnel?) completes form and gives to supervisor.
- Supervisor secures signatures and files in personnel files.
- Supervisor notifies Church Mutual of change in salary for insurance rates/worker's comp.
- Supervisor notifies UUA of change in salary for benefits adjustment.
- Treasurer updates PowerChurch of salary and benefits changes end of June (for new rates to be paid July)

UUC Employee Pay Rate and Benefits (year 2011-12)

NAME OF EMPLOYEE Sarah Ramlow

Position RE Coordinator **FTE** _____

note: all UUC costs in red

PAY RATE **\$13.00/hr (\$6,760/yr)**

HOURS/WEEK 10

Last year's rate X 3% raise

FICA (salary X .0765)

BENEFITS begin when employee is ½ time or more and are pro-rated

Dental Insurance \$_____ employee pays 100%; can only opt into program with

qualifying event. Fixed rate; look on UUA site for current rate

Health Insurance \$_____

UUC pays 80% of rate for employee rate and 50% of additional cost for employee + child, employee + spouse, or family rate.

Go to UUA website for premium information (you must have the year of birth for the employee for the rate). The UUA usually makes rate changes in January.

<https://secure.uua.org/leaders/insurance/calculator/index.php>

Long-Term Disability Insurance \$_____

Professional Expenses \$_____

Retirement \$_____

10% of salary

\$_____ Employee request for additional amount contributed from check

UUC Estimated cost /yr = \$6,760 salary

Employee signature _____ **date** _____

Treasurer signature _____ **date** _____

President signature _____ **date** _____

Routing:

- Employee and supervisor send proposal to Personnel Cmt.
- Personnel Cmt. send recommendation to Finance Cmt. (with Dec. budget proposals)
- Finance Cmt. submits recommendation to Board then Congregation for approval at Annual Mtg. (May)
- Upon budget approval, Finance Cmt. (or Personnel?) completes form and gives to supervisor.
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- Supervisor notifies UUA of change in salary for benefits adjustment.
- Treasurer updates PowerChurch of salary and benefits changes end of June (for new rates to be paid July)

Unitarian Universalist Congregation(UUC), Eau Claire, WI

3.1 Procedures for Fiscal Transactions

Income:

Contributions made by members are collected each Sunday and placed in an envelope for the Office Manager. Each week the collectors count the cash collected, the number of pledge envelopes, and the number of checks; write this information on the envelope, initial it, and seal it. The envelopes are placed in the office for the Office Manager to open on Monday, when she enters the dollar amounts from checks and pledge envelopes, crediting each against the appropriate pledge unit. Each pledge unit is identified by name and "envelope number" in the Powerchurch program, and cash placed in the collection baskets for the general fund is added to an "envelope number" named cash. Checks written to UUFEFEC as donations to be sent to other caused our church is supporting may be entered in the system under a member's "envelope number" and credited to a "special collections" fund, which can be tracked and forwarded to another charity. Upon completion of the collection entry, a report is printed that lists the donations and gives a total dollar amount debited to the general checking cash account, which should equal the amount of the deposit taken to the bank.

The week's collectors also gather money from each of the collection baskets (cans) for sales or donations to various efforts: Coffee/cocoa, candy, minister's sermon copies, etc. The cash amount and number of checks received is again written on separate envelopes and initialed by the collectors. The envelopes are again taken to the church office.

Cash donations for special collections and cash and/or checks received for purchases of coffee, etc., are entered to the Powerchurch system by a journal type entry debiting the general cash account. This amount is deposited separately by the Office Manager. The bank receipts of deposit, computer generated reports, and initialed envelopes are all saved for future audit. Committee Chairs responsible for these activities will receive quarterly reports of income and expenditures, as well as more timely announcements to the congregation after a particularly successful fundraising event.

Donations are frequently mailed to the church, and other miscellaneous collections may be made for fundraisers, building rentals, etc. These will be received by the Office Manager and entered to the computer batched separately if of a significant amount, or held till the next Sunday collection cycle.

Expenditures:

Invoices or monthly statements are mailed to the church, and opened by the Office Manager. She will identify the purchase and forward it to the committee chair responsible for approving it for payment. Often it is a reoccurring bill for utilities and she will proceed to mark it with the appropriate vendor number and account number, as directed by an approval form on file for reoccurring charges. Signed invoices or shipping documents are alternate adequate approval methods to ensure a prompt payment as statements arrive. E-mails directly to the church or Treasurer requesting payment for a speaker or workshop may begin the payment process, but will be signed by a responsible committee chair or designee before a check is actually delivered.

Invoices approved for payment are left in the mail slot for the Treasurer to review and enter to the computer. Computer printed checks are signed by the Treasurer, and prepared to mail by either the Office Manager or the Treasurer. A duplicate check stub is attached to the paid invoice, which is then filed in an expanding file folder with all other paid invoices of the current year. A computer listing of checks written each month is printed and distributed to the church board, along with a combined funds balance sheet and an income statement.

Other:

Bank Reconciliations are done monthly by the Office Manager (Treasurer as of 12/31/04). The bank statement is copied, with the original remaining on file at the church office. Transfers of monies from the general fund to the building fund are usually done by the Treasurer at this time, to match monies donated to the separate funds. Transfers to the endowment fund are done by check.

Reports are often run by the office manager in response to requests from the Minister or board members. She has a good working understanding of the system, and uses the same membership records for mailings as is used for contributions records. She has found how to run reports specific to a committee that will show current income, expenses, and budgeted amounts for that committee/activity, and provided them as appropriate; minimally on a quarterly basis. The Treasurer prepares and reviews monthly Income statements and Balance sheets to be forwarded from the church to all board members. These are reviewed at the monthly board meeting. Any questions or budgetary problems are dealt with at the monthly meetings. If a budget line is in danger of being overspent, the board must make a decision to allow minor overexpenditures, or to allocate monies from another budget line.

Budget issues are raised throughout the year, and notes made of new items to address with the next budget cycle. This cycle begins in November, when each committee is furnished (by the Treasurer) with a budget worksheet, that lists by month actual year-to-date expenses, and current budget figures. The Committee Council meets in December to discuss budget formation, and answer any questions on preparation. By the first of January, proposals should be returned from the committee chairs to the Treasurer. The Finance committee meets to review these requests and put together a preliminary budget for the coming year, to be presented to the full church board at its February meeting. The board votes on this budget to be presented at the congregational meeting at the end of February, where it must be reviewed and supported by the congregation. It is then given as a goal to the canvass committee, and the annual pledge drive begins. The relative success of the pledge drive dictates the final budget, as adjustments may have to be made at a special board meeting held at the end of March. A balanced budget will be prepared at this time for final approval of the congregation at its annual meeting in April.

Unitarian Universalist Congregation (UUC)
3.2 Endowment Policies and Procedures

INVESTMENT POLICY

1. The Committee invests the assets of the Endowment with the objective of earning an average annual return consistent with moderate risk and long-term growth and stability. Funds are invested in diversified risk instruments including CDs, money market, bonds and moderate growth equity funds.
2. The Committee endeavors to invest the assets of the Endowment in a manner consistent with UUA socially responsible investment guidelines. Currently that policy excludes investments in firms engaged in the manufacture and distribution of tobacco-based products, or in the production of weapons of war, and in firms that blatantly despoil the environment, or engage in flagrant discrimination in their hiring and promotion practices.

DISTRIBUTION POLICY

1. Funds are distributed in a manner to enhance the mission of UUC apart from the general operation of the congregation.
2. *The following guideline is used in distributing Endowment funds:
The fair market value of the fund is recorded quarterly. Once a year, the average fair market value of the fund over the past thirteen quarters is calculated and a percent (4 – 6%) of that is available to spend.*
3. Principal may be expended only in rare and extreme circumstances and subject to a majority vote of the UUC membership.

PROCEDURES

1. All endowment monies are processed by the UUC Office Manager only and are maintained in separate accounts from other UUC accounts.
2. The Office Manager provides complete, accurate and computerized records of all endowment funds received and disbursed. Records include the names of all donors; the amounts, terms and restrictions of all gifts; and a report of all checks written on endowment funds.
3. The Office Manager provides monthly and annual financial reports to the Endowment Financial Secretary and Treasurer.
4. The Endowment Committee's secretary sends thank you notes to all donors. The names of donors are published in the newsletter and annual report, unless the donor requests anonymity.

Approved 2/17/02
Revised 6/2/06 (#2 distribution)

Unitarian Universalist Congregation (UUC)

3.3 UUC Procedures for Special Fund Raising Initiatives

Preamble: The Finance Committee provides the first level of oversight for UUC fund raising initiatives. It provides recommendations to the Board, which has final authority. In exceptional cases, the Board may involve the entire congregation for guidance and authorization. The Finance Committee recognizes that the primary source of revenue for the congregation comes from the Annual Pledge Drive. Other sources of regular income are the Harvest Auction and approved regular committee sponsored events (e.g. RE Holiday Shop; regular Wednesday dinners; Concerts; rentals; coffee sales; hymnal purchases).

