



CONGREGATIONAL MANUAL

February 16, 2021

TABLE OF CONTENTS

1. Unitarian Universalist Association Principles and Purposes

2. All Faiths Mission Statement

3. Bylaws

4. Standing Committees

Lifespan Education Programs

Building and Grounds

Membership

Sunday Services Committee

Social Action and Outreach

Communications

Finance

Stewardship

5. Policies and Procedures

100 Personnel Policies

101 Hiring

102 Interview and Hiring Process

103 Termination/Disciplinary Action

104 Stages of the Disciplinary Action

105 Employee Supervisory Feedback and Evaluations

106 Background Check/Code of Ethics

107 Job Descriptions

108 Supervision

109 Conditions of Employment

110 Personnel Files

111 Compensation and Salary Review

112 Leaves and Benefits

113 Grievance Procedure

114 Criminal Office Report Inquiry (CORI)

115 Bonuses

116 Equal Employment Opportunity

117 Harassment

118 Notice of Separation from Employment

119 Confidentiality

120 Conflict of Interest

121 Safety and Accidents

122 Personal Property

123 Workplace Threats/Violence

124 Inspection Rights

- 125 Employment Authorization
- 126 Credentials

200 Building Use/Security Policies

- 201 Building Use
- 202 Keys
- 203 Schedule of Fees
- 204 Art Displays
- 205 Use of Kitchen and Community Room

300 Health and Safety Policies

- 301 Hurricane Preparedness
- 302 Cooling and Heating
- 303 Food Storage
- 304 Animals
- 305 Alcohol use
- 306 Smoking
- 307 Personal Safety
- 308 Child Safety
- 309 Supervision of Children and Youth

400 Communications/Social Media/Press Policies

- 401 Database
- 402 Email Directed from the Office
- 403 Social Media

500 Sanctuary/Worship/Services Policies/Social Justice (to be added)

600 Right Relations

- 601 Safe Congregation

700 Finance Policies

- 701 Income
- 702 Expenses
- 703 Specific Expenses
- 704 Transfers
- 705 Non-Operating Accounts
- 706 Audit and Review
- 707 Funding Delegates to General Assembly
- 708 Compensation of Guest Musicians and Speakers
- 709 Paying Members and Friends for Services

800 Administrative Functions Policies (to be added)

900 Religious Education and Adult Programs (to be added)



Unitarian Universalist congregations affirm and promote seven Principles, which we hold as strong values and moral guides. The Principles are not dogma or doctrine, but rather a guide for those of us who choose to join and participate in Unitarian Universalist religious communities.

- 1. The inherent worth and dignity of every person.***
- 2. Justice, equity and compassion in human relations.***
- 3. Acceptance of one another and encouragement to spiritual growth in our congregations.***
- 4. A free and responsible search for truth and meaning.***
- 5. The right of conscience and the use of the democratic process within our congregations and in society at large.***
- 6. The goal of world community with peace, liberty, and justice for all.***
- 7. Respect for the interdependent web of all existence of which we are a part.***

In addition, All Faiths Unitarian Congregation has endorsed, and encourages the Unitarian-Universalist Association to adopt, the proposed eighth Principle.

8. We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote: journeying toward spiritual wholeness by working to build a diverse multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions.

We live out these Principles within a living tradition of wisdom and spirituality drawn from sources as diverse as science, poetry, scripture, and personal experience.

1. Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life
2. Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love
3. Wisdom from the world's religions which inspires us in our ethical and spiritual life
4. Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves
5. Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit
6. Spiritual teachings of earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature



Our Mission Statement

“All Faiths Unitarian Congregation is a welcoming, caring community seeking diversity, practicing openness, and encouraging personal and spiritual growth. We are working toward a just, free, peaceful and compassionate world.”



ALL FAITHS UNITARIAN CONGREGATION, INC
BYLAWS – Effective April 1, 2019

ARTICLE I: NAME AND PURPOSE

The name of this Corporation shall be **ALL FAITHS UNITARIAN CONGREGATION, INCORPORATED**; hereinafter the Corporation will be referenced as the Congregation.

Purpose: As a Member Congregation of the Unitarian Universalist Association (UUA), we promote the Association's seven Principles and support individuals in their search for truth and meaning.

ARTICLE II: POWERS

The Congregation shall exercise rights and powers conferred by the laws of the State of Florida with regard to non-profit corporations. The rights and powers include, without limiting the generality of the foregoing, the ability to acquire by donation, contribution, bequest, devise, or gift, the purchase or otherwise any property of any sort or nature without limitation as to its amount or value, and to hold, invest, reinvest, manage, use, apply, employ, sell, expend, lease, mortgage, convey, option, donate or otherwise dispose of such property and the income, principal and proceeds of such property for any of the purposes set forth herein.

The Congregation shall further have the power to do such other things as are incidental to the purposes of the Corporation, or necessary or desirable in order to accomplish them.

ARTICLE III: FINANCIAL POLICY

It shall be the policy of the Congregation to obtain sufficient funds during each fiscal year to meet the capital and operating expense requirements. The Congregation shall approve the annual budget at the Annual Congregational Meeting. A special meeting of the Congregation shall be called to vote for any change in the budget which would require obtaining a loan to meet the expenses of the Congregation. The Board of Directors shall prepare the annual budget to be presented to the Congregation for approval at the Annual Meeting.

The financial records shall be examined by the Audit and Financial Review Committee at the end of each fiscal year and a report shall be given to the Finance Committee and Board of Directors and a written summary published in the newsletter.

Effective April 1, 2016, the fiscal year shall begin April 1st and end March 31st of the subsequent year. In 2016 there shall be a gap accounting period of the three months from January 1st through March 31st to accommodate the change to a fiscal year-based budget (from a calendar year based budget).

ARTICLE IV: AUTHORITY

The ultimate authority of this Congregation is vested in the Members of the Congregation. The privilege of holding office, becoming a Director, making motions, debating, and voting will be limited to the Members as defined in ARTICLE V.

ARTICLE V: MEMBERSHIP

The Congregation shall have voting Members whereas each voting Member shall commit to support the Congregation and is in general agreement with the Principles and Purposes of the UUA and with the provisions of these Bylaws. Membership is open to all regardless of race, color, creed, gender, gender identity and expression, or sexual or affectional orientation, subject to the restriction that Members must be at least 18 years of age.

Section I. Becoming a Member

A prospective Member:

- a) Shall meet with the Membership Committee Representative after completing an Intent to Join form;
- b) Shall meet with the Minister (or with the Membership Committee Chairperson in the absence of the Minister);
- c) Shall be encouraged to participate in New Member Orientation sessions;
- d) Shall agree to be recognized in a New Member Service; and e) Is encouraged to make an identifiable financial contribution.

Section II. Membership Status

Members are those who have joined the Congregation. Members may include those who have dual membership with another UUA Congregation.

Section III. Changes in Membership Status

The Board of Directors shall have the authority to set policies concerning the termination of membership for non-participation for a period of two years or more, or for threatening or disruptive behavior detrimental to the welfare of the Congregation.

ARTICLE VI: CONGREGATIONAL MEETINGS

Section I. Annual Meeting

The Congregation shall have an Annual Meeting to:

- a) Elect Nominating Committee Members, Officers and Directors;
- b) Approve the annual budget;
- c) Conduct other Congregational business as determined by the Board of Directors;
- d) Conduct business proposed by a petition of no less than 20 percent of Members which has been submitted to the Board of Directors prior to or not later than February 1st of the given year.

The Secretary shall send notice of the meeting and issues to be voted upon through the newsletter, church bulletin, and/or via other electronic notification; said notice should be published no less than ten and no more than 30 days prior to the meeting. The Annual Meeting shall be conducted during the month of March unless otherwise directed for good cause by the Board of Directors.

Section II. Special Meetings

Special meetings may be called in such instances as defined in the Bylaws and for reasons when called by:

- a) Majority of a vote of the Board of Directors;
- b) Chairperson of the Board of Directors;
- c) Minister after giving notice of need to the Board of Directors; or
- d) Twenty (20) percent of the Members through special petition, specifying the reason for the meeting.

No business other than that which is specified in the call for the meeting shall be conducted. The Secretary shall send notice to the Membership as outlined in Section I of this Article no less than ten and no more than 30 days prior to the meeting.

Section III. Regular Meetings

Each Sunday morning service is considered an official regular meeting of the Congregation for purposes of recognizing new Members and informing the Congregation about Congregational business.

Section IV. Voting

Each Member of record shall have one vote on each item of business. Voting may be done in person or by absentee ballot. The absentee ballot shall be provided by the Secretary. The absentee ballot must be submitted in a manner that ensures confidentiality. All absentee ballots are to be received in the Congregational office prior to the date and time of the meeting for inclusion in the vote count, and such absentee ballots shall be included in the count for the quorum.

Section V. Proxy

No proxy voting shall be allowed.

Section VI. Quorums for General Business

Twenty (20) percent of the Membership shall constitute a quorum for conducting regular order of business, including but not limited to:

- a) Approval of the budget;
- b) Borrowing money;
- c) Leasing/renting/buying of real property;
- d) Amending the Bylaws; and
- e) Election of Directors or Nominating Committee Members.

Voters submitting appropriate absentee ballots shall be counted for purposes of establishing the required quorum.

Section VII. Conducting Congregational Meetings

Meetings shall be conducted in accordance with Roberts Rules of Order - Revised.

ARTICLE VII: NOMINATING COMMITTEE

A Nominating Committee shall have the responsibility for interviewing and recommending to the Congregation candidates to serve on the Board of Directors and the Nominating Committee.

Section I. Nominating Committee Members

Members of the Nominating Committee shall consist of five Members of the Congregation. The Nominating Committee Members shall be at least 18 years of age and shall have been Members of the Congregation for at least twelve months. They need not be citizens of the State of Florida.

At their initial organizational meeting, the Committee shall elect their Chairperson. The Nominating Committee's meeting times shall be announced to the Congregation and the meetings shall be open to all Members for input; however, the Nominating Committee then has the right to call a closed session.

Section II. Term of Office

Members of the Nominating Committee shall serve for two-year terms and may serve not more than two consecutive terms.

Section III. Election of Nominating Committee Members

Starting with the Annual Meeting of 2019, Nominating Committee Members shall serve staggered, two-year terms. At the 2019 Annual Meeting, two Nominating Committee Members shall be elected for a one-year term, and three shall be elected for a two-year term. Thereafter, all Nominating Committee Members shall be elected for two-year terms.

At the Annual Meeting, after the election of Members of the Board of Directors, the Nominating Committee shall be elected from a slate of candidates prepared by the outgoing Nominating Committee and any additional candidate nominated from the floor. Nominations from the floor shall be accepted with an affirming vote from the majority of the Members attending the meeting. Those candidates receiving the greatest number of votes shall constitute the new Nominating Committee.

No Member of the sitting Board of Directors shall be eligible to serve on the Nominating Committee. No Members of the Nominating Committee shall be eligible to serve simultaneously on the Board of Directors.

Section IV. Vacancies

Any vacancy for the balance of a Nominating Committee Member's term shall be filled by a vote of a majority of not less than three of the regular Nominating Committee Members at a regular or specially-called Nominating Committee Meeting.