From time to time, the Board, individuals or committees suggest additional fundraising initiatives, either to pay for beyond-budget projects (window or door replacement, piano). or emergencies (equipment replacement or building damage repair). Because of the ad hoc nature of these initiatives, and because of the potential for conflict with the primary fundraising initiatives, the Finance Committee recommends the following process for these proposals:

Step 1: Submission of Proposal

Individuals or groups wishing to propose a new fund raising event or project must complete a “Fundraising Proposal” form and turn it in to the Finance Committee for review. If a request is sent directly to the Board, it should be sent to the Finance Committee for review first.

Fundraisers for emergency needs (a new furnace, a new copy machine, a broken water main, . . .) will be considered by the Board and initiated as soon as possible. If there is enough time, the Finance Committee may be consulted about procedural issues for the potential emergency fundraiser.

Events or activities that solicit only out-of-pocket cash donations are exempt from Finance Committee oversight (Wednesday evening meals, RE Holiday gift sale, . . .). The committee responsible for collecting the funds during these activities may determine where, when, and how the funds will be dispersed.

Step 2: Committee Approval

Based on the information received, the Finance Committee will authorize (or reject) the initiative and notify the party involved of their decision in a timely manner. To make this determination, the Committee will consider the amount of the funds sought, the timing and nature of the initiative, the potential impact on other initiatives, and other relevant factors. The Committee should report all submissions and their status to the Board as part of the regular Finance Committee update in the monthly Board meeting.

Step. 3: Board Approval

If the proposal is seeking a large amount of funds, has a significant impact on events, or offers a change to current operations, Board approval should be sought. The Finance Committee will forward the proposal to the Board with a recommendation on action. (The party who made the proposal will be notified of the Board meeting date in which their project will be considered.) The Finance Committee will notify the party of the status of the Board approval. If the Board determines that the proposal is important enough for congregational approval, it will include the proposal on the agenda of an official meeting of the congregation. When appropriate, the Board will also sponsor meetings for information about the proposal and discussion about its merits.

Step 4: Assimilation into Operations

If the proposal is for an ongoing or yearly project (similar to coffee sales or RE Holiday Shop) the project should be assigned to a standing committee for oversight and added to the budget for ongoing tracking of income and expenses.

Board Approved 12/13/11

Unitarian Universalist Congregation (UUC)
3.4 Fundraising Proposal Form

Submit to Finance Committee Chair for approval

General guidelines

- Fundraisers should not be conducted for regularly budgeted items
- Fundraisers should not be held during Annual Pledge (February-March)

Name _____ **Phone** _____
email _____

Title/Theme of event _____

One-time event **Yearly event**

Date _____

Funds raised for _____

Fundraising goal \$ _____

Committee associated with event/project _____

Start up money requested \$ _____

Additional comments /description: _____

No announcements or articles will be allowed until approval by the Finance Committee.

In some cases additional Board approval may be needed. You will be notified of the status of your proposal by the Finance Committee.

Unitarian Universalist Congregation(UUC), Eau Claire, WI
ANNOUNCEMENT POLICIES

4.1 Internet/email policy

Employer (UUC Board) provides internet access (including email) to designated staff and designated volunteers to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on the Employer's computer system are the property of the Employer and may be accessed only by authorized personnel.

Inappropriate internet use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages; or
- accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law; or
- transmitting any of the Employer's confidential or proprietary information, including member/friend data, or other materials covered by the Employer's confidentiality policy.

Employer reserves the right to monitor employee use of the email system or the internet at any time. Employees should not consider their internet usage or email communication to be private. Personal passwords are not an assurance of confidentiality, and the internet itself is not secure.

Only authorized staff members may communicate on the internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Employees may not state their church affiliation on the internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

Committee chairs are responsible for sending communications to their committee members; email messages should not be sent to the office for forwarding. Email messages with direct UUC relevance may be sent to the office for forwarding at the discretion of the Office Manager (some examples are messages from the Minister, Treasurer and DRE).

Messages concerning special UUC events will be mass emailed to the entire congregation as reminders. Notices of events outside of UUC will not be forwarded unless directed by the Board President or the Minister.

Adopted 4.11.07

Unitarian Universalist Congregation(UUC), Eau Claire, WI

ANNOUNCEMENT POLICIES

4.2a Written Announcements

Passed Out On Sundays In The Order Of Service

Purpose of Written Announcements:

1. **Calendar:** The primary purpose of the written announcements is to inform the congregation of upcoming events and to encourage attendance at the events. The written announcements should make everyone feel welcome at the event. This includes members, friends, and guests alike. And they should provide a way of showing recognition to those in charge of the events.
2. **Message:** The written announcements tell members and guests who we are by telling them what we do and what we are interested in. They set the **tone** of the congregation.
3. **Recognition:** The written announcements are used to recognize exceptional contributions of our members and to thank those who have made these contributions. Recognition of members is a very important part of any volunteer organization.

Responsibility for Written Announcements:

1. It is the job of the Office Manager to prepare the written announcements for publication each week since the announcements and the calendar, which is maintained by the Office Manager, go hand in hand. The Office Manager answers directly to the Minister directly for the content of the written announcements, and ultimately to the Board. Even though the written announcements are passed out at the service, they are not considered part of the worship service itself, and as such are not considered to be a Worship Committee function or responsibility.
2. If the Office Manager takes a vacation, or is unable to do the announcements for any reason on a particular week, the announcements will be prepared by a member of the congregation who will be appointed by the Office Manager.

Editorial Policies:

1. The Office Manager has the authority to edit the written announcements.
2. The Office Manager will reject material deemed libelous, abusive, or contrary to Unitarian Universalist principles, or not in keeping with the Congregation's mission.
3. The Office Manager has the right to edit materials submitted for the following reasons:
 - To restrict text due to space limitations.
 - To correct spelling and grammar.
 - To improve readability.
 - To delete passages as long as the essential message is not changed.
 - To put announcement in journalistic style, 3-4 lines with most important facts first; title and date prominent.
4. The following types of announcements will not be accepted for publication in the order of service announcements:

- Commercials (Ex: “I have a room to rent.”)
 - Non-Congregational fundraising (Ex: “My son is selling candy to raise money for his band.”)
 - Announcements related to partisan political events or issues
 - Announcements related to Church etiquette (Ex: “Turn off cell phones.” “No food in the sanctuary.” “Please arrive on time.” Etc.)
5. The Office Manager will decide how long an announcement will run and how soon before the event to start to run the announcement. The decision will be based on the amount of space available, the timing of the event, and the importance of the event.
 6. If a member of the congregation feels that his/her announcement has not been edited properly, (s)he should discuss it with the Office Manager or the Minister and subsequently bring the issue to the Board if necessary.
 7. The deadline for having an announcement included in the order of service for the following Sunday is Thursday at 9:00 AM.

Priorities:

1. The written announcements will be published based on the amount of room available in any given week and will be prioritized in the following order:
 - Information about Sunday services
 - Information about all-church functions involving the entire congregation
 - Information about UUC interest group events involving parts of the congregation
 - Information about district and UUA events
 - Notices of interest involving members of the congregation
 - Outside community events of particular interest to the congregation

Adopted 4.11.07

Unitarian Universalist Congregation(UUC), Eau Claire, WI

4.2b E-NNOUNCEMENT POLICY

Purpose of E-announcements:

1. The e-announcements are to be used as an adjunct to the written and oral announcements. They will contain some of the same announcements and will be helpful for people who did not attend the service on the previous Sunday. If there are new announcements that did not make the written announcements the previous Sunday, those will be included in the e-announcements.

Responsibility for E-announcements:

1. The Office Manager is responsible for the e-announcements and answers directly to the Minister, and ultimately the Board, for their content.
2. If, due to illness or vacation, the Office Manager is unable to do the e-announcements during a particular week, the e-announcements may be skipped for that period of time, or the Office Manager may appoint a member of the congregation as a substitute.
3. The e-announcements will be sent out mid-week at a date and time to be determined by the Office Manager and the day may vary each week.

Editorial Policies:

1. The editorial policies that are followed for the written announcements will also apply to the e-announcements, with one exception. The Office Manager is free to use more embellishments in the e-announcements since space is not a consideration. If pictures are added, they are to be in good taste and are to be used to enhance the announcement to make it more appealing. The choice of pictures will be left up to the Office Manager.

Priorities:

1. The same priority guidelines apply to the e-announcements as are followed for the written announcements.

E-mail List for E-announcements:

1. The list of e-mail addresses that are used by the Office Manger to send out the e-announcements shall not be shared with any other member of the congregation. The Office Manger sends out a regular weekly e-announcement. Use of the list for other Congregational related purposes will be permitted at the discretion of the Office Manger.

Adopted 4.11.07

4.2c SUNDAY ORAL ANNOUNCEMENT POLICY

Purpose of Oral Announcements:

Oral announcements at the Sunday service reflect the vitality of the church. If too numerous or lengthy, however, they infringe on the time for the service and, for some, detract from its central purpose. The Worship Committee recommends that no more than five minutes of announcements be made per Sunday, and asks that announcements usually be written out for the service moderator to make. Announcements should be no more than one minute long (about 150 words).

Responsibility for Oral Announcements:

Please submit your announcement in writing 10 minutes before the beginning of the service. The collection basket for written announcements is located on the lectern in the front of the Sanctuary. In addition, the Office Manager may schedule special announcements by members.

In all announcements, please be sensitive to the deliberately pluralistic nature of our congregation. Our members are Republican as well as Democratic, rich and poor, pro-choice and pro-life, etc. Also, please do not use acronyms or other language that will not be understood by guests, visitors or new members. Only congregational events or congregational-sponsored events should be announced.

If there is not time to include your announcement, please remember that activities on the church calendar for the upcoming week are listed in the Sunday bulletin, and the moderator will remind people to look at that schedule. You may also post information about events on the “Check it Out Corner” in the Social Hall.

Any announcements read during a Sunday service should be placed in the Office Manager’s mailbox for inclusion in the weekly E-announcement distribution.

Editorial Policies:

Any questions or comments regarding these announcement guidelines should be addressed to the Community Outreach Committee.

Priorities:

The moderator should give announcements priority in the following order:

1. Announcement by the minister or a member of the Caring Committee of the death of a member of the congregation or the birth of a child to a church family.
2. Announcement by a board member regarding board or congregational business.
3. Announcement by a Stewardship Committee member about the canvass and connected events.
4. Announcement about a church-wide event in the coming week.
5. Announcement about other church-related activities.

Adopted 4.11.07

4.3 Newsletter Mailing Procedure

Mailing is usually scheduled during the last week of the month - check with Office Manager

1. Pick up supplies, mailing labels, and newsletters on the desk outside of the office.
2. Sometimes it's necessary to add an insert & fold.
3. Tape newsletter closed and stick on mailing labels and place in post office trays.
6. Count newsletters in each tray and fill out form following the sample guide.
7. Bring to Post Office building, after 9 am, on Hogarth which is just beyond County J off hwy 53, past Melby Road; or arrange to have someone else do it. Postage is covered by money in an account at the Post Office. Pick up two trays and more forms if necessary for next time.
8. Return extra newsletters and trays to office. (If the account at the PO is below \$30, inform the Office Manager and a check will be ready for you with the next month's mailing.)
9. A crew of 5 can complete this task in less than an hour.

11.7.04

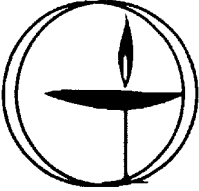
5.1 UUC Key Policy

1. Each key should be tagged with an identifying number and locked in the office. The key we will regularly use is for the Annex door on Gray Street.
2. Keys should be signed out by the Office Manager only to those people specified in #3. The Office Manager will keep a record of each key sign-out and sign-in, including the person's name and the date with one list for temporary, singular activity use and another for longer term use. To make sure keys are returned on time, the temporary activity list should be checked monthly and the longer term list at the end of each church year.
3. Guidelines for who should have a key and for how long:
 - A. Long term use
 1. The following people should have a key during their tenure: Minister and their assistants, Director of Religious Education, Office Manager, Treasurer, Choir Director, Music Director, and cleaning sub-contractor.
 2. The following people will be given the code to the key lock box for access to the building. Individuals that have a difficult time using the lock box may request a key from the office:

Board members, committee chairs, and facilitators of ongoing groups (e.g. Small Group Ministry leaders, Youth Group leaders.) In addition, the Hospitality Committee and Membership Committee members will be given the code as they are responsible for opening the building each Sunday morning. Key assignment to the above people should not be automatic but based on need as determined by them.

The Office Manager will change the code each fall.
 - B. Short Term Use
 1. A person in charge of a singular activity with only a temporary need for the key should sign out the key before the activity and return it immediately after.
 2. Building renters will be given a key during the week of their scheduled event. Non-members who request a key will be asked to make a \$25.00 key deposit.
 - C. Emergency Access to the Building
 1. Call the Minister at 832-4906
 2. Call the Office Manager at 831-6248

Board approved
01/09/2008



5.2 Building Rental Agreement
Unitarian Universalist Congregation (UUC)
421 South Farwell Street
Eau Claire, WI 54701
(715) 834-0690

Contact
Person _____ **Organization** _____

Date of Event _____ **Time:** Open Building _____ Close Building _____

Address _____

Phone (H) _____ **(W)** _____

Fees for one-time use, up to six hours (Additional hours at a pro-rated fee.):

Wedding/Memorial Fees:

(Whole building rental - Buddha Room, Sanctuary, Kitchen/Social Hall, Seekers Room)

_____ \$200 Wedding/Memorial (Service only, rehearsal is included)

_____ \$350 Wedding/Memorial with Reception

Group/Organization Fees:

_____ Second floor - Buddha Room (\$25.00)

_____ Upstairs-Sanctuary (\$200.00)

_____ Downstairs-Kitchen/Social Hall (\$150.00)

_____ Seekers (\$50.00)

Seating maximums in rental areas:

Sanctuary: 150 Buddha Room 15 Annex Meeting Room: 12

Social Hall: 70 seated; 100 standing reception

- UUC is happy to tentatively reserve space for your event. A minimum payment of \$25 is required for us to confirm your rental. This payment will not be reimbursed unless cancellation of your rental takes place 2 weeks before your reserved date. We also require your signature on the form enclosed. Your signature as a representative of the group using the building constitutes an agreement to release the UUC of all liability during or resulting from your scheduled event.
- Our building is smoke free. Temperate use of alcohol will be permitted with prior authorization from church personnel.
- All deliveries and pick-ups (food, flowers, sound equipment, etc.) must be scheduled with UUC representative. Please seek advice from the UUC representative before decorating.

Building Rental Agreement

This completed form accompanied with your deposit and signed agreement reserves the space you requested.

UUC's and the renter's responsibilities are listed below. Please indicate your agreement to these rental conditions by signing on the line below and returning this agreement to the church office so that your rental can be recorded on the church calendar.

THE UNITARIAN UNIVERSALIST CONGREGATION will provide the following:

- Provide a clean and orderly space.
- Provide orientation to the building and equipment use.
- Provide someone to unlock the doors and lock up after the event or provide a set of keys (\$25.00 key deposit fee for non-members.)

_____ (Renting Organization or Individual) is responsible for the following:

- Do your own set up and clean up.
- Leave the building as it was found. In the event that cleaning is necessary after the renter has left the premises, pay at the rate of \$25 an hour for the cleaning necessary.
- Payment of the total rental fee 2 weeks before the date of use.
- The undersigned is at least 21 years of age, and assumes liability and responsibility for any _____ and all breakage, loss, or damage to the building or its contents occurring during or _____ incident to its use by the group, or as a result of any windows or doors being left open or unlocked during or after use.
- Outside decorations must be approved by church personnel. Messages with political or religious content are prohibited from being displayed outside the building.

I understand and agree to the above conditions. Failure to comply will result in the loss of rental privileges and/or payment for damages to the building.

Signed by: _____ Date _____

On behalf of (organization) _____

Witnessed for UUC by _____

| |
|---|
| OFFICE USE ONLY: |
| \$ _____ Rental Fee |
| \$ _____ Payment enclosed (min. \$25.00) |
| \$ _____ Balance Due 2 weeks before event |
| _____ \$25 Key deposit _____ Date paid _____ Date key given to renter |
| _____ _____ Date deposit returned to renter _____ Date key returned to office |
| _____ Staff to open bldg. |

The UUC building is open to all individuals and groups that are compatible with our U.U. Principles. The UUC reserves the right to decline rental requests.

BUILDING USE CALENDAR

The calendar is kept in the church office and maintained by the Office Manager. Please check the calendar in person (or call the church office) before publicizing any event, because rentals, weddings/memorial services, and other church events may also be scheduled.

KEYS

Keys may be obtained through the Office Manager. If you need to open the building for groups, programs, repair, etc., please request a key. **Non-members who require keys will make a \$25.00 key deposit.**

PARKING

Free parking is available across Gray Street on weekends and evenings. Metered parking is available across Farwell Street and on Gray Street. Renters may use the church alley if staff will not be using it during the rental.

OPENING THE BUILDING

Your key will open the door to the Gray Street entrance. Please enter through this door and unlock it from the inside if attendees will use this door. The south front door on Farwell Street may be unlocked from the inside, too, if your group will be using that door. It can be unlocked by pressing the plunger flat and sliding the little toggle switch into lock position. The right side of the door (from inside, looking toward the street) should remain locked into the ceiling/floor.

LIGHTS

Please turn on enough lights to welcome people in and through the building. The lights in the sanctuary can be turned on in the passageway on the left of the sanctuary. In the event of a power failure, the exit signs will remain illuminated. **Please remember to turn off all the lights when you leave.**

HEAT

Summer rentals: **please note that there is no air-conditioning in the main building.** The Annex has air-conditioning. There are four thermostats available to renters. 1) The thermostat by the piano regulates the heat for the sanctuary. 2) The thermostat in the Buddha room regulates heat in that room. 3) The thermostat in the basement (on the center post that divides the two rooms on the west end of the room) regulates the heat in the basement. 4) The thermostat in the Seekers Room regulates that heat and air conditioning in that space. Push the up/ahead arrow on the thermostat to 70°. Renters are responsible turning heat down to 55° before leaving the building. Report problems to the Office Manager.