Section V. Nominating the Board of Directors

Effective with the election of 2019, the Secretary, and three Directors shall be elected in odd-numbered years; and the Treasurer, and four Directors shall be elected in even-numbered years.

The length of the terms for the 2019 election shall be either one or two years, depending on how many years the exiting Director or Officer has served. Thereafter, all Directors and Officers will be elected to two-year terms.

If a sitting Board Member is nominated to a different position on the Board, then by accepting the nomination, that person will immediately announce his/her resignation of his/her current Board position, to be effective upon his/her election to the new position on the Board. For purposes of that election, his/her current position will be considered vacant, and the Nominating Committee shall put forth a nominee for that position.

ARTICLE VIII: BOARD OF DIRECTORS

The affairs of the Congregation shall be managed and corporate powers executed by the Board of Directors as referenced in the Articles of Incorporation and as defined by Florida State Statutes.

Section I. Number

The Board of Directors shall consist of nine voting Members: the Chairperson, Vice Chairperson, Secretary, Treasurer, and five Directors.

The Minister and Immediate Past Chairperson shall serve as ex-officio non-voting Board Members.

At the time of their installation, all Board Members shall pledge their compliance to the All Faiths' Bylaws as their guide.

Section II. Eligibility

Directors must be 18 years of age and Members of the Congregation for not less than 12 months. They need not be residents of Florida.

Section III. Election

Election to the Board of Directors shall be by secret ballot at the Annual Congregational Meeting from a slate of candidates prepared by the Nominating Committee. The slate may be supplemented by any additional nominations from the floor, which may be made by any Member with prior consent of the Nominee. Those candidates who receive the greatest number of votes shall be elected. If there are no nominations from the floor, election may be made by voice vote or show of hands.

Effective with the election of 2019, the Secretary, and three Directors shall be elected in odd-numbered years; and the Treasurer and four Directors shall be elected in even-numbered years. The term of office shall be two (2) years for each position. The Board shall elect from within their membership a Chairperson and Vice-Chairperson at their initial organizational meeting of the new Board.

Section IV. Terms of Office

Officers and Directors may serve two two-year terms in a position, plus any partial term resulting from filling a vacancy. They are eligible to serve again in that particular position only after a two-year absence from the position. They may serve in another position without an absence from the Board but may serve no more than three consecutive terms on the Board in any combination of positions. They are eligible to serve again on the Board after a two-year absence from the Board.

Section V. Duties

The Board shall control and manage the affairs and business of the Congregation. The Directors shall, in all cases, regularly convene by a majority vote. The Board shall adopt rules, regulations, and policies for the conduct of their meetings and management of the Congregational affairs in accordance with the Bylaws of the Congregation and the Florida State Statutes.

Each month, the Board shall make written reports in the Congregational newsletter. Such reports shall include the status of programs of Congregational interest and the status of income and expenses as related to the approved budget.

The Board shall obtain and maintain bond and/or liability insurance in an amount deemed appropriate to cover Board Members and other Congregational employees who are responsible for Congregational funds and assets.

The Board may assign to employees of the Congregation the general and active daily management of the business and affairs of the Congregation.

Section VI. Meetings

The Board shall determine the frequency, time and location of Board Meetings. Board Meetings shall be held in Lee County, unless approved otherwise by a majority of the Board. All meetings shall be conducted in accordance with Roberts Rules of Order - Revised. Notice of Board Meetings shall be the responsibility of the Secretary and said notice must appear in the Congregational newsletter, Order of Service, and/or be made via electronic notification. All Members of the Congregation may attend Board Meetings. However, the Board has the right to call a closed session.

Section VII. Quorum

A minimum of five Board Members must be present at the meeting for actions taken thereof to be official. Board Members participating via electronic means shall be counted for purposes of the quorum.

Section VIII. Vacancies

Any vacancy for the balance of that Board Member's term shall be filled by vote of a majority of not less than five of the regular Board Members at a regular or specially-called Board Meeting.

Section IX. Removal of Board Members

Any Board Member may be removed for cause at any time by a majority of the Members voting in a Special Congregational Meeting. In addition, if a Member of the Board misses three consecutive meetings without just cause, the Board may call for the removal of said Board Member.

When the Board recommends removal of a Board Member, a special Congregational Meeting shall be called in accordance with the Bylaws. A quorum of not less than 20 percent of the current Membership must be present at the meeting. Absentee ballots can be submitted and shall be counted in the final quorum.

Upon removal, the Board shall send written confirmation of the removal to the removed Member.

ARTICLE IX: BOARD OFFICERS

Section I. Powers and Duties

Board Officers shall have such powers and duties as listed below. Additional powers and duties can be assigned by the Board, within the limitations of the Bylaws of the Congregation and Florida State Statutes.

Section II. Chairperson/Vice Chairperson Responsibilities

The Chairperson shall conduct all Board and Congregational Meetings, sign checks, sign legal documents on behalf of the Congregation, and serve as liaison to the Finance Committee. The Chairperson may designate the authority to sign checks to another/other Congregational Member(s).

In the absence of the Chairperson, the Vice Chairperson shall assume those responsibilities.

Section III. Secretary Responsibilities

The Secretary shall be the custodian of the Congregational Archives which include (but are not necessarily limited to) the Articles of Incorporation, Bylaws, licenses, tax identification and exemptions, contracts, leases, deeds, and meeting minutes. The Secretary shall record minutes of all Board and Congregational Meetings, and issue notices of all elections and Congregational Meetings. The Secretary, if designated by the Board Chairperson or Vice Chairperson, can sign checks for the Congregation.

Section IV. Treasurer Responsibilities

The Treasurer shall maintain a record of all income and expenses of the Congregation, and financial statements sent to Members. The Treasurer shall make a financial report to the Board of Directors at monthly Board Meetings and annual reports to the Congregation. The Treasurer shall serve as an ex-officio, non-voting Member of the Finance Committee.

Section V. Executive Committee

The Executive Committee consists of the four Officers of the Board of Directors including the Chairperson, Vice Chairperson, Secretary, and Treasurer. A minimum of two Members of the Executive Committee shall be empowered to make decisions requiring action between Board Meetings. Every effort shall be made to involve a quorum of the Board of Directors in such decisions if possible. Board Member involvement via electronic means is acceptable. The Executive Committee shall promptly report such decisions to the entire Board of Directors.

The Executive Committee, with the approval of the Board of Directors, shall have the authority to hire and dismiss Staff.

ARTICLE X: COMMITTEES AND TASK FORCES

It is the policy of the Congregation to involve as many Members as possible in the activities of the Congregation. Standing Committees shall include, at a minimum, the Finance Committee and Membership Committee. The Board of Directors may appoint additional standing committees, ad hoc committees, and short-term task forces to perform duties with relevant authority as delegated by the Board. Membership on committees is open to volunteers and all Members are eligible.

ARTICLE XI: MINISTER

The Congregation has the authority to call a Minister of its choice. Any minister called shall be in fellowship with the UUA. The Congregation and Minister shall adhere to UUA guidelines and Unitarian Universalist Ministers' Association (UUMA) Code of Conduct.

Section I. Selection of Settled or Contract Minister

The Board shall nominate and the Congregation shall vote for a Ministerial Search Committee at a specially-called meeting or at the Annual Meeting. The Ministerial Search Committee shall consist of five Members of the Congregation who are at least 18 years of age and have been Members of the Congregation for at least twelve months. Ministerial Search Committee Members need not be residents of Florida.

The Ministerial Search Committee shall conduct the search, interview, and recommend candidates to the Congregation in accordance with guidelines established by the Board of Directors and in accordance with the UUA Ministerial Search Guidelines.

Section II. Selection of an Interim or Developmental Minister

The Board of Directors shall have the authority to hire by contract for a designated term an Interim or Developmental Minister for a period of transition. The Interim and/or Developmental Minister shall serve at the will of the Board.

Section III. Election of Settled or Contract Minister

The Minister must be elected by a vote of no less than 90 percent of Members present at the specially-called meeting for that purpose. A quorum of 51 percent shall be required; for purposes of establishing a quorum and voting, absentee ballots shall be permitted.

Section IV. Terms of Employment

The terms of employment and compensation shall be determined by negotiation and agreement between the Board of Directors and the Minister.

Section V. Duties

The Minister shall have the responsibility and authority for conducting the religious services, religious education, and other activities of the Congregation. The Minister shall attend to the spiritual interests and needs of the Congregation. The Minister shall provide pastoral care to Congregational Members and others who may seek his or her assistance.

The Minister shall have the freedom of the pulpit and freedom to express his or her opinions and views outside the pulpit. The Minister shall have the right to actively engage in and promote social action in the community.

The Minister may have other duties determined by negotiation and agreement between the Board of Directors and the Minister.

Section VI. Dismissal or Suspension of a Settled or Contract Minister

A Settled or Contract Minister may be dismissed by a vote of no less than 70 percent of Members present at a Special Meeting called for the purpose of determining whether the Minister should be dismissed. A quorum of 51 percent shall be required at that Special Meeting. For purposes of establishing a quorum and for voting, absentee ballots shall be permitted.

Such Special Meeting may be called by a vote of no less than six of the nine Board Members or by the Congregation provided there is a petition signed by no less than 40 percent of the total Membership of the Congregation.

Before calling such Special Meeting for the vote to retain or dismiss the Minister, three months shall be provided to allow the Minister and Board of Directors, in cooperation with the Congregation, to resolve the conflict in an amicable manner conducive to the welfare of the Congregation and the Minister. At the end of this three-month period, Members who originally signed a petition shall be asked to confirm or negate their decision to proceed with the Special Meeting. In the event the Board of Directors decide by a new vote (after the three-month probationary period) of six or more of the nine Directors, or a newly-circulated petition contains no less than 40 percent of the total Membership of the Congregation, the Chairperson shall call a Special Meeting of the Congregation within 30 days to conduct the vote to retain or dismiss the Minister.

However, in cases of gross misconduct involving criminal activity, which shall be determined by a vote of no less than six of the nine Members of the Board, the Board of Directors shall have the authority to immediately suspend the Minister, pending a vote of the Congregation which shall be held within no more than 30 days of the suspension. During the suspension, the Minister shall be compensated per his/her contract.

In all cases, the Minister shall have the opportunity and time to answer each complaint, criticism, allegation, etc. Any dismissal must be conducted in an equitable manner commensurate with the circumstances and reflect the high value the Congregation places on love, justice, and compassion.

ARTICLE XII: NONDISCRIMINATION

All Faiths Unitarian Congregation shall be an equal opportunity Congregation. Neither the Congregation nor the Board of Directors shall discriminate on the basis of race, color, creed, gender identity and expression, or sexual and affectional orientation, when calling religious professionals; when hiring permanent or temporary employees; when entering into a contract with any company for maintaining, renovating or repairing any of its facilities; when considering persons for Membership; or for appointment or election to committees or the Board of Directors. However, it is explicitly understood that the Congregation shall have the right to choose religious professionals who are compatible with the core values and mission of the Congregation.

ARTICLE XIII: AMENDMENTS TO BYLAWS

The Bylaws of the Corporation and Congregation are to be made and recommended by the Board of Directors and then adopted by the Congregation, and may be altered, amended, or rescinded by recommendation of the Board of Directors after approval by the Congregation. Amendments to the Bylaws may be made by a majority vote of those attending a Congregational Meeting at which a quorum is present.

ARTICLE XIV: DISSOLUTION OF THE CORPORATION

Upon dissolution of the Corporation, the Board of Directors shall, after paying or making provision for payment of all liabilities of the Corporation, convey all of its remaining assets and property, real and personal, to the UUA or its legal successor, or to another congregation affiliated with the UUA.

Adopted at the Annual Meetings of the Congregation in 2005, as amended in 2006, 2007, 2009 and further amended December 5, 2010 and activated April 19, 2011; and further amended March 18, 2012, March 24, 2013, January 26, 2014, October 11, 2015, and activated April 1, 2016; and further amended October 2, 2016, Revised and Adopted at the Annual meeting March 25, 2018 and activated April 1, 2018 and further amended March 24th, 2019 in Fort Myers, Florida. By action of the Board of Directors and Congregation of All Faiths Unitarian Congregation, Inc. by majority vote on March 24, 2019 witnessed by my hand.

Secretary

Witness



STANDING COMMITTEES OF THE BOARD OF DIRECTORS

LIFESPAN EDUCATION PROGRAMS

REPORTS TO: Board of Directors

MISSION: To schedule, coordinate, and promote educational programs for children, youth, and adults of the Congregation.

FUNCTIONS:

- Schedule regular workshops, forums, child/youth programs, guest speakers, events and other learning opportunities for the Congregation.
- Work with the Minister and Congregational Administrator to plan topics, themes, facilities, and logistics.
- Prepare information for monthly newsletter.
- When requested, submit an annual budget request to the Finance Committee suitable for meeting the Lifespan Education Committee's mission for the coming year.
- Prepare an Annual Report for the Annual Meeting.

BUILDING and GROUNDS

REPORTS TO: Board of Directors

MISSION: To ensure that All Faiths facilities and grounds are maintained properly to meet the needs of the Congregation.

FUNCTIONS:

- Maintain the buildings, grounds, gardens, and parking lot.
- Maintain the interior and exterior building to include painting lighting, décor, appliances, carpets, chairs, doors, windows, deck, exterior furniture, security systems, walkways, parking lot, lawns, shrubs, mailbox, flag pole, and signs.
- Communicate any unbudgeted expenditures for maintenance, repair, acquisition to the Finance Committee prior to making the expenditure.
- Maintain adequate maintenance supplies in coordination with the Congregational Administrator.

- When requested, submit an annual budget request to the Finance Committee suitable for meeting the Building and Grounds Committee's mission for the coming year.
- Prepare an Annual Report for the Annual Meeting.

MEMBERSHIP

REPORTS TO: Board of Directors

MISSION: To enhance the membership of the Congregation through welcoming, recruiting, including, and integrating Members.

FUNCTIONS:

- Welcome visitors
- Maintain membership list
- Provide orientation sessions for those interested in membership
- Connect new Members with Members of common interest
- Coordinate New Member Recognition services
- Assist in recruiting and integrating new Members
- Obtain information about Members who leave
- Count attendance on Sundays
- Provide guest, visitor and new Member information to the Congregational Administrator
- Develop and make available information about the pathway to membership and information about the Congregation in general
- When requested, submit an annual budget request to the Finance Committee suitable for meeting the Membership Committee's mission for the coming year.
- Prepare an Annual Report for the Annual Meeting.

SUNDAY SERVICES COMMITTEE

REPORTS TO: Board of Directors

MISSION: To provide support to the Minister and Congregation in providing for high quality and inspirational Sunday morning and other services.

FUNCTIONS:

- Work with the Minister to plan and provide the Sunday services.
- Plan the order of service
- Coordinate the music selections with the Music Director
- Discuss ways our services can be enhanced
- Coordinate visiting speakers
- Schedule Worship Associates
- Make recommendations about improvements of physical facilities for services
- Discuss ways to increase lay participation in services
- Provide information to the Congregation about services via newsletter, emails, and website

- When requested, submit an annual budget request to the Finance Committee suitable for meeting the Sunday Service Committee's mission for the coming year.
- Prepare an Annual Report for the Annual Meeting.

SOCIAL ACTION AND OUTREACH

REPORTS TO: Board of Directors

MISSION: To encourage individual Members and groups in the Congregation to foster social action projects.

ORGANIZATION: The Social Action and Outreach Committee is formed by the leaders of the three areas the Congregation votes to engage. The Congregation will periodically be polled to name the social action and outreach priorities that All Faiths will emphasize in the upcoming months. All members and Friends are members of the committee.

FUNCTIONS:

- Meet quarterly or as needed.
- Work with the team leaders to recruit, screen, and implement social action projects that meet the committee's purpose.
- Assist the teams with all the tasks required to ensure success of the committee's general purpose.
- Inform the Congregation about social action projects and how members can participate.
- Submit requests to the Adult Programs Committee to offer educational programs that broaden knowledge and understanding of social issues from a Unitarian Universalist perspective.
- Submit requests to the Board and work with the Minister to take Issues of Conscience to the Congregation for adoption.
- Take action to raise the Congregation's awareness of and involve the Congregation in actions addressing Issues of Conscience which are supported by the UUA.
- Ensure that each project has a dedicated leader and several Members before it is deemed a project of the committee.
- When requested, submit an annual budget request to the Finance Committee suitable for meeting the Social Action and Outreach Committee's mission for the coming year.
- Prepare an Annual Report for the Annual Meeting.

COMMUNICATIONS

REPORTS TO: Board of Directors

MISSION: To produce informative, entertaining, and well-written communications to keep Members and Friends informed and to publicize All Faiths in the local community.

FUNCTIONS:

- Produce a monthly newsletter.
- Develop and maintain a website.

- Provide news releases and obtain publicity for All Faiths programs, events, activities, and community involvement.
- Provide timely and up-to-date information to Members and Friends about services, programs, meetings, events, and care and support.
- Maintain contact with printer to produce printed materials.
- When requested, submit an annual budget request to the Finance Committee suitable for meeting the Communications Committee's mission for the coming year.
- Prepare an Annual Report for the Annual Meeting.

FINANCE

REPORTS TO: Board of Directors

MISSION: The Board of Directors is responsible for overall management of the Congregation's financial resources. The Finance Committee acts as an advisory and oversight committee to help ensure the integrity of that financial management, including sound financial planning, prudent funds control practices, and transparent expenditure processes and reporting.

FUNCTIONS:

- Participate in long-range planning.
- Work with the Minister, Stewardship, and Fundraising Committees to help set fundraising goals.
- Prepare an annual budget to submit to the Board of Directors and ultimately to the membership for review and approval.
- Monitor, administer, and update the annual budget, including a review of projected monthly receipts and expenditures to ensure compliance, and recommend any Budget revisions to the Board of Directors.
- Establish and maintain relationships with financial services providers along with the Congregational Administrator and Treasurer.
- Review periodic reports from financial institutions that provide status of the Congregation's funds and ensure reconciliation with internal records.
- Screen committee and Member proposals and requests that require expenditure of non-budgeted funds, review proposed procurements with amounts expected to exceed \$500 and recommend the Board of Directors' approval, revision, or rejection.
- Review after-the-fact expenditure documents to ensure that sound procurement and cost control practices have been followed.
- Establish and maintain internal controls and procedures to ensure proper authorizations are obtained; expenditure and income records are complete, well organized, and accurate; legal and regulatory requirements are met; and financial records of the Congregation are transparent and understandable to the Congregation and others with a need to know.

- Establish policy recommendations on procedures, proposals, and approvals for expenditures for Congregational events, committee activities, and fundraising activities that involve expenditures.
- Arrange for outside reviews of financial records as deemed necessary.
- Collaborate with All Faiths' Treasurer.
- Prepare an Annual Report for the Annual Meeting.

STEWARDSHIP

REPORTS TO: Board of Directors

MISSION: To promote shared responsibility among congregants for the stewardship of the Congregation through contributions of time, talents, and treasure.

FUNCTIONS:

- Initiate and oversee the Annual Stewardship Campaign.
- Complete Annual Campaign in time so the Treasurer and Finance Committee have pledge information prior to preparing the draft annual budget for Congregational approval.
- Promote stewardship practices by congregants throughout the year by:
 - Working with the Minister and the Worship Committee in developing stewardship messages for services, when appropriate;
 - Working with the Minister and the Membership Committee to ensure that new Members are informed about stewardship expectations; and
 - Engaging with the UUA and the Southern Region to assess current stewardship practices and solicit their counsel regarding improvement.
- When requested, submit an annual budget request to the Finance Committee suitable for meeting the Stewardship Committee's mission for the coming year.

NOMINATING COMMITTEE

(Refer to Bylaws)



POLICIES AND PROCEDURES

SECTION 100 PERSONNEL POLICIES

This section addresses personnel policies including hiring, disciplinary action, Board and Minister responsibilities related to personnel, expectations of employees, and other employee-related issues. The types of employees All Faiths may have on staff at any time are listed below with a short description of that type of employment.

- *Exempt Employees.* Employees that are classified as exempt are automatically excluded from minimum wage and overtime requirements that the Fair Labor Standards Act (FLSA) provides, as well as any state overtime regulations. Rather than an hourly wage, exempt employees are paid a salary. The employee and Minister shall establish a mutually acceptable work schedule.
- *Hourly Employees/Hourly Contractors.* Hourly employees/hourly contractors are paid by the hour for work performed. They shall schedule and perform work in accordance with the schedule set by the supervisor in consultation with the Board of Directors. The employee/contractor and supervisor shall establish a mutually-acceptable work schedule.
- *Contract Employees:* Contract employees are paid per a contract negotiated prior to the initiation of work. The contract will specify the scope of work to be completed, timeframe for completion of work, the compensation that the contractor will be paid, and the schedule for payment of the work completed by the contractor.

Policy # 101 Hiring

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to applicants who wish to be considered for employment or as an independent contractor at All Faiths Unitarian Congregation.

Policy/ Procedure: The Board of Directors, as per All Faiths bylaws, acts as the employer and has the sole authority to hire and develop contracts on behalf of the Congregation.

Policy # 102 Interview and Hiring Process

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the process of hiring applicants who wish to be considered for employment at All Faiths Unitarian Congregation.

Policy/ Procedure: The Board of Directors, as per bylaws, acts as the employer and has the sole authority to hire and develop contracts on behalf of the Congregation.

A. Identify/Advertise Position. When a position for employment is identified as available, the Board of Directors will consult the Minister and associated Committee Chairs to develop and post an advertisement to recruit applicants which will list the job title, overview of responsibilities, and salary.

Applicants will be asked to respond and forward any materials requested to the Board of Directors Chair to be evaluated by the full Board of Directors for consideration.

B. Interviewing Applicants. The Board of Directors, in consultation with the Minister and associated Committee Chairs, will identify viable applicants and schedule interviews within fifteen (15) days. Applicants not being considered will receive a letter from the Board within 10 (ten) days of application advising the applicant that they will not be considered.