WINDOWS

The only windows that open are in the sanctuary, gathering room, Buddha Room (top floor), and Seekers Room. The windows around the sanctuary and gathering room are tricky/dangerous to open and keep open. The top section often falls when you lift the bottom section; it is best to work with a second person when opening them. **NEVER** open the windows with stained glass. Remember to close the windows that you have opened. There is an attic fan; the switch is behind the door to the Buddha Room. It is for use when some of the windows are open in the summer. It is disconnected and covered in colder weather.

PIANO

The piano should **NEVER** be moved off the level on which it is located. If it is repositioned on that level, please return it to its original position.

CLOSING THE BUILDING

Please think about the security of the building as you turn out lights and lock up. There are currently two usable entrances into the building: the south front entry on Farwell Street and the Annex Door on Gray Street. The north front entry on Farwell Street may be used, as necessary, for an emergency exit. Even if you did not open a door, please check that **ALL** doors are securely locked when you leave after your event. People from your event may have exited out a door that you did not previously unlock.

SOUND SYSTEM

The sound system is set for our weekly Worship Services. Please ask for help if you need the sound system altered for your event.

5.4 UUC Fire Safety Plan (DRAFT)

Inspections

Schedule and record monthly and annual extinguisher and building inspections.

Responsibility: Office Manager; The Building Chair will monitor that this is completed.

Fire Evacuation / Fire Drills

Children: UUC will hold 2 fire drills per year for the children's RE program.

Responsibility: The DRE will schedule drills; inform children, teachers, and parents of procedures and will run the drills.

Members: will be informed about the fire evacuation guidelines in order of service announcements and in the newsletter.

Responsibility: The Office Manager will work with the Safety Committee on writing an article at least yearly.

Parents: will be informed of fire evacuation procedures.

Responsibility: The DRE will include information in the registration packet handed out to parents when they register their children in RE. The DRE may send out a letter to parents prior to fire drills.

Staff & church leaders: (Board members and committee chairs): will receive an orientation which will include:

1. An overview of our evacuation procedures
2. Instruction on fire extinguisher and first kit locations
3. Instruction on how to turn the fire alarms off
4. Notification that the fire dept. is not connected to our current alarm system, they need to be called in the event of fire.

Responsibility: Volunteer Coordinator during fall council meeting.

Program Overview

The Safety Committee will work with the Office Manager to review fire safety recommendations yearly. They will monitor compliance and report to the Board yearly on UUC safety concerns and progress. Safety plan recommendations will be referred to the appropriate committee or individual for completion. Status on follow-through will be reported to the Board by the Safety Committee.

6.1 Resolution Awarding the Reverend Dr. Virginia Wolf Unitarian Universalist Minister Emerita Status

WHEREAS, the Rev. Dr. Virginia Wolf has served as the settled minister to the Unitarian Universalist Congregation of Eau Claire, Wisconsin for nine years; and

WHEREAS, membership and active participation of members and friends of the UUC have grown during her tenure as minister; and

WHEREAS, she provided a variety of Adult Religious Education courses on an ongoing basis; and

WHEREAS, she led by example of involvement in charitable causes, social justice, and community outreach; and

WHEREAS, she initiated a network of "Chalice Circles" to enrich members by providing small group ministry connections; and

WHEREAS, she nurtured an intergenerational UUC community through the design of Sunday services; and

WHEREAS, she consulted with individuals and families to prepare, plan, and carry out sensitive and meaningful rites of passage; and

WHEREAS, she provided caring and supportive pastoral care; and

WHEREAS, she worked effectively with committees, the UUC Board, professional UUC staff members, and leaders in the Prairie Star District; and

WHEREAS, she supported and encouraged a capital campaign and construction of the new addition to the building; and

WHEREAS, she prepared and delivered thoughtful and stimulating sermons; and

WHEREAS, she is regarded with affection and high esteem within the UU congregation and beyond;

NOW, THEREFORE, BE IT RESOLVED

That the Unitarian Universalist Congregation of Eau Claire hereby awards the Rev. Dr. Virginia Wolf the title of Minister Emerita, and affords her all the rights and privileges therein.

UUC Committee On Ministry Chair



UUC Board President

Passed by Congregational vote on 5.18.08

6.2 Minister Discretionary Fund Policy

The Congregation shall maintain a Ministerial Discretionary Fund to enable the minister to assist members and friends of the congregation, and/or non-members, who are experiencing difficult personal financial situations. The minister shall disburse such funds at his/her discretion, maintaining a file of any such disbursements, and protecting the confidentiality of recipients. The minister will report to the Board the overall receipts and disbursements at least annually.

The minister may request that an offering or offerings be made to replenish the fund. Such request shall be approved by the Board and the Finance Committee prior to holding such collection. Individuals may contribute money to this fund at any time.

adopted by the Board 9.13.11

UU Congregation

Board Answers to the Congregation; Supervises the Minister and Committees.

President

Conducts Board & Congregation meetings

Committees

Report to the Board

Vice President

Council on Committees
2-3X per year

Strategic Planning

Nominating

Past President

Yearly financial audit; Personnel, COM

Committee on Ministry (COM)
COM Chair is on Personnel Committee

Personnel Committee
PP is chair

Denominational Affairs
UUA, PSD, Chalice Lighters, MWLS

Minister

(Supervised by Board)
COM, Personnel.
Trains: Caring & Worship
Coordinates: Adult RE, Chalice Circles

Treasurer

Bookkeeper duties, yearly audit

Finance Committee

Prepares budget, approves fundraisers
Harvest Auction; Canvass; Concerts

Endowment

Secretary

Records Board & Cong. Meeting minutes

Staff

Supervised by Minister

Administration Liaison

Personnel Committee member

Building & Grounds

Work days, general maintenance, major repairs

Administration

Safety Committee; Office Manager; Cleaning and other building support & inspections

DRE

Children's RE; YRUU; Child Care, RE Committee

Membership Services Liaison

Hospitality Coffee Hour, Picnics, Potlucks & Memorial Services

Caring Notify members of joys /concerns; assist Minister with pastoral care

Office Manager

Volunteer Coordination; clerical support, newsletter, general office coordination, Safety Committee Chair

Membership Greeters, Newcomer Series

Community Outreach

Volunteer Staff

Music Director

Programs Liaison

Social Responsibility
All UUC Service Outreach

Worship

Aesthetics, Sunday Services

Green Sanctuary

Music

Piano care; choir; special events

RE Liaison

RE and Personnel Committee member

Religious Education

(for children)Child Care, Sunday School Classes, Youth Group, Special Activities

7.2 BOARD COVENANT

UNITARIAN UNIVERSALIST CONGREGATION

ADOPTED 09/05/02

Mission of the Board: The Board is responsible for leading our Congregation to carry out our mission. We supervise and accept responsibility for the Congregation's financial and business operations, human resources management, the use and maintenance of its property, and the policies and procedures under which its programs operate. We ensure that these policies and procedures are consistent with our Unitarian Universalist Principles. We serve our Congregation and strive to make decisions that will enable our organization to be a vital spiritual and social force today and in the future.

Process Guidelines: We, the members of the Board of the Unitarian Universalist Congregation, agree to carry out our responsibilities using these process guidelines:

- We will make decisions to carry out the goals and objectives of our Congregation with concern for its overall vitality. We will be guided by long range planning, balancing the needs and challenges of our members, programs, staff, facilities, and finances.
- We will treat each other with respect.
- We will actively look for all points of view on important issues.
- We will honor dissenting views, agreeing to disagree, when discussing issues within the committee.
- We will strive for committee decisions using a consensus process with a confirming vote, but will reach decisions by a majority vote if consensus is not possible. We will strive for consensus within committee meetings and refrain from lobbying others outside of committee meetings. Once all of our opinions have been heard and a decision has been made, we will do our best to support it. When we feel we cannot support it, we will work with the other members of the Board to express our point of view in a constructive way.
- We will maintain confidentiality when agreed upon, not revealing who said what, personal stories, or things which must be kept confidential when discussing Board matters with others not on the committee.
- If we know of any dissent, criticism, or destructive behavior undermining the health of the congregation or the Board, we will discuss it within the Board with the goal of increasing trust and cohesion.
- We will be responsible for using our time together efficiently.
- We will each read the agenda materials before each meeting.
- We will begin and end meetings on time, and each keep our comments to the point during the meeting.
- We will use Robert's Rules of Order as modified for small groups.
- Each member will note and follow up on personal responsibilities.
- Whenever possible, we will bring issues to the Board in the form of a recommendation that could become a motion.
- Any member with an agenda item will notify the Chairperson about it at least eight days before the next meeting, or at least three days before for a late-breaking development. The Chairperson will send out an agenda and supporting documents at least seven days before the next meeting.
- *We will be supportive of each other's efforts, and will give freely of encouragement and praise.*

7.3a UUC Board Members

The members of the Board are involved in setting the policy for the Congregation. Their responsibilities include:

- Identify, develop and monitor programs and services.
- Serve as fiscal agents; ensure adequate resources and manage them.
- Help to develop, implement, and support the strategic plan.
- Conduct periodic assessments and evaluations.
- Conduct organizational planning (annual board retreat recommended).
- Serve as final arbitrator.
- Promote the public image.
- Participate in the evaluation of the Minister.
- Attend monthly Board meetings.
- All Board members are encouraged to attend many church functions throughout the year to facilitate awareness and communication in the Congregation.