Interviews will be conducted by one (1) Board Member, the Minister, and one (1) Committee Chair if available, and the Congregational Administrator as a group interview.

During this interview, the group will gather relevant experience and work history, outline the job description, and ask relevant questions.

C. Reference Checks. The Board Chair will request three (3) personal references and check these references following the interview.

D. Hire/Not Hire Decision Process. Once references have been checked for applicants being considered, the Board Chair will convene the group conducting the interview to make final recommendations to the Board of Directors. The Board of Directors will then decide to accept or decline the recommendation. If declined, the applicant will be notified of the Board's decision by the Chair within three (3) days and the group will begin the hiring and interviewing process for a second round.

E. Notifying Successful Applicant. If accepted, the applicant will be notified of the Board's decision by the Chair within three (3) days and schedule a time to participate in orientation. The Chair and Finance Chair will follow up with a letter of hire detailing start date, job description, naming the direct supervisor, salary, and benefits, if applicable.

Policy # 103 Termination/Disciplinary Action

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the process of terminating employees/contractors of All Faiths Unitarian Congregation except for the Minister.

Policy/ Procedure: The Board of Directors, as per bylaws, acts as the employer and has the sole authority to terminate employees/contractors on behalf of the Congregation.

A. Authority to Terminate. Employees/contractors are considered at-will employees, with exception of the Minister whose termination must follow the process stipulated in the bylaws. The Board of Directors may terminate employment with due cause at any time. The employees/contractors may negotiate a resignation and terminate their employment with a two-week notice.

B. Potential Disciplinary Actions. Employees/contractors may be afforded the following disciplinary process, although this process is not necessary for termination:

Step 1. Verbal Warning. A verbal warning will be given to the employee/contractor regarding performance during a face-to-face interview with the Minister and a member of the Board. A note that a verbal warning was given will be entered into the personnel file of the employee/contractor.

Step 2. Written Warning. A written warning will be given to the employee/contractor regarding their performance during a face to face interview with the Minister and a member of the Board. The employee/contractor must sign that s/he has received this written warning and the warning must document that further performance issues will result in further disciplinary action. The original must be kept on file.

Step 3. Written Counseling. A written counseling will be given to the employee/contractor regarding their performance during a face-to-face interview with the Minister and a member of the Board. The employee/contractor must sign that s/he has received this written counseling and the counseling must document that his/her performance issues will be brought to the Board as a recommendation for termination. The original must be kept on file.

C. Board Determination. The Board of Directors will consider recommendations if they are accompanied by documentation of a verbal warning, a written warning, and a written counseling provided by the Minister. Depending on the Board's decision, the following actions will be taken.

- 1. Board Decision to Terminate.* The Board will determine if termination is appropriate. If so, the employee/contractor will be notified by the Board Chair or Minister immediately followed by a letter of termination that outlines the disciplinary steps taken, the Board's decision, and a termination date within five (5) days. The Board Chair will require the employee/contractor to return all Congregational property such as keys etc.
- 2. Board Decision Not to Terminate.* If the Board determines that termination is not appropriate, the Chair and the Minister must meet with the employee/contractor within five (5) days to review the job description, the disciplinary process, and an agreement developed by the Board documenting timelines for expected improvement that will result

in termination if not satisfied. This is a face-to-face meeting and the employee/contractor must sign this agreement and the original will be kept on file.

Policy # 104 Stages of the Disciplinary Process

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to employees and contractors of the Congregation and guides the process for disciplinary action.

Policy/ Procedure: Employees and contractors may be disciplined as provided herein. The types of discipline shall include verbal warning, written warning, written counseling, and termination of employment.

A. Types of Discipline:

1. *Verbal Warning.* Either the Minister or the Board of Directors may issue to any employee or contractor a verbal warning. This warning must be documented that it was given and must be entered into the personnel file of the employee or contractor. There shall be no grievance or appeal of a verbal warning.
2. *Written Warning.* Either the Minister or the Board of Directors may issue to any employee or contractor a written warning. If the employee disagrees with a written warning, he/she has the right to prepare a written rebuttal which shall be attached to the Memo in the personnel file. There shall be no grievance or appeal of a written warning.
3. *Written Counseling.* Employees and contractors may be reprimanded in writing upon the concurrence of the Minister and the Board of Directors. If the employee or contractor disagrees with a Written Counseling, he/she has the right to prepare a written rebuttal which shall be attached to the Written Counseling in the personnel file. If an employee or contractor receives this level of discipline a recommendation for termination will be considered. There shall be no grievance or appeal of a written reprimand.

B. Termination. All employees and contractors, except the Minister, are at-will employees and contractors. Termination may be considered at any time.

Policy # 105 Employee Supervisory Feedback and Evaluations

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the process of evaluating employees and contractors of All Faiths Unitarian Congregation with exception of the Minister.

Policy/ Procedure: Employees shall receive at least monthly face-to-face supervision by the Minister. Employees will participate in a performance evaluation process to be completed in January or February of each year before a new contract is considered for April.

A. Effect of completion. Satisfactory completion of the supervisory feedback and/or evaluation process shall not alter the at-will status of employment.

B. Job description. In connection with the annual evaluation, the employee/contractor, the Minister, or the Board of Directors, may request a review of an employee's/contractor's job description. The Minister shall conduct the review with input from the Board of Directors, related committees, and the employee/contractor whose position is undergoing review.

C. Procedures for Review. Each employee/contractor employed longer than 10 months shall be subject to a performance review by the Minister with the input of the Board of Directors and Congregation Members with whom the employee/contractor works on a regular basis.

1. *Written evaluations.* All evaluations shall be in writing. A copy of each evaluation shall be reviewed with, signed by, and given to the employee/contractor. The evaluation shall then be forwarded to the Board of Directors which shall review, may comment upon, and shall sign the evaluation. A copy of the evaluation shall be filed in the Personnel File.
2. *Disagreement with evaluation.* If the employee/contractor disagrees with an evaluation, he/she may write a rebuttal which shall be attached to the evaluation and become a part of it.

Policy # 106 Background Check/Code of Ethics

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the process of meeting the requirement of background checks of employees and contractors of All Faiths Unitarian Congregation.

Policy/ Procedure: The Congregation shall conduct criminal background checks of all employees/contractors. All employees/contractors are expected to participate in a background check prior to their being offered employment. All new employees/contractors will be hired on a provisional basis pending the outcome of the criminal background check.

A. All Faith's Commitment. All Faiths Unitarian Congregation is a not-for-profit religious organization. Our commitments as Unitarian Universalists to the inherent worth and dignity of every person and to the values of justice and compassion compel us to create a safe environment that protects children and adults from harm and promotes spiritual growth

B. Applicants' Responsibilities. All persons seeking employment at All Faiths Unitarian Congregation shall:

1. Complete an application or resume detailing their relevant experience and education.
2. Complete a "Sexual Misconduct and Abuse Questionnaire for Employment" including the authorization and release of information.
3. Review and sign "The Code of Ethics for Working with Children and Youth."

C. All Faiths' Responsibilities

1. *Screening, Vetting, Interviewing, Selecting.* The authorized individual/committee will screen the applications, contact references, conduct formal interviews with the candidates, and select the final candidate for the position.

2. *Provisional Offer of Employment.* The authorized individual/committee will extend an offer of employment to the final candidate as per related policies. The offer of employment shall include information regarding the provisional nature of the hire pending the outcome of the criminal background check.
3. *Criminal Offender Record Information (CORI) Follow-up.* Based upon the Criminal Offender Record Information (CORI), the Minister shall make a final decision regarding retention of the employee/contractor. The employee/contractor, the appropriate committee and the Board shall be informed in writing of the decision.

Policy # 107 Job Descriptions

Date Adopted:

Date Reviewed/Revised:

Scope: This policy provides direction to employees and contractors who require written descriptions of their job responsibilities and are required as a condition of employment.

Policy/ Procedure: As a condition of employment, a written job description and Memo of Understanding, prepared by the Minister in consultation with the Board of Directors, shall be maintained in the personnel file for each employee/contractor.

Policy # 108 Supervision

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the supervision process for all Staff and hourly employees except for the Minister.

Policy/ Procedure: The responsibility for supervision of Staff and hourly employees falls to the Minister. Supervision does not include hiring, termination, or contract review.

A. Frequency. Supervision sessions for exempt, hourly, and contract employees will be scheduled face-to-face and at least once per month.

B. Purpose. Supervision sessions will be used for collaboration, review and feedback of responsibilities, and the creation of work plans. Issues raised in supervision related to performance will be shared with the Board of Directors as deemed necessary by the Minister.

Policy # 109 Conditions of Employment

Date Adopted:

Date Reviewed/Revised:

Scope: This policy defines job classifications and conditions of employment.

Policy/ Procedure: All Faiths shall comply with Department of Labor standards for classifying employees, will provide clear guidance to its employees, and will have non-discriminatory hiring practices.

A. Employee Classifications

1. *Exempt Employees.* Employees that are classified as exempt are automatically excluded from minimum wage and overtime requirements that the Fair Labor Standards Act

(FLSA) provides, as well as any state overtime regulations. Instead of an hourly wage, exempt employees are paid a salary. The employee and Minister shall establish a mutually acceptable work schedule.

2. *Hourly Employees/Hourly Contractors.* Hourly employees/hourly contractors are paid by the hour for work performed and shall schedule and perform work in accordance with the schedule set by the supervisor in consultation with the Board of Directors. The employee/contractor and supervisor shall establish a mutually acceptable work schedule.

B. Conditions of Employment

1. *Employment terms.* Each employee/contractor's terms and conditions of employment, including benefits and grievance procedure, shall be as provided in these policies.
2. *Duties.* A written job description and Memo of Understanding, as prepared by the Supervisor in consultation with the Board of Directors, shall be maintained for each employee/contractor's position.
3. *Equal Opportunity Employer.* All Faiths Unitarian Congregation is an equal opportunity employer. This means All Faiths agrees not to discriminate against any potential exempt or hourly employee or contractor because of race, color, religion, national origin, gender, physical or mental health, or age. All Faiths also will not discriminate due to a person's gender identity or sexual orientation.

Policy # 110 Personnel Files

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the implementation, maintenance, and access to personnel files.

Policy/ Procedure: Employee files and their contents shall be managed as follows:

A. File. Each employee/contractor shall have a personnel file maintained by the Congregational Administrator.

B. Contents. The personnel file shall include a copy of the job description, a copy of past and present Memoranda of Understanding (MOA), a copy of each written evaluation, letters of commendation, records of disciplinary actions, and other regulatory and appropriate documents.

C. Review of Files. Each employee/contractor may review his/her own personnel file upon request and in the presence of the Congregational Administrator. Access is granted only to the Congregational Administrator, Minister, and the Chair of the Board of Directors. Access by other persons shall be only upon authorization of the Minister or the Chair of the Board of Directors.

Policy # 111 Compensation and Salary Review

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the process to compensate employees/contractors, with exception of the Minister.

Policy/ Procedure: Compensation procedures will be as outlined below.

A. Amount. Compensation for each employee/contractor shall not exceed the amount budgeted for the position by Congregational vote at the time of approval of the Congregation's budget. The compensation shall be stated in the budget prepared by the Board upon the recommendation of the Minister and Finance Committee.

B. Pay Period. Employees/contractors shall be paid monthly.

C. Salary Placement/Advancement. The Minister, Board of Directors, and Finance Committee shall rely on UUA fair compensation guidelines, which describe the basis for the minimum, middle, and maximum ranges. The guidelines state that the minimum range is appropriate for employees new to the position with little or no experience in the job. The recommendations further state that, presuming satisfactory evaluations, an employee could expect to move to the middle range after approximately five years in the position. The employee could expect to move to the maximum range after approximately ten years in the position.

Note: Meeting UUA guidelines is a high priority, but not a guarantee, as compensation is subject to budgetary limitations.

D. Annual Salary Recommendations. The Board submits salary recommendations on each employee/contractor based on job evaluations, longevity, realistic budget allowances, and other relevant factors to the Finance Committee in January of each year. If the Finance Committee differs with the recommendation, it shall notify the Board about its concerns and the rationale for those concerns.

The Finance Committee will then present its compensation recommendations to the Board as part of the proposed annual budget. Once approved, compensation will be clearly described in the renewal of MOUs at the beginning of each fiscal year.

E. Tax Documentation. Employees/contractors will receive tax documents by February of each year.

Policy # 112 Leaves and Benefits

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the process of allocating leaves and benefits for employees not including the Minister and contractors.

Policy/ Procedure: All Faiths shall provide fair compensation and reasonable leave time for its employees.

A. Leaves.

1. Definitions. The following definitions apply to leave time and employee benefits.

- a. Day:** For purpose of leaves, a "day" shall mean the number of hours an employee regularly works in a day. In the case of employees without fixed daily schedules, "day" shall mean, during the preceding three months, the average number of hours an

employee worked per week, excluding overtime, divided by 5. For example, for an employee working or averaging 25 hours per week, a day shall consist of 5 hours.

- b. Congregational year: The Congregational year for leave purposes begins April 1 of one year and ends March 30 of the following year.
- c. Month: An employee accrues benefits if the employee begins employment on or before the 15th day of the month. Therefore, if the employee begins employment after the 15th day of the month, the employee accrues no leave benefits in that month.

2. *Vacation.*

- a. Paid Vacation. Paid vacation shall be available to employees working 25-40 hours per week. Employees working 25-34 hours per week shall receive ten (10) days of paid vacation per calendar year. Employees working 35-40 hours per week shall receive fifteen (15) days of paid vacation per calendar year.
- b. Carryover. Employees are encouraged to use their vacation time in the year in which it is earned. Employees may carry over from one calendar year to the next up to five days of vacation.
- c. Scheduling Vacation Time. Vacation shall be scheduled at a time convenient for the Congregation and with the permission of the Minister and concurrence of the Board of Directors. Employees shall give reasonable notice to the Minister of a request to take vacation.
- d. Cash out. Vacation time must be used as time off. There is no provision for payment in lieu of vacation time. If an employee resigns or is terminated accrued time will not be paid.
- e. Usage. Vacation time may be used in increments of not less than one (1) day for employees.

3. *Sick Leave.*

- a. Accrual. Sick leave shall be available to employees working 25 or more hours per week. Employees working 25-34 hours per week shall receive 3 days of sick leave per calendar year. Employees working 35-40 hours per week shall receive 5 days of sick leave per calendar year.
- b. Carryover. Employees who work 25 or more hours per week may not carry accrued sick leave from one calendar year to the next. Any additional accrued time on the books at the end of the calendar year or in the event of resignation or termination shall be forfeited.
- c. Usage. An employee who must be absent due to illness shall notify the Minister or Congregational Administrator as soon as s\he is aware of the need to be absent.

- 4. Compensatory Time. Although the employer cannot compel an hourly employee to work more hours than the employee's regular schedule, should a need arise periodically, the employer may offer time off as compensation for time worked over and above the

employee's regular hours. No more than 30 hours of compensatory time shall be exchanged in any one year. Furthermore, compensation time shall only be accrued and used with the supervisor's prior approval and shall be used as soon as possible at the employer's discretion and convenience. Hourly employees who earn compensation time must document and report its accrual and use on their time sheets.

5. Personal Time Off

- a. Accrual. Employees shall be entitled to personal time off in an amount not to exceed two (2) days per year.
- b. Usage. Personal time off may be used as the employee sees fit and with approval of the Minister. Personal time off is to be used in increments of not less than one day.
- c. Carryover. Unused personal time off may not be carried over from year to year and will be forfeited in the event of resignation or termination.

6. Holidays.

- a. Eligibility: Employees working 25-40 hours per week are eligible for paid leave on the holidays designated in this policy. Employees working 1-24 hours per week may take these days off but will not be compensated. If a day off cannot be taken on the actual holiday, the employee and the Minister shall designate another day off.
- b. Designated Holidays. Days considered as holidays are: New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Indigenous Peoples Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

7. Bereavement Leave. If an immediate family Member of an employee dies, the employee shall be eligible for up to five (5) days of bereavement leave and will be compensated for two (2) of those days. The determination as to an immediate family Member's status shall be made by the Minister.

8. Leave of Absence. Leave of absence without pay may be granted at any time at the discretion of the Minister and the Board of Directors.

9. Emergency Leave. At the discretion of the Minister, employees may be granted leave in situations involving emergencies within the immediate family. Such time off shall be deducted from sick and personal leave. In the event there is no sick or personal leave accrued, the employee will not be compensated.

10. Other Leave Time. Congregation employees shall be entitled other leaves as may be required by state or federal law.

B. Benefits.

1. Retirement. Employees who meet eligibility requirements shall be enrolled in the Congregation's retirement plan and are subject to plan requirements.

2. Disability Insurance. Employees may choose to be enrolled in a Disability Insurance plan. Employees pay the Disability Insurance premiums via payroll deductions.

3. *Health insurance.*

- a. Eligibility: After the first three months of employment employees are eligible for group health insurance benefits as described below as per UUA guidelines.
- b. Premium Payments: The Congregation shall pay 80% of group health insurance premium for each eligible enrolled employee for the base group medical plan selected by the Congregation. Employees shall pay for any balance of the premium exceeding this amount, including additional amounts for selection of an enhanced medical plan.
- c. Dependent Coverage: Employees may elect to cover their eligible dependents (as defined by the UUA health insurance policy) at their own expense.
- d. Alternate Coverage Options: Employees who have attained the age 65 or more, are enrolled in Medicare and work 40 hours per week or employees who have an alternative insurance plan may opt to waive participation in the group health insurance plan. Employees who are younger than 25 may provide proof of insurance coverage elsewhere.

Policy # 113 Grievance Procedure

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the process of an employee or contractor filing a grievance.

Policy/ Procedure:

Any employee or contractor of the Congregation may file a grievance and shall proceed as follows:

- Level 1.* Within 15 calendar days after the cause of the grievance, the employee/contractor shall informally discuss the problem with the Minister and shall identify the problem as a grievance or potential grievance.
- Level 2.* If the employee/contractor is not satisfied with the outcome of the discussion with the Minister, then the employee may, within 15 calendar days of the discussion with the Minister, submit a written statement of the problem and the requested solution to the President of the Board of Directors, with a copy to the Minister.
- Level 3.* The Board shall grant the employee time on the next Board meeting agenda to present his/her grievance. The Board shall respond to the grievance presentation of the employee/contractor. After the presentation and response, the Board may meet in closed session to discuss the grievance and the Board's decision. Within 15 calendar days of the meeting at which the presentation is made, the Board shall render its written decision on the grievance. The Board's decision is final.

Policy # 114 Criminal Offense Report Inquiry (CORI) Procedure

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the dissemination, retention, storage and managing background check and CORI records.

Policy/ Procedure:

The overall responsibility for administration of CORI rests with the Congregational Administrator. In accordance with Department of Justice regulations, the Congregational Administrator shall be fingerprinted and a background check conducted before he/she begins administering CORI.

A. Record Security: Questions regarding the release, security and privacy of CORI are to be resolved by the Minister.

B. Record Storage: CORI shall be under lock and key and maintained by the Congregational Administrator who is committed to protect CORI from unauthorized access, use or disclosure.

C. Record Dissemination: CORI shall be used only for the purpose for which it was requested.

D. Record Destruction: Upon termination of the employee/contractor, the CORI will be maintained for a minimum of seven years thereupon the CORI shall be destroyed.

E. Record Reproduction: CORI may not be reproduced for dissemination.

F. Training: The Congregational Administrator is required:

1. To read and abide by this policy, and
2. To be fingerprinted and have a background check completed.

G. Penalties: Misuse of CORI is a criminal offense. Violation of this policy regarding CORI may result in suspension, dismissal, and/or Criminal and/or Civil prosecution.

Policy # 115 Bonuses

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the process for gifting a bonus to employees and contractors.

Policy/ Procedure: A special collection will be taken in December to provide a bonus for the Minister, Congregational Administrator, Sexton, and Music Director. The Board supports having an announcement of this collection made in a letter form from the Board President. All Staff/hourly employees will receive bonuses, amounts to be determined by the Board of Directors, as part of the special collection in December for bonuses.

Policy# 116 Equal Employment Opportunity

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to applicants who wish to be considered for employment or as a contractor at All Faiths Unitarian Congregation.

Policy/ Procedure:

A. Equal Employment Opportunity. The Congregation affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, compensation, benefits, and all similar employment decisions must be made in compliance with

federal, state, and local laws and without regard to race, color, gender, sexual orientation, national origin, age, disability or any other class protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy. All Faiths adds gender identity and sexual orientation as classes that also deserve equal employment opportunity.

B. *Discrimination Concerns.* Employees/contractors who have questions about discrimination in the workplace, or who believe this policy has not been honored, should report their concerns immediately to the Minister or a member of the Board of Directors.

C. *No Retaliation.* Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy.

Policy # 117 Harassment

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to applicants who wish to be considered for employment or as a contractor or are currently employed at All Faiths Unitarian Congregation.

Policy/ Procedure:

A. *Workplace Conduct.* All Faiths prohibits conduct that shows hostility or an aversion toward an individual because of his/her race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability or any other protected class, 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.

B. *Examples of Harassment.* Some examples of conduct which may constitute harassment, depending on the circumstances, include, but are not limited to, the following: epithets, slurs, threatening or intimidating acts, or written or graphic material, oral or physical acts that purport to be jokes or pranks, repeated and unwelcomed gestures, unwelcomed physical proximity, physical contact that is sexual in nature or is sexually motivated, or use of sexual connotations.

C. *Reporting Harassment.* Every incident of harassment should be reported to and will be investigated by the Minister or Chair of the Board of Directors. Harassment by employee/contractors will not be tolerated and the employee/contractor may receive disciplinary action up to and including termination.

Policy # 118 Notice of Separation from Employment

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to employees, with exception of the Minister, and contractors employed by All Faiths Unitarian Congregation.