Board positions and their committee responsibilities (also see Organizational Flow Chart)

Administration Liaison: Liaison for Building & Grounds and Safety Committees; liaison for staff on administrative issues; serves on Personnel Committee

Membership Services Liaison: Liaison for Hospitality, Membership, Caring, and Community Outreach Committees

Past President: Liaison for Committee on Ministry and Strategic Planning; serves on Personnel Committee as Chair; Denominational Affairs (keeps Board and Congregation posted on UUA and PSD issues)

Programs Liaison: Liaison for Social Responsibility, Green Sanctuary, Aesthetics, Forums, Music and Worship Committees

Religious Education Liaison: Liaison for Religious Education Committee; serves on Personnel Committee and DRE Search Committee

Treasurer: Liaison for Canvass, Concerts, Finance, Endowment and Harvest Auction Committees

Vice-President: Liaison for Nominating & Lay Leadership Committees; serves as Chair for Council on Committees

7.3b President Responsibilities

The President of the Congregation provides overall guidance to the Board and its members and the committees and other working groups of the Congregation. The President, in conjunction with the Minister, Director of Religious Education, Office Manager and other staff, and with the assistance of the Board and committee chairs, will determine and guide the overall direction of the Congregation.

The President shall:

1. Attend and conduct Board meetings.
2. Prepare and distribute agendas for Board meetings.
3. Meet with the Minister and staff as necessary.
4. Consult with and inform Board members, committee chairs, and other members as necessary.
5. Conduct Congregational meetings.
6. Welcome Congregation and introduce announcements at Sunday morning service during the regular church year
7. Write a monthly column for the UUC Herald (August – May).
8. Monitor and facilitate the business of the Congregation as appropriate as the overall manager of Congregation affairs.
9. Sign contracts on behalf of the Congregation.
10. Assist the in-coming President in taking over the responsibilities of the presidency.

7.3c Vice-President Responsibilities

The Vice-President shall:

1. Convene the Council of Committees meetings three times per year (beginning of church year, mid-year and in the spring.)
2. Participate in annual audit with Past President and Treasurer. (July / August)
3. Check in with Office Manager and Council of Committees regarding the status of committee membership and leadership; report to Board any concerns. This should be done in the fall for the current church year and in the spring for the next church year.
4. Compile the Annual Report for presentation at the Annual Meeting. Obtain committee activity reports from committee chairs.
5. Deliver the Annual Report to the Office Manager by April 1 for printing.
6. Assist the President with projects as needed and, as the year progresses, become familiar with the functioning of the Congregation.
7. Assure child care arrangements are made for congregational meetings, the annual meeting and other board sponsored activities. Assure that child care workers are present and that parents know where to bring children at the start of the event. Excuse child care workers after last child has been picked up and notify office manager with the number of hours worked.
8. In the absence of the President, the Vice-President shall conduct monthly Board meetings, conduct scheduled Congregational meetings and welcome the Congregation introducing announcements at Sunday morning service during the regular church year.

Liaison for Nominating & Lay Leadership Committees

Revised 2/6/08

7.3d Past President Responsibilities

The Past President shall:

1. Facilitate the smooth transition of UUC leadership change and provide perspective to the Board based on previous years' experience.
2. Chair Personnel Committee.
3. Participate in annual audit with Vice-President and Treasurer by August 15.
4. Monitor and facilitate the implementation of the Strategic Plan.
5. Keep Board and Congregation posted on UUA and PSD issues.

Liaison for Committee on Ministry and Strategic Planning

Revised 2/6/08

7.3e Treasurer Responsibilities

The Treasurer is charged with these responsibilities. The Treasurer may, with consent of the Finance Committee, delegate some of these responsibilities to others. The person undertaking the delegated tasks will work under the direction of the Treasurer and the Finance Committee.

Weekly

Make sure congregational contributions and other streams of income (such as rental) are entered into database and deposited into the bank.

Bi-Weekly

Pay bills.

Monthly

1. Pay staff.
2. Reconcile bank statement.
3. Produce financial reports for board meeting.
4. Attend board meetings.
5. Payroll taxes for employees.

Quarterly

1. Submit 941 Forms for payroll taxes.
2. Write column for newsletter (more often if needed).

Annually

1. Prepare and send employee W2 forms no later than January 31.
2. Prepare, in conjunction with the Finance Committee, the proposed annual budget to present to the board.
3. Update pledge records.
4. Prepare end of year fiscal reports.
5. Set up new fiscal year records in July.
6. Convene annual audit with Past President and Vice President in July or August.

Other

1. Prepare updated budget and expense reports for committee chairs in September, for the December Council of Committee meeting, and upon request.
2. Keep abreast of changes in Federal tax code as it affects church accounting.
3. Attend Finance Committee meetings.
4. Send pledge statements to congregational members in November, January and May and upon request.

Liaison for Canvass, Concerts, Finance, Endowment and Harvest Auction Committees

7.3f Secretary Responsibilities

The Secretary shall:

1. Maintain accurate and timely records for the Congregation
2. Take accurate and thorough notes at monthly Board meetings and Congregational meetings
3. Prepare an electronic copy of monthly Board minutes and submit them to the Board President at least one week in advance of the next Board meeting
4. Submit a brief synopsis of monthly Board meetings to the Office Manager for publication in the newsletter by the 18th of each month
5. Prepare an electronic copy of the minutes of Congregational meetings and submit them to the Office Manager
6. Submit previous year's Annual Meeting minutes and the year's Congregational Meeting minutes for the annual report

Revised 12/07

7.3g Administration Liaison Responsibilities

In addition to sharing the general responsibilities of Board members, Liaisons shall:

1. Check with the chair(s) of the committee(s) for which he/she is responsible prior to each Board meeting for any information or concerns to bring to the Board. If there is a topic that will require some discussion, bring it to the attention of the President at least 10 days prior to the meeting to allow time on the agenda.
2. Report back to respective committee chair (s) following each Board meeting, as needed.
3. Attend the meetings of committee(s) or review minutes from meetings unable to attend.
4. Attend Council on Committee meetings. (recommended but not required)

The Administration Liaison shall:

1. Serve on Personnel Committee.
2. Provide feedback and requested support to Minister yearly on Office Manager evaluation.

Liaison for Building and Grounds and Safety Committees, liaison for staff on administrative issues.

Revised 12/07

7.3h Membership Services Liaison Responsibilities

In addition to sharing the general responsibilities of Board members, Liaisons shall:

1. Check with the chair(s) of the committee(s) for which he/she is responsible prior to each Board meeting for any information or concerns to bring to the Board. If there is a topic that will require some discussion, bring it to the attention of the President at least 10 days prior to the meeting to allow time on the agenda.
2. Report back to respective committee chair (s) following each Board meeting, as needed.
3. Attend the meetings of committee(s) or review minutes from meetings unable to attend.
4. Attend Council on Committee meetings. (recommended but not required)

Liaison for Hospitality, Membership, Caring and Community Outreach Committees

Revised 12/07

7.3i Programs Liaison Responsibilities

In addition to sharing the general responsibilities of Board members, Liaisons shall:

1. Check with the chair(s) of the committee(s) for which he/she is responsible prior to each Board meeting for any information or concerns to bring to the Board. If there is a topic that will require some discussion, bring it to the attention of the President at least 10 days prior to the meeting to allow time on the agenda.
2. Report back to respective committee chair (s) following each Board meeting, as needed.
3. Attend the meetings of committee(s) or review minutes from meetings unable to attend.
4. Attend Council on Committee meetings. (recommended but not required)

Liaison for Social Responsibility, Green Sanctuary, Aesthetics, Forums, Music and Worship Committees

Revised 12/07

7.3j Religious Education Liaison Responsibilities

In addition to sharing the general responsibilities of Board members, Liaisons shall:

1. Check with the chair(s) of the committee(s) for which he/she is responsible prior to each Board meeting for any information or concerns to bring to the Board. If there is a topic that will require some discussion, bring it to the attention of the President at least 10 days prior to the meeting to allow time on the agenda.
2. Report back to respective committee chair (s) following each Board meeting, as needed.
3. Attend the meetings of committee(s) or review minutes from meetings unable to attend.
4. Attend Council on Committee meetings. (recommended but not required)

The RE Liaison shall:

1. Serve on Personnel Committee and DRE Search Committee.
2. Participate as member of the RE Executive Committee (DRE, RE Chair, and RE Board Liaison) to handle significant concerns/issues that need resolution between monthly RE Committee meetings
3. Participate in the training of the incoming DRE in conjunction with the RE Chair in the event the outgoing DRE is unable to fulfill this responsibility

Liaison for RE Committee

Revised 2/6/08

7.4 Committee Chair Responsibilities

Committee chairs guide and oversee the responsibilities of the committee. They have great influence over the success of the committee. Their specific responsibilities include the following:

MEETINGS: Schedule and conduct meetings.

Notify office of meeting times to be included on church calendar.

Determine and distribute agenda for meetings.