Policy/ Procedure:

A. *Resignation Notification.* Employees and contractors who resign are requested to give at least two weeks' notice in writing to enable the Congregation to find a suitable replacement.

B. Implied Resignation. Any employee/contractor who is absent for three consecutive workdays without notifying his/her supervisor will be deemed to have resigned.

Policy # 119 Confidentiality

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the commitment to confidentiality of information about or pertaining to our Staff/contractors, Members, and Friends at All Faiths Unitarian Congregation.

Policy/ Procedure:

A. Confidentiality Requirements. Some employees/contractors have access to confidential information about the employer, Members, Friends, and other Staff members. Such information must remain confidential and may not be released, removed from the premises, copied, transmitted, or in any other way used for any purpose by employees/contractors outside the scope of their employment.

B. Requests for Employee Information. All requests for information concerning past or present employees/contractors from other organizations or individuals should be directed to the Minister.

Policy #120 Conflict of Interest

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides employees/contractors of All Faiths Unitarian Congregation related to conflict of interest.

Policy/ Procedure:

A. Conflict of Interest Situations. Employees/contractors are expected to avoid conflict of interest situations. Conflict of interest is defined as any situation where an employee might attain personal gain by disseminating information obtained through employment with All Faiths. A situation wherein the employee disseminates information which might be a detriment to All Faiths, either monetarily or to its public image, is also considered a conflict if the information or personal contact is not generally available except through employment with All Faiths.

B. Business/Financial Conflicts. Employees/contractors shall not engage in any business 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 All Faiths. Employees/contractors who have questions about whether an activity violates this policy should discuss the matter with the Minister.

Policy # 121 Safety and Accidents

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to employees and contractors at All Faiths Unitarian Congregation.

Policy/ Procedure:

A. Importance of Safety. The safety of employees/contractors, as well as Members and visitors, is of paramount concern. All employees and contractors are expected to abide by accepted safety standards at all times. They should know the whereabouts of fire extinguishers, the Automatic External Defibrillator (AED) and the first aid kit.

B. Reporting Unsafe Situations. Any unsafe condition, equipment or practice observed by an employee/contractor should be reported immediately to the Minister or President of the Board of Directors. All on-the-job accidents or injuries to employees and contractors, no matter how minor, should likewise be reported immediately to the Minister or President of the Board of Directors. The employee/contractor must complete the appropriate forms which are available from the Congregational Administrator. In the event of a fire or other emergency, first responders should be called immediately, and all Staff/contractors and Members/Friends should be notified to evacuate.

C. Consequences of Failure to Comply. Failure to comply with health and safety standards will result in disciplinary action as outlined in these policies.

Policy #122 Personal Property

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to employees and contractors at All Faiths Unitarian Congregation.

Policy/ Procedure:

A. Responsibility for Personal Property. All Faiths cannot be responsible for damage, theft, or loss of personal property, including loss or damage to vehicles or other property in or on the Congregation's property. Staff and contractors are responsible for their personal property and will not store their personal property on campus.

B. Reporting Losses. Employees/contractors should report any lost or stolen items to the Congregational Administrator so that the item can be returned if it is found. If a

C. Found Items. If an employee or contractor finds an item, it should be immediately turned in to the Congregational Administrator.

Policy # 123 Workplace Threats and Violence

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to employees and contractors at All Faiths Unitarian Congregation.

Policy/ Procedure:

A. Zero Tolerance for Workplace Threats and Violence. Threats, threatening behavior, or acts of aggression or violence against persons by anyone on campus will not be tolerated. Any employee or contractor who verbally or physically threatens another, exhibits threatening behavior, or engages in violent acts may be removed and will remain off campus without pay pending the outcome of an investigation. As employer, if the Board of Directors determines that a violation of this policy has occurred, the Board may take disciplinary action up to and including termination and may take legal action as appropriate.

B. Reporting Threatening or Violent Behavior. All employees/contractors shall inform the Minister or the Chair of the Board of Directors of any behavior that they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job related or is connected to employment.

Policy # 124 Inspection Rights

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to employees and contractors at All Faiths Unitarian Congregation.

Policy/ Procedure:

A. Inspection of Storage Facilities. The Congregation has on its premises storage facilities such as desks, file cabinets, closets, and storage areas for the use by employees/contractors; however, the Board of Directors makes no representations that they are secure. The storage of any unauthorized alcohol, illegal drugs, or drug-related paraphernalia is prohibited on campus. The Board of Directors, and Minister as designee, 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.

B. Personal Locks Not Allowed. Employees and contractors may not use personal locks on any storage area, closet, cabinet or desks.

Policy # 125 Employment Authorization

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to employees and contractors at All Faiths Unitarian Congregation.

Policy/ Procedure:

A. Federal law requires that perspective employees/contractors must show proof of eligibility to work in the United States in the position for which they are applying. Employees/contractors must provide an original document or documents to the Board of Directors, or to the Congregational Administrator as the Board's designee, that establish identity and employment eligibility from the date employment begins.

B. Presenting false or misleading documentation will result in immediate termination.

Policy # 126 Credentials

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to employees and contractors at All Faiths Unitarian Congregation with the exception of the Minister.

Policy/ Procedure:

A. Proof of Eligibility to Work. Employees/contractors must provide documentation, specifically a resume, to the Board of Directors or to the Congregational Administrator as the Board's designee, that documents professional work experience, academic degrees, and certifications from the date employment begins.

B. False Documents. Presenting false or misleading documentation will result in immediate termination.

SECTION 200 BUILDING USE/SECURITY POLICIES

Policy # 201 Building Use

Date Adopted:

Date Reviewed/Revised:

Scope: This policy relates to those (Members, Friends, Community) requesting to use All Faiths Building and Grounds and provides the process to do so.

Policy/Procedure: All Faiths facilities can be used by Members, Friends, and Community Groups if the activity is consistent with our mission and reflects our values.

A. Request to Use Facilities. Those requesting to use All Faiths Building and Grounds will:

1. Contact the Congregation's Administrator to propose a date and use. The Administrator will confirm the availability and present the applicable fees.
2. Review and complete required documentation
3. Request a date to meet with the Administrator on site and during the Administrator's office hours to receive a building key, security directions, equipment, and sound training if necessary.

NOTE: Only Members and Friends (participating at least two years) of the Congregation will be issued a key. All others will be provided access by the Congregation's Sexton who will also secure the building after the event.

4. Return the key to the Administrator the next day following the event that the Administrator is holding office hours.
5. A \$100 Sexton fee will be charged for cleaning and to return furniture to its original place as applicable.
6. A refundable key deposit of \$25 will be charged at the discretion of the Congregation's Administrator.

B. Member Use of Facilities for Events not Open to the Congregation.

If the following conditions are met, a Member (as defined by All Faiths' bylaws) may request to use All Faiths' space for events that are not open to the entire Congregation.

1. *Values/Mission.* The activity is within the values and mission of the Congregation and Unitarian Universalism.
2. *Availability.* The space requested is not already reserved for a Congregational function. The Congregation reserves the right to change the agreement and offer alternative space if the need arises to use the space for a Congregation-wide activity without change in fee.
3. *Inclusive Events.* If a Member is planning an activity that fits within our shared ministry and is open to the Congregation, they will not be responsible for a fee, but must complete a

Request for Space form and submit it to the Administrator. The activity will be placed on the All Faiths calendar only after this form is received.

C. Lending the Facility. All Faiths Unitarian Congregation's facilities are available for events lending themselves to the spirit of the Congregation.

D. User Qualifications. Anyone (hereinafter referred to as the Client) can request to use the facility and, if approved, use the facility. The Client must be 21 years or older.

E. Availability. Reservations are required for ALL events and must be made 30 days in advance. A reservation will be posted onto the calendar once the application and deposit have been submitted. Should a Client request use of the facility for dates and/or times when the facility would normally be closed, the option of making it available to the Client rests with the All Faiths' Administrator.

F. Standard Unavailable Dates. The facility is not available on Sundays, New Year's Day, Martin Luther King Day, Fourth of July, Labor Day, Indigenous Peoples Day, Halloween, Thanksgiving and the day after Thanksgiving, or December 24 and 25.

G. Scheduling Reservations.

1. Reservations are accepted on a first-come, first-served basis.
2. Reservation requests should be submitted in writing.
3. The full payment is required five (5) working days prior to the reservation's posting to the calendar to hold the requested date(s).
4. Client must include all necessary preparation and takedown times in their reservation time request (i.e. rehearsals).
5. The individual who signs the rental contract will be the only person recognized/authorized to make changes to the original request. This individual or their authorized representative must be present at all phases of the function (setup/function/cleanup).
6. The Client will not have access to the facility before the requested reservation time.

H. Wedding Ceremonies.

1. *Length of Reserved Time.* Clients reserving All Faiths for wedding ceremonies should consider the amount of time required for their service and as well as required rehearsal time. Rehearsals can be included in the three hours of usage time (same day) or as a separate rental fee situation (i.e. evening before).
2. *Acceptable/non-acceptable Celebratory Actions.* No celebration actions such as the "throwing" of rice or confetti may be used inside All Faiths. Outside, no rice or confetti may be thrown, although "acceptable" outside actions include strewing/throwing flower petals, ringing bells or blowing bubbles. (If you have another product you wish to use, the All Faiths' office must approve its use before the ceremony.)

I. Memorial Garden. The Memorial Garden may not be used for any purpose other than memorial service brick laying ceremonies.

J. Deck. Tables, chairs, and umbrellas may be set up on the deck. Deck use is prohibited after 7:00 p.m.

K. Solicitation. Client is not permitted to solicit general population (passersby) to attend or participate in their event by handouts or personal contact during their reserved use of All Faiths.

L. Reservation Confirmation. Reservations will not be confirmed until payment and forms with all relevant information are completed and returned to the All Faiths' office.

M. Cancellation. In the event a reservation is to be cancelled, the Client should contact the All Faiths' office in writing. The Client forfeits the deposit fee if the cancellation is made later than three (3) working days prior to the event day.

N. Returned Checks. A \$35.00 fee will be charged on all returned checks.

O. Deposit. Use of All Faiths' facility and/or grounds requires a \$50.00 deposit. This deposit will not be refunded if the used area is not restored to its original condition.

P. Rental Payment. Payment for use of the facility shall be made on or before five (5) working days of the actual use day.

Q. Reservation Changes. Changes must be made in writing in the All Faiths' office and requires a \$25.00 change fee. Only the Client may make reservation changes.

R. Supervision by Client. It is understood that the Client is responsible for all persons attending the event.

S. Liability. In consideration for permission to use All Faiths' facilities, the Client who signs the Reservation Form shall indemnify, defend and hold harmless All Faiths Unitarian Congregation for and against any and all liability, attorney's fees, court costs, loss or damages that All Faiths may suffer as a result of claims, demands, costs or judgments against it arising out of any accident, injury, loss of property, death, or other tortuous act which may occur to or be caused by participants during such use of All Faiths facilities.

T. Insurance. The Client must coordinate with his/her insurance agent and have the agency provide All Faiths Office a copy of your certificate of insurance. The following statement shall be included in the block entitled Description of Operations. "All Faiths Unitarian Congregation is named as Additional Insured during the time of our operations (meetings, etc.) in their facility."

U. Temperature/Thermostats. In keeping with All Faiths' Green Sanctuary values, the summer comfort zone for our facility is 74-76 degrees and the winter comfort zone is 68-74 degrees. Thermostats must be returned to 82 degrees in the summer and 68 degrees in the winter at conclusion of the building use.

V. Audio/Visual Equipment. All Faiths' A/V equipment is not available without support of Member assistance. In the event Member assistance is requested a fee of \$12.50/hour may be required (unless otherwise negotiated with the Member providing the assistance).

W. Furniture. If seating and/or other furniture in the facility are moved, Client must return facility to original setup (see attached seating schematic). Failure to return All Faiths to its original condition will result in loss of deposit.

X. Deliveries. The Client is responsible for accepting all deliveries made to All Faiths for their planned event. All deliveries are to occur during the time frame the Client has reserved. No entity at All Faiths will accept delivery of or assume liability for deliveries made to All Faiths on behalf of the Client or the Client's event.

Y. Candles. Client must use only dripless candles and limit these candles to the main table, with the floor/carpeting well protected from damage. (Candle wax on furniture or carpet is an automatic loss of deposit.) Candlelight services where each guest is provided a lighted candle are against fire code and are not allowed.

Z. Lost Items. It is the responsibility of the Client to ensure all items are removed upon conclusion of the event. All Faiths does not assume responsibility for any lost or misplaced items prior to, during, or after the reservation.

AA. Restrooms. Restrooms are available in the facility.

BB. Smoking. All Faiths is a smoke-free facility. Smoking (cigarettes, cigars, pipes, use of vaporizers, etc.), is not allowed inside the building or on the grounds.

CC. Food and Beverages. Food and beverages are permitted in the Community Room. Use of All Faiths' kitchen is available for food preparation only. The stove may not be used for cooking per the fire marshal. Client is responsible for restoring kitchen to pre-use condition and removal of trash to garbage and recycle receptacles located behind the building.

DD. Alcoholic Beverage Use: Use of alcoholic beverages is limited to beer, wine and/or champagne. Alcohol is not to be consumed by any participant under the age of 21.

EE. Tour of All Faiths: A tour of All Faiths' facilities will be arranged upon request to the All Faiths' office.

Policy # 202 Keys

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the dissemination of keys.

Policy/Procedure:

A. Control of Keys. The Congregational Administrator is the only person authorized to copy and issue keys.

B. Key Log. The Congregational Administrator will maintain a log of keys issued and to whom.

C. Key Recipients. Those who will be issued a key are:

1. The Minister
2. The Congregational Administrator
3. The Director of Music
4. The Sexton
5. Board Chair

6. Board Vice Chair
7. Board Treasurer
8. Committee Chairs
9. Those Designated by the Board of Directors

Policy # 203 Schedule of Fees

Date Adopted:

Date Reviewed/Revised:

Scope: This policy offers a schedule of rental fees for use of All Faiths facilities by Members, Friends, Non-Members, and groups in the community.

A. Rates (effective as of 8/2018)

Facility Area	Non-Members	Members (discount)	Community Service
Sanctuary*	\$200	\$100	\$75
Community Room*	\$200	\$50	\$50
Entire Building	\$400	\$125	\$100
Weddings**			
-Sanctuary Only	\$250	\$100	
-Entire Building	\$400	\$200	
Memorial Service	\$150	N/C	

* Rates are based on 3-hour rental. \$10 per additional hour unless otherwise stated.

** Rates are based on 3-hour rental. \$100 per additional hour.

B. Long Term Rental Approval. Long-term rentals must be approved by the Board of Directors.

C. Additional Charges and Fees

1. *Reservation Deposit.* A \$50.00 refundable deposit is required to hold reservation.
2. *Key Deposit.* Each reservation requires a \$50.00 refundable key deposit.
3. *Audio/Visual Equipment Deposit.* If the Client wants to use All Faiths' AV equipment, there is a \$50.00 refundable AV equipment fee. (A/V equipment can be used only with support of Member assistance).
4. *Change Fee.* There is a \$25.00 reservation change fee.
5. *Parking.* \$40.00 sexton fee for parking services.
6. *Memorial Garden Engraving Fee.* A \$25.00 memorial brick engraving fee. Memorial bricks can be placed only for All Faiths Members.

NOTE: Reservations must be made 30 days in advance of the facility usage.

Policy # 204 Art Displays

Date Adopted:

Date Reviewed/Revised:

Scope: This policy pertains to the display, gifting, and loan of Members' and Friends' art.

Policy/ Procedure: Members and Friends who are artists may be asked or volunteer to share a piece or pieces of their work to enhance the beauty of our building or raise awareness of certain themes that support our mission. This policy sets forth the parameters of accepting and hanging

art. It also addresses the process of accepting and displaying of donated art created by non-Members or Friends of the Congregation.

A. Gifts of Art. Gifts of art shall become the property of the Congregation. These may be accepted or hung at the discretion of the Board of Directors, stored for future display, reframed, or otherwise used in the best interest of the Congregation. Unless the donor specifically agrees, art cannot be sold to benefit the Congregation. If the giver requests, per IRS requirements, the Congregational Administrator will provide a letter noting the receipt of the art, the date of the donation and a reasonable description of the art. For donations valued at less than \$5,000, All Faiths will not value it, appraise it, nor sign a receipt suggesting its value. If the art is valued at more than \$5,000 and the donor has a certified appraisal for the art, we will complete IRS Form 8283 as required by the IRS to accompany the donor's appraisal in support of a possible tax reduction.

B. Loans of Art. All loans of art are temporary. Art which is loaned to the Congregation will be hung for a time specified by the Board of Directors. This shall not exceed two months. One artist may hang several pieces of art for the specified time and may offer other work six months after their previous two-month display. The Congregation will take reasonable precautions to prevent loss or damage to work while being displayed but shall not be responsible for loss or damage while on display. The Congregation does not insure art belonging to someone else.

C. Art Display Locations.

1. *Community Room.* Art may be hung on the two large spaces on the west wall either side of the Community Room pass through. More than one piece may be hung on each side if they are stacked, paired, and similar in size. Also, there is one space on the south wall of the Community Room where art may be hung. Consult the Congregational Administrator for acceptable methods for hanging.

2. *Entry Halls.* In the front hall, there is one space to the left of the doors for art.

3. *Sanctuary.* No art displays will be hung in the sanctuary.

D. Standards for Art. Art which is to be hung will not be judged or juried. All art must be appropriate and compatible and not in conflict with the Congregation's mission and beliefs.

Policy # 205 Use of Kitchen and Community Room

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to all who use the kitchen and the Community Room to guarantee those spaces are clean, organized, uncluttered and ready for use at all times. The intent is to clearly state that it is the responsibility of the group (persons) setting up to also clean the facility and ready it for future use.

Policy/ Procedure:

A. Responsibility for Cleaning. The kitchen and Community Room areas will be cleaned by the group or individuals using it so that it may be returned to a clean and usable place for future use.

1. Groups wishing to use these spaces must first schedule the date with the Congregational Administrator.

2. Groups or individuals will be informed of the expectations for use and cleanup of the room. The user will be presented with a copy the following Rules for Usage:
 - a) All kitchen utensils, bowls, platters, cups, spoons etc. are to be collected at the end of use and cleaned. Those that fit in the dishwasher will be placed therein.
 - b) Return all utensils, bowls, platters, etc. that are not placed in dishwasher to their designated storage spaces for future use.
 - c) Any tablecloths removed from storage and used are to be laundered, folded and returned to their designated storage space. Tablecloths may be taken out of the All Faiths facility for laundering.
 - d) All surfaces used to prepare food, serve food or tables that are used to eat on must be damp wiped clean.
 - e) All waste must be deposited in the proper containers.

B. Containers Brought into the Facility. When persons who bring food to be served are leaving the facility, they must take any serving containers etc. they have brought with them to the facility.

SECTION 300 HEALTH AND SAFETY POLICIES

Policy # 301 Hurricane Preparedness

Date Adopted: 8/1/18

Date Reviewed/Revised:

Scope: The Atlantic hurricane season is the period in a year when hurricanes and tropical storms form in the Atlantic Ocean. The season is currently defined as the time frame from June 1 through November 30, though in the past the season was defined as a shorter time frame. The implementation of this plan will prepare our Members, buildings, and grounds for hurricanes.

Policy: The following steps will be taken to prepare All Faiths for the hurricane season.

A. Plan When the Season is Upon Us

1. ***Building and Ground Committee Actions.*** On or around June 1 of each year the Building and Grounds Committee will survey our building and grounds and develop a tropical storm action plan that addresses steps required to secure our building, secure objects outside our building, and identify any necessary pruning and grounds cleanup that must be completed to minimize post-storm cleanup.
2. ***Newsletter Reminders.*** Each year the June Newsletter will offer the Congregation hurricane preparedness tips and reminders as well as a brief description of the Hurricane Plan.
3. ***Board of Directors Actions.*** Each year in June the Board of Directors will review the Hurricane Plan during their scheduled meeting to review roles and responsibilities.

B. Plan When a Hurricane is Imminent.

1. *Contacting Members/Friends.* Each Member and Friend listed in the directory will be contacted by phone to ensure preparedness and a plan for safety. The Minister will contact those with last names beginning with the letters A through L. The Administrator will contact those with last names beginning with the letters M through R. The Board President will contact those with last names beginning with the letters S through Z.
2. *Assistance Lists.* Those contacting Members and Friends will maintain a list of those offering lodging, supplies, and other assistance. Those needing assistance will be linked to those offering.
3. *Outside Items.* Building and Grounds and the Administrator will create a plan to move items located outside the building to inside the building. Volunteers will be called upon to assist in implementing the plan when a storm is predicted to hit Fort Myers.
4. *Equipment.* Equipment owned by the Congregation such as computers, copying equipment, etc. will be disconnected and stored in a place that is likely to remain secure and dry. The Administrator will be responsible for securing those items.
5. *Notices to the Congregation.* The Administrator will create an outgoing phone message, a Facebook post, and email message canceling Sunday services, all Congregational meetings, and activities until further notice.
6. *Office Closure.* The office will be closed one to two days prior to the hurricane's anticipated arrival allowing the Minister and Staff to personally prepare.
7. *Facility Use as Shelter.* Because the Congregation's building does not meet any of the tests for safety during a hurricane (building integrity, food supplies, medical assistance, etc.), it may not be used as a shelter for Members during such a storm. Members are urged to evacuate the area as early as possible. As a last resort, Members should seek shelter in a designated public shelter that will provide food, medical care, and emergency aid. Local radio and television stations will announce which shelters are open.
8. *Emergency/Insurance Contact Information.* The Administrator will prepare a list of emergency numbers and contact information for the Congregation's insurance provider. That list will be distributed to the Board of Directors and Minister.

C. Plan for When a Hurricane Has Arrived.

1. *Follow-up Contacts.* Those contacting Members and Friends will attempt to make at least one contact via phone, text, etc. with those assigned to them.
2. *Office Closure.* The office will remain closed. Sunday services, all Congregational meetings, and activities are cancelled.
3. *Minister and Administrator Duties.* The Minister and Administrator will continue to conduct as much Congregational business as they can and will be compensated for all days out of the office.