Write and distribute minutes to committee members and Board liaison.

ANNOUNCEMENTS: Announcements should be submitted to the office by:

Monday 9 AM for distribution in *UU Connections*,

Thursday 9 AM for inclusion in the order of service,

and the 18th of each month to be included in *The Herald*.

Live announcements: Sign up with the Office Manager to reserve a spot during the Sunday service for your committee's live announcement.

BUDGET: Monitor committee budget.

All purchases for your committee must be approved by the chair. You have "Request For Reimbursement" forms in your finance section.

Submit proposed budget for next fiscal year (usually December/January)

COMMUNICATION WITH LEADERSHIP:

Confer monthly with the committee's Board liaison prior to Board Meetings.

Participate in Committee Council meetings (2-3 times per year).

COMMITTEE MONITORING: Train committee members and monitor committee work.

Contact Volunteer Coordinator and/or Board Liaison with volunteer concerns.

Committee Chairs has complete job descriptions in your Leadership Manuals for all volunteer tasks of your committee.

Help to identify potential leadership within your committee for continued success of the committee. Work with Volunteer Coordinator in selecting vice-chair/successor.

Monitor completion of goals and activities as noted in the strategic plan and annual reports.

Prepare year-end annual report and submit to Vice President in the spring.

Check mailbox at church regularly.

July 2007

Building/Grounds Committee Responsibilities

The responsibilities of the Building Committee are as follows. The Chair of the committee will fulfill and/or facilitate these expectations.

1. Plan, organization, and supervise all-congregation work days, usually one in the fall and one in the spring. Additional workdays may be held as necessary, particularly in the event of major remodeling projects.

2. Take care of all needs associated with the building and grounds, e.g:

- *painting

- *remodeling

- *heating, air conditioning, and plumbing repairs

- *roof repairs, ice dams

- *assess and attend to building safety concerns, including security, utilities, and fire regulations

- *provide care and upkeep of lawn, shrubs, and flower gardens; provide snow removal

- *purchase cleaning supplies and consumables used in normal operation of building

- *provide minor maintenance such as light bulb replacements, basement floor scrubbing and waxing

- *communicate with the UU Board regarding large purchases or remodeling projects

- *be available for emergency or non-emergency contact regarding any building and grounds issue

- *prepare a year-end annual report for UUC's Annual Meeting and a proposed budget for the following year

Sept. 2001

Caring Committee Responsibilities

The responsibilities of the Caring Committee are as follows. The Chair of the committee will lead and facilitate these expectations.

1. Be aware of, and respond to, the needs of a UUC member who is going through a crisis in his or her life.
2. Organize and conduct a telephone tree to inform all UUC members when someone is in need.
3. Some of the things members of this committee might do (or encourage other members to do) are:
 - *Send flowers.
 - *Telephone
 - *Visit
 - *Provide food
 - *Any other action that will help
4. Prepare a year-end annual report for UUC's Annual Meeting and a proposed budget for the following year

Sept. 2001

Responsibilities of the Community Outreach Committee

Role of the committee: The committee role is primarily one of monitoring internal and external communications, such as the interior and exterior of the building, print and electronic communications, and the use of UU symbols. The committee may also coordinate community outreach activities, such as a booth at the downtown fall festival.

Finance Committee Responsibilities

The responsibilities of the Finance Committee are as follows. The Chair of the committee will lead and facilitate these tasks:

1. Oversee Congregation's annual budget.
 - a. Educate committee chairs about the timeline and requirements for committee budget requests.
 - b. Prepare congregational annual budget. This may include negotiation with committee chairs and staff.
 - c. Present budget at the Congregation's Annual Meeting.
 - d. Monitor annual budget in conjunction with Treasurer, at least quarterly.
 - e. In coordination with the Board and Office Manager, prepare the timelines in May for the following year's budget and canvass efforts.
2. Conduct long-range financial planning.
3. Oversight of the following:
 - a. Treasurer
 - b. Canvass Committee
 - c. Auction Committee
 - d. Endowment
 - e. Concert Series

Oversight is to include soliciting feedback from former year's chair of each sub-committee listed above and timely communication with current year's sub-committee chairs to communicate timelines and any special concerns.

4. Prepare Annual Report.
5. Review requests for 'special funds,' fundraisers and special expenditures. Make recommendations to the Board concerning these requests.
6. In conjunction with Treasurer recommend financial policies for Board approval.
7. Work with Treasurer to develop procedures for banking, bookkeeping, audit and finance functions. After board review, implement them.

UUC Forum Committee Job Description

The role of this committee shall be to organize forums for Sunday mornings during the summer session of UUC and on an “as needed” basis from September – May.

Specifically the Forum Committee will:

1. Consider and grant approval for requests from congregational members to hold special forums during the church year. Although the Forum Committee will publicize these special forums, they may or may not provide a vacillator/host, depending on the situation.
2. Solicit ideas from members (March)
3. Recruit and schedule speakers (April- May)
4. Publicize the forum (use the media packet information)
 - a. Submit complete series to Office Manager by May 18 for publication in the summer *Herald*, and by the 18th of each month before a winter forum.
 - b. *Volume one* publicity
 - c. *Leader Telegram* publicity: The Office Manager will submit the summer forum series to be included in the Religious Directory section. If a special speaker or topic is to be presented, the Forum Committee should send a press release to the *Leader Telegram*.
5. Provide a Facilitator /Host for each forum who will make brief announcements, welcome those attending, introduce the speaker(s) and facilitate group discussion. Facilitator /Host job duties attached
6. Liaison with the Hospitality committee for refreshments, DRE for child care and Membership Committee for greeters for summer forums. The Office Manager will coordinate recruitment for these jobs.

Hospitality Committee Chair Responsibilities

As chair of the Hospitality Committee, you will be responsible for:

1. Reserving and renting space for the fall and spring picnics.
2. Recruiting and scheduling people to cover the Coffee Hour each Sunday that there is a Sunday Service or Summer Forum. (sign up sheets included in your manual)
3. Coordinating hospitality for Memorial Services and Special Occasions. (one person on your committee will sign up to take charge of this)
4. Scheduling Committee members to open building and set up for first Friday potlucks in the Fellowship Social Hall.
5. Monitoring and purchasing supplies for your committee such as cookies, coffee, tea, juice, napkins, paper towels, dish soap, garbage bags, misc. kitchen supplies. (Use your Mega Card from this manual to purchase supplies from Mega Pick and Save).

Picnic Information:

Beginning of the Year Picnic:

This picnic/potluck takes place in the fall (on the _____ Sunday of September?). To plan for this, you will need to reserve a pavilion at preferably the Altoona Park (inside is preferable as bees have been a problem in the past).

Altoona Park Contact Info.:

Estimated Rental Price: \$50

You will need to get information in to the office manager by August 18th to advertise for this event in the September newsletter.

End of the Year Picnic:

This picnic/potluck takes in June (on the first Friday of the month, taking place of the Friday potluck at 6 PM). We usually have this picnic at the Carson park Birch Pavilion.

Carson Park Contact Information:

Estimated Rental Price: \$50

Membership Committee Responsibilities

The responsibilities of the Membership Committee are as follows. The Chair of the committee will lead and facilitate these expectations.

Greeter/Usher Coordinator

- Recruit and schedule greeters from the Membership Committee for each service
- The Office Manager will recruit non-Membership Committee people to usher
- Remind greeters during week prior to assigned Sunday
- Obtain and arrange supplies for greeter table each Sunday and decorate greeter table (purchase name tags, etc.)
- Put laminated directions for greeters at greeter table
- Instruct greeters/ushers to
 - Hand out programs and greet visitors
 - Greeters: Pass offering basket during Sunday service (count money & place envelope in mail drop box)
 - Greeters: Count number of adults at Sunday service and record on envelope
 - Take names of people needing name tags (sign up sheet by name tags)

Visitors

Help track/follow up with visitors:

- Hand off completed visitor cards to office.
- Office Manager sends welcome packet, enters into database and gives information to Membership person in charge of making follow up calls.
- Membership Committee performs follow-up call within 2 weeks of visit.

Membership

- Work with treasurer and office assistant to determine number of voting members
- Periodically contact members who don't come
- Help assimilate new members. Some possibilities are:
 - Maintain a photo board so that people can connect names with faces.
 - Sponsor events to integrate newcomers.
 - Try to make the environment more hospitable and welcoming.

Pamphlets

- Periodically update UUC brochure
- Keep pews, newcomer table and greeter table stocked with a supply of Newcomer cards and packets
- Keep the pamphlet rack supplied and orderly (with the assistance of the Office Manager who will order from UUA bookstore)

New Member Orientation

Facilitate a new member series each spring and fall:

- Recruit new members by:
 - Article about the series in newsletter
 - Send a mailing to recent visitors a couple of weeks before series begins.
 - Follow up with personal invitations via telephone.
 - Announcements on Sunday mornings.

Follow this plan for the new member series:

- Newcomer Orientation: Two hours, after church, including lunch and child care.
- During these orientation sessions, give background on UUism and the local Congregation, discuss people's religious background and what brought them to UUC, and discuss responsibilities of membership and opportunities for involvement.
- Newcomer Social at someone's home, 6:30 PM – 8:00 PM, purely social.
- Coordinate new member Sunday program with Minister and Worship Committee (Make sure that new member Sunday is on a Sunday that minister is preaching)
- Notify Office Manager when to order new member packets (about 1+ month before new member Sunday)
- Arrange for new member folders and a gift (mugs, plants, etc.) to give to new members as part of the program
- Include names of new members in order of service and submit names with bios to Herald editor
- New member Sunday: Welcome new members into the Congregation with a brief ceremony during the service. Give booklet on UU and a plant.
- Take photos of new members

Miscellaneous Tasks

- Maintain photos of new members and newspaper articles about members on bulletin board "UUs in the News"
- Call visitors 1 week after visit
- Make permanent name tags for people who want them
- Greet visitors and make them feel welcome
- Advertising: Perform general (non-program related) advertising and community outreach.
 - Yellow pages ad in phone book
 - UWEC Spectator ads
 - Family Times
 - Mailings to various groups
 - Wisconsin Public Radio or Community Radio (WHYS)
- Prepare a year-end annual report for the Annual Meeting (spring) and a proposed budget for the following year

COMMITTEE ON MINISTRY JOB DESCRIPTION

Committee on Ministry (COM) functions are spelled out in the Guidelines of the Unitarian Universalist Ministers Association as follows (Italicized material is taken verbatim form the UUMA Guidelines published in September 1994):

The most important functions of the Committee on Ministry are:

- 1. to aid the minister in carrying on an effective ministry by being available for counsel;*
- 2. to keep the minister advised concerning conditions within the congregation as they affect relations between minister and members, with the main thrust to strengthen and improve relationships;*
- 3. continually to clarify the role expectations for the minister and development of realistic priorities for minister and members;*
- 4. to consult with the minister and submit an annual compensation recommendation to the Board or personnel committee;*
- 5. to work with the minister on his or her continuing education program, sabbatical planning, or other professional development and to advocate such plans to the Board and congregation, including appropriate funding.*

The COM has four members who are appointed by the Board after the Board consults with and receives recommendations from the minister. Members serve staggered two-year terms, with two new members appointed each year. Normally members do not serve consecutive terms.

Some of the ways in which the COM carries out its functions are:

1. The COM meets monthly.
2. The COM makes an effort to have all members and the minister present at the monthly meetings.
3. The COM informs the minister of any additional meetings the members may convene without her presence.
4. The COM has a formal agenda for each monthly meeting. The agenda routinely includes items to elicit interest and concerns of members and minister and feedback received from others. The COM addresses resulting issues and makes recommendations, as needed.
5. The COM provides a resource for UUC staff to convey concerns to the Minister, if needed.
6. The COM discusses the minister's compensation package as needed and may make a recommendation to the Personnel Committee in January or February about the compensation package.
7. The COM initiates the process of evaluation of the minister/congregation.
8. When controversial issues involving the minister arise, the COM seeks information, confers with others (e.g., UUC president, Board of Directors liaison to the COM), attempts to clarify and define the problem, engages in problem solving, reaches a consensus, and makes a recommendation to the Board to resolve the problem.
9. The COM keeps the congregation aware of its functions and availability by formal written communications in the Herald and the Sunday Program notes and by informal word-of-mouth.
10. The chair of the COM is a member of the Personnel Committee.
11. The chair of the COM attends the Council on Committees.

Revised and adopted by the Board on December 13, 2011

Nominating & Lay Leadership Development
Committee Responsibilities
UU Congregation

The responsibilities of the Committee are as follows:

1. Review job descriptions for lay leadership positions annually each Fall with an eye towards standardization of format, overlaps between positions and gaps in our congregational organization structure. Suggest revisions, as needed, to Office Manager and/or the person holding the position at that time.
2. In August request an Announcement slot for the Nominating Committee in a November Worship Service. In the November and December issues of the UU newsletter place an announcement requesting nominations for lay leadership positions. Set a date for the close of nominations for early January.
3. In January the committee shall come up with a prioritized list of candidates for each open position. Begin to meet with candidates for leadership positions. Provide each candidate with a current job description.
4. Recommend a slate of candidates to the Board for congregational voting in time for the March Board meeting. Article submitted by March deadline for the April issue of the UU newsletter with candidate slate for voting at the Congregational meeting.
5. Assess lay leadership needs. Identify and continuously add to the pool of prospective leaders. Cultivate the interest of prospective leaders.

12.13.06 Board Approved
Written by Ruthie Rosauer

Social Responsibility Job Description

1. Choose one issue for a social justice effort by the Congregation (action)

In September choose one issue for a social justice effort, invite input from Congregation as to the specific issue for the year. [from Strategic Plan]

Inform the Congregation on this focus issue. Information activities could include for example:

- a) working with the Worship Committee to present services during Summer Forums or the September – June congregational calendar
- b) sponsoring study groups or informational meetings
- c) developing RE program on issue
- d) posting information on the UUC website.

2. Approve requests of congregational members for congregational involvement or monetary support for a particular project.

- a) Review all requests for donations from UUC.
- b) Calendar coordinate Chalice Circle and RE service projects if they are within a focus topic for that year (see#1 above) and would use the UUC name in non- UUC communications.

3. Public Stands – see bylaws.

4. Fund-raising activities

The Social Responsibility Committee will have sign-up sheets for ink jet recycling, grocery receipts, coffee and fair trade sales, and holiday card sales. The Committee will make known the presence of these sign-up sheets and any unfilled slots for undertaking these tasks in UUC newsletter and/or Order of Service.

Communicate to the larger Eau Claire community the position of the UUA on social justice and environment issues if they become relevant locally. [from Strategic Plan]

5. Guest at Your Table

Coordinate relations with the UU Service Committee, sponsoring “Guest at Your Table.”

6. Prepare a year end annual report and a proposed budget for the following year.

March 2007

Worship Services Committee Responsibilities

Motivated by the goal to provide programs and services that are thought-provoking, spiritual, or informational, members of the Worship Services committee work closely with the minister to plan and present Sunday morning services. On each Sunday that the minister is in charge, a member of the committee serves as a worship associate, aiding the minister in planning and presenting the program. Typically planning a Sunday program includes:

- Choosing the topic and preparing the sermon or presentation (or)
- Communicating with the guest speaker to coordinate the program
- Turning in service descriptions to the *Herald* editor by the 18th of each month
- Selecting songs, readings and special music and arranging accompaniment with music director
- Planning the format of the service
- Turning in the Order of Service to the Office Manager for typing and copying (Committee members who miss the deadline will need to type and copy the OOS)
- Setting up the sanctuary before the service and cleaning it afterward

Most of the programs that the committee designs are for presentation to adults while the children are in their religious education classes. However, for about seven or eight programs during the year, the committee plans intergenerational services for adults and children. Examples of these programs are Water Communion, Solstice, and Halloween.

Worship Service committee members are also responsible for soliciting and considering congregational responses to programs and for submitting monthly articles and news items to the church newsletter. The Worship Services committee will also design and order the covers for the order of service.

8.1 (DRAFT) Child Safety Policy

1. Child Protection and Safety:

- A. All RE programs will be supervised by adults. The RE Committee has defined an adult as a responsible person over the age of 25, or a person approved by the RE Committee. This definition used by the YRUU Youth Council has been adopted by the UUFEC RE Committee.
- B. There should be a minimum of 2 adults present for events involving children/youth. For Sunday classes, 1 adult will be the classroom teacher and the other will be the “floating” RE person. For YRUU events, 2 adults must be present or the event needs to be canceled.
Cheyenne, this seems to say that there will be 2 adults for each classroom. Maybe something like: “For Sunday classes, there will be 1 adult present in each classroom and 1 adult who will be available to assist with all classrooms as needed.”
- C. Every RE teacher will complete the screening form and sign the code of ethics.
- D. If a volunteer or staff member suspects or is made aware of child abuse or has a concern about a child’s safety, this information must be reported to the minister or DRE as soon as possible.

2. Drop Off / Pick Up Policy for Children in RE Classes:

- A. Teachers / child care providers should be present when all children are dropped off at classrooms. Additionally small children (child care, preschool, K-1) should be picked up promptly after church by their parents.
- B. Parents are expected to be in the service when children are in RE Classes. If an occasion arises when a parent cannot be in the service, the parent needs to put in writing the phone number where he/she can be reached in case of an emergency and give it to the DRE or RE person in charge.

3. Building Safety:

- A. First aid kit must be available on each floor.
- B. An escape plan and the location of the nearest fire extinguisher must be posted next to each classroom door.
- C. A review of fire escape plans will be included in teacher training and RE packet for each teacher.
- D. An annual Sunday morning fire and disaster drill will be conducted.
- E. Procedures for prevention of infectious disease spread will be followed by nursery staff (see separate document titled Policy for the Prevention of the Spread of Infectious Disease).

4. Field Trips:

- A. Parent/Guardian must sign a field trip permission slip when children are leaving the church premises by auto. Permission for emergency treatment must be given by parents should it be necessary.
- B. There must be a minimum of 2 adults present, more as numbers warrant. Child adult ratio varies with age, as younger children require more supervision. For teens a ratio of 7 to 1 will be maintained.
- C. All drivers must be adults and covered by auto insurance, with oral proof of insurance given to the DRE.
- D. Seat belts must be used appropriately.

5. Overnights:

- A. Parent/Guardian must sign a permission slip and complete a Youth Medical Emergency Form for children attending overnights at the church. The slips will include a phone number where the parent/guardian can be reached and permission for emergency treatment should it be necessary.
- B. A ratio of at least 7 to 1 will be maintained with a least 2 adults present at all times. There must be 1 adult in each sleeping area.
- C. Behavior rules listed for youth conferences will also apply to any overnight at the church.

6. Youth Conferences:

- A. A ratio of 1 adult to every 7 youth will be mandatory.
- B. Conference permission slips and a Youth Medical Emergency Form for each youth attending must be signed by parent or guardian, and must include phone number where parent can be reached as well as permission for emergency treatment should it be necessary.
- C. The following rules apply:
 - No leaving the premises without adult supervisor permission.
 - No illegal drugs, alcohol, or tobacco.
 - No weapons or fireworks.
 - No sexual activity.
 - Respect all church property and participants.
 - Clean up the church before leaving.
- D. Any fliers for youth conferences will state the above rules and include permission slip for parent or guardian to sign.

8.2 Child Care Guidelines

Arranging for child care:

The committee who plans the program makes arrangements for the child care providers. (Examples: child care for Congregational Meetings – Board; for new members UU class – Membership committee).

Attached is a list of child care providers approved by the DRE / Child Care Committee.

You should have two child care providers if there will be both infant/ toddler and older children and you expect more than 5 children.

Event Responsibility: The person who makes arrangements for the child care provider is also responsible for the following duties:

Notify the DRE of who the child care providers will be (it is often assumed that the DRE will know and she will receive many questions from parents).

Make an announcement or provide signs so parents know when and where to go with their children and when to pick them up.

Assist the child care providers in getting set up (be sure providers know where to go, inform or introduce providers to each other and to parents, bring videos and set up the VCR if needed).

Assure the child care providers that you will monitor and support them, monitoring means going to the child care location every 15 minutes and checking on the provider and children. Using walkie-talkies only is not adequate monitoring.

If there will be snacks for the children, it is up to you to arrange for that.

Assist the child care provider in cleaning up after the event (VCR put away, materials and toys returned, spills cleaned up, furniture returned to its place, etc.)

Paying the Provider:

It is the responsibility of the person arranging for child care to complete the Child Care Reimbursement Form and submit it to the DRE. Forms are available in the work room (by the copier).

8.3 Guidelines for Child Care Providers

Assure that all children will be safe:

Be aware of who you are caring for and where each child is at all times. Use a room where you can close the door if you are watching small children. Older children can go to the restroom by themselves; smaller children need to be accompanied.

Large numbers of children:

If you are watching a large number of children the person who hired you should provide videos and help with set up.

Older children may be willing to work with a small group of children doing legos or coloring. Remember, you need to supervise all children regularly.

Difficult children:

If a child is making it difficult for you to care for others, one provider should bring that child to his/her parent for a break. Tell the child and parent that you welcome him/her or back when he/she is ready.

YOU SHOULD NEVER LEAVE CHILDREN ALONE. If you are the only child care provider, have one of the older children go get the parent of a child or wait until the adult monitor checks on you. For emergencies, call 911.

Clean-Up:

Do ahead of time to reduce clean-up time. Enlist children to help put things back where they came from. If snacks are served, have children clean up as they go. Please stay until clean up is complete.

Pay:

The wage for child care providers is \$7.00 per hour. The person who called you is responsible for submitting a Child Care Reimbursement Form to the DRE for you. If you do not receive your pay, be sure to follow-up with that person.

8.4 UUC YRUU Policies and Procedures

I. Mission

The purpose of the youth group (YRUU) is to provide a balanced program including community building, social action, worship, learning, and leadership development.

II. Membership

Membership in YRUU is open to all youth (grades 9-12) who have a parent/ guardian who is a friend or member of the UUC. It is also open to youth age 16 or older that are, themselves, members of the church. Youth from outside the congregation may participate in youth group by attending a meeting with the DRE and a parent/ guardian. YRUU members who turn 18 during the church year are considered to be youth members until they graduate from high school. All youth must submit a registration form that includes medical emergency information.

III. Meetings At Church

Meetings will generally be held at the church on Wednesday evenings. The youth group leaders will determine the exact schedule. Adult supervision is required for all UUC-sanctioned YRUU activities. An adult is defined as a responsible person over the age of 25*, who has been approved by the RE Committee. The youth group leaders are responsible for the safety of the youth members in attendance at all UUC-sanctioned activities. There must be a minimum of 2 adults present for all events involving the youth group; otherwise the meeting will be canceled. A ratio of 7 youth to 1 adult must be maintained for every meeting when there are more than 14 youth participating. Youth are responsible for their own transportation to and from church.

| Number of Youth Present | Number of Adult Leaders Needed |
|--------------------------------|---------------------------------------|
| 1-14 Youth Members | Two Adult Leaders |
| 14-21 Youth Members | Three Adult Leaders |
| 21-28 Youth Members | Four Adult Leaders |
| 28-35 Youth Members | Five Adult Leaders |

Activities will have specific predetermined start and stop times. Members are expected to arrive on time and stay for the duration of the activity. If a member must leave early, parental permission and time of need is to be pre-arranged between parent and youth group leader, or member cannot be allowed to leave.

*Adults age 21 or older will also be considered for adult leadership with the approval of the DRE and the RE committee.

IV. Meetings/Activities (Away from Church)

Meetings/activities may on occasion be held at locations other than the church. Supervision requirements will be the same as at church. Away from church activities will require a signed permission slip and the medical emergency form, which the leaders will have with them during the activity. The youth leader will provide a copy of the required forms to the RE office.

Youth are responsible for their own transportation to and from these events unless transportation is arranged by youth group leaders and is specified on the permission slip.

V. Guests

Guests may visit the youth group twice with prior permission of group leader. Guests who wish to continue participating in YRUU are encouraged to join YRUU as a registered member. The number of guests per meeting is limited to 1 guest per member. If the number of guests causes the 7 to 1 ratio to be altered, the number of guests needs to be decreased or another adult/adults needs to be secured.

VI. Youth Conferences

Attendance at youth conferences requires an official conference registration form. This form will also serve as permission slip for the event and as a medical release form. Each youth is responsible for his/her registration fee. A copy of the form must be submitted to the youth leaders before the conference.

The youth group adult leader is responsible for leading a minimum of two youth conferences. He or she may elect to lead more if she wishes.

A ratio of 1 adult to every 7 youth will be mandatory. The youth leaders will submit the required forms to the RE Office.

Youth Leaders will arrange transportation for youth conferences.

VII. Overnights/ Lock-ins

Parents/Guardians must sign a permission slip and have completed a medical emergency form for youth attending overnights at the church. A ratio of at least 7 to 1 will be maintained with at least 2 adults present at all times. There must be 1 adult in each sleeping area. The social hall will be the sleeping area. Behavior rules listed for youth conferences will also apply to any overnight at the church.

VIII. Rules of Conduct for Meetings/Activities/Youth Conferences

- No leaving the premises without adult supervisor permission.
- No illegal drugs, alcohol, or tobacco.
- No weapons or fireworks.
- No sexual activity.
- Respect all property and participants.
- Clean up the area before leaving.
- The "No" rule (If someone feels uncomfortable or threatened by the actions of another person, they can say "No" and the other person must stop.

IX. Youth Leader Qualifications/Responsibilities

A youth leader is defined as an adult over the age of 25 who has been approved by the RE Committee. Youth leaders as young as 21 years of age can be considered for youth group leadership with RE committee and DRE approval. Youth leaders will submit all their communications to youth to the RE office and maintain regular contact with the DRE. Youth leaders need to record attendance at youth meetings/events on the designated form. The youth leaders will provide copies of the required forms as described in this document. (Youth leaders can also provide the original document to the RE Office and the RE office will make copies.)

X. Driving/Travel

Drivers will transport youth who have signed permissions slips specific to the event. Approved drivers shall submit a completed UUFEC Driver Information Form to the RE Office. Drivers must meet the adult supervisor criteria (age 25 and approved by the RE Committee).

All drivers must follow traffic regulations, obey speed limits, and use seat belts while transporting youth to sanctioned YRUU events. Drivers shall refrain from smoking with youth in car.

XI. Building Safety

Youth leaders will be aware of the location of the First Aid Kit in the building. Youth leaders will review fire escape plans with the group at the beginning of the YRUU year and at the beginning of each overnight event.

XII. Policy Changes/Additions

Policy changes/additions can be made at anytime by the RE committee. In case of an emergency situation, the executive committee of the RE committee (RE Chair, RE Board Coordinator, and DRE) can make a policy decision.

UUC Driver Information Form

Name _____

Address _____

Phone _____

E-mail _____

Driver's License Number _____

Personal Auto Insurance Company _____

Coverage Limits _____

I hereby certify that I am at least 25 years of age and have a good driving record (NO more than two minor accidents or violations in the last three years).

(Date)

(Signature)