D. Post-Hurricane Plan.

1. *Advisory Adherence.* All Faiths will adhere to advisories offered by local and state officials.

2. *Assessment of Facility/Grounds* When safe, Building and Grounds will assess the building and property for damage and will work with the Board and Administrator to create a plan to address any issues. The Building and Grounds Committee and the Administrator will create a plan for general clean-up of the interior and surrounding property. They will call upon volunteers for assistance.

3. *Office Closure.* The office will remain closed. All Congregational meetings and activities will be cancelled. The Minister and Administrator will continue to conduct as much Congregational business as they can and will be compensated for all days out of the office.

4. *Office Re-opening.* The office will open and the Minister and Staff will return once electricity, water, and systems used to communicate are restored.

5. *Post-Hurricane Contacts.* As allowed by conditions, the Administrator will create an outgoing phone message, a Facebook post, and email message updating the Congregation. Those contacting Members and Friends will attempt to make at least one contact via phone, text, etc. with those assigned to them.

6. *Resumption of Services.* The Minister will decide when to resume Sunday services.

Policy # 302 Cooling and Heating

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to employees/contractors, Members, Friends, visitors, and renters of All Faiths Unitarian Congregation.

Policy/ Procedure: Temperature settings have been standardized to be economical and efficient while maintaining a comfortable environment in the building.

A. Authority to Program Cooling/Heating Systems. The Building and Grounds Chairperson, or his/her designee, are the authorized Members to program the cooling/heating systems.

B. Temperature Control. It shall be the policy to operate the facilities at a comfortable temperature, thereby providing a welcoming place for Members, Staff, guests, and renters. At the same time, the Congregation recognizes the need to be a “green” facility and operate the air conditioning and heating only as required. Therefore, the temperature shall be maintained at approximately 75 degrees for cooling and 68 degrees for heating, but only for those times during which the sanctuary, community room, kitchen, offices, classrooms, or other rooms are scheduled for use.

C. Temperature Adjustments for Upcoming Use. It may be necessary to operate the heating or air conditioning systems well in advance of a meeting so that the meeting area will be at the proper temperature at the time of the meeting; this should not be construed as wasting power. Persons or groups desiring to use the Congregation’s facilities should contact office Staff to schedule events in advance to assure that rooms will be comfortable at the scheduled times.

D. Limited Office Temperature Adjustments. The actual temperature in offices may be adjusted slightly, to improve the comfort level, by changing the temperature on the thermostats. This can be done by anyone. However, the air conditioning cannot be lowered below 72 degrees and the heat cannot be raised above 68 degrees.

F. Non-Use Settings. When not in use, the A/C temperature will be kept at 82 degrees.

Policy # 303 Food Storage

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to employees/contractors, Members, Friends, visitors, and renters of All Faiths Unitarian Congregation.

Policy/ Procedure:

To ensure health and safety, the following guidelines will be implemented when storing food.

A. Pantry/Cupboards.

1. *General Guidelines.* Conditions should be dry, cool and dark. Always store foods in the coolest cabinets away from the range, oven, water heater, dishwasher or any hot pipes. Although many staples and pantry items have a long shelf life, store only what you expect to use within the recommended storage times.
2. *Storage Containers.* To prevent foods from deteriorating in the pantry, store them in metal, glass or plastic containers. Keep these containers, as well as commercially canned foods, clean and free of dust, which can drop into them when opened.
3. *Pest Control and Cleaning.* Treat storage areas for pests and clean the pantry periodically to remove food particles.
4. *Expired Items.* Check expiration dates on stored food. Discard items that are past their expiration date.

B. Refrigerator.

1. *Temperature.* Maintain the refrigerator temperature at 40 °F or below.
2. *Food Placement.* Always store the most perishable items, including meats, poultry, fish, eggs and dairy products, in the coldest sections of the refrigerator. Do not overload the refrigerator, which can reduce the temperature inside. Air must circulate freely to cool foods adequately.
3. *Cleaning.* Clean the refrigerator to remove spills and spoiled foods. These provide a medium for bacteria growth and possibly contaminate other foods. Refrigerator temperatures only slow bacterial growth; they do not prevent it.
4. *Storage Containers.* To maintain the quality of refrigerated foods, store them in airtight wraps or containers. This prevents foods from drying out, and odors or flavors from transferring from one food to another. Avoid using plastic bags or containers not made for storage. Do not reuse plastic bags that originally contained raw meats, poultry or fish. Store raw meats, poultry and fish so that juices do not drip onto and contaminate other foods. Wrap them securely. It's also a good idea to set them on a plate or other container.
5. *Routine Checks.* The refrigerator will be checked weekly. Unlabeled items or items that are stored improperly will be discarded.

C. Freezer.

1. *Temperature.* Maintain a freezer temperature of 0 °F or below. Monitor the temperature with an appliance thermometer.
2. *Thawing Foods.* Remember: Freezer temperatures stop or prevent bacteria from growing, but do not kill them. As foods thaw, they can become unsafe because bacteria that cause food-borne illness may be able to grow. Therefore, it's best to thaw foods in the refrigerator.
3. *Proper Wraps/Containers.* Package items for the freezer in moisture- and vapor-proof wraps or containers. Use only freezer-grade foil, plastic wrap or bags, or use freezer paper or freezer containers. If necessary, use freezer tape to make sure the package is airtight. If the packaging is torn or develops holes, freezer burn may result.
4. *Labeling.* Label all freezer foods with the date, type of food.
5. *Refreezing.* Partially thawed food may be refrozen as long as it still has ice crystals. Refreezing, however, may lower the quality. Do not refreeze combination dishes such as stews, soups and casseroles.
6. *Routine Checks.* The freezer will be checked weekly. Improperly stored and unlabeled items will be discarded.

D. Eggs. Buy eggs before the expiration date and use them within 30 days. After 30 days, discard the eggs.

E. Leftovers. To prevent food-borne illness, it is important to prepare and handle foods properly: wash your hands before handling foods and use clean utensils and surfaces. Refrigerate or freeze foods in covered, shallow (less than 3 inches deep) containers within 2 hours after cooking. Leave air space around the containers or packages to allow cold air to circulate and to help ensure rapid, even cooling. Label food storage containers with the date so that the foods can be used within a safe time. Before serving, cover and reheat leftovers to 165 °F. Reheat soups, sauces, gravies, and other “wet” foods to a rolling boil. If in doubt, throw it out.

Policy # 304 Animals

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to employees/contractors, Members, Friends, visitors, and renters of All Faiths Unitarian Congregation.

Policy/ Procedure: In order to compassionately accommodate the needs of our Congregational families, there are times when Members and Friends of the Congregation should be allowed to bring their family pets on a limited basis to events at the church property. This falls in line with our priority of making our Congregation an inclusive space.

A. Guidelines. For the comfort of all attendees, some guidelines should be followed.

1. *Control.* Ensuring the animal would be under the control of the owner (e.g. leash, muzzle, cage, as appropriate).
2. *Cleanliness.* Preventing any pet soiling of the property.
3. *Noise Control.* If a pet disturbs an activity, the owner must step outside with the pet.

4. *Separation.* The owner must separate its pet in a manner to accommodate service participants with pet allergies or fears.
5. *Exceptions.* Consult the Minister for exceptions.

Policy # 305 Alcohol Use

Date Adopted:

Date Reviewed/Revised:

Scope: This policy governs the use and sale and of alcohol on campus and the purchase of alcohol using Congregational funds.

Policy/ Procedure: Per the Congregation's insurance policy, no alcohol will be sold on the property or at functions on the property. However, alcohol use is allowed at designated events or dinners as a matter of sharing with friends. The following guidelines apply:

A. No Donations or Charges for Alcohol. Donations will not be charged or accepted for alcoholic beverages by Members, Friends, or those renting our buildings and space. Donations may be made to the Congregation for items other than alcoholic beverages. No dollar amount shall be charged for alcoholic beverages.

B. Donated Money. Money that is collected as a donation or admission to an event are considered the Congregation's funds. These funds will not be used to purchase alcohol. Members and Friends may not requisition for funds and will not be reimbursed for the purchase of alcohol using Congregational or personal funds.

Policy # 306 Smoking

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to employees/contractors, Members, Friends, visitors, and renters of All Faiths Unitarian Congregation.

Policy/ Procedure: Smoking (cigarettes, cigars, pipes, use of vaporizers, etc.), is not allowed inside the building or on the grounds.

Policy # 307 Personal Safety

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the process of ensuring personal safety while on campus.

Policy/ Procedure: Our building and grounds security relies heavily on the Members who assume responsibility for such tasks as checking doors before and after events and making sure lights are off before leaving the premises. By defining security needs, this written security policy emphasizes that security is everyone's responsibility.

A. Locking the Building. The person in charge of an event is responsible for ensuring ALL doors are locked and lights are off after the event. If you cannot stay until the end of the event, arrange for a designated person to assume that responsibility. Tenants using our facilities must

have a designated person responsible for checking the building. This must be addressed in their contracts.

B. Leaving the Building at Night. Verify that one is left alone in the building at night after an event, meeting, or program. Walk out in twos. Look out for each other. Park in lighted areas. Contact the office or Building & Grounds to report any lights out in the parking lot.

C. Sole Occupants. If you are alone in the building, keep all outside doors locked. Don't open the door for anyone you don't know. Answer questions and provide information through the locked door.

D. Addressing Requests for Assistance. We know that we as a Congregation would like to help people in whatever way we can. Some people come to us for food; others come for money. We will not give anyone cash. Because we cannot address individual needs at this location, we ask that you not engage in conversation with anyone who shows up on our property seeking assistance. If after answering twice "No, I'm sorry we cannot help with this" does not send them away, and any aggression occurs, do one or all of the following:

1. Move toward other people in the area.
2. Find someone who can help (Minister or another Congregation Member).
3. If the person is "non-compliant", call the non-emergency police number: (239)321-7700.
4. If a situation escalates and you are threatened physically, do not hesitate to dial 911.

E. Other Safety Guidance. Other safety actions to be taken include:

1. Report any suspicious activity to the Police Department.
2. Do not leave the cash box unattended.
3. Window blinds should be open when children are present in the R.E. rooms.

Policy # 308 Child Safety

Date Adopted:

Date Reviewed/Revised:

Scope: This policy relates to the safety of children and youth in the Congregation while on the property or participating in any All Faiths sponsored program.

Policy/ Procedure:

All children who come to the Congregation have the right to be and feel safe. The Congregation is committed to the safety and well-being of all children and young people who participate in our programs. The welfare and safety of those children is a priority. We aim to create an environment where children may have fun and feel safe. Our commitment reflects our Principles, most notably:

- 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

This policy has been developed in collaboration with the Congregation's employees, volunteers and the children who rely on our services as well as their families.

A. *Children's Rights to Safety and Participation.* Employees and volunteers encourage children to express their opinions and to make suggestions, especially on matters that directly affect them. We actively encourage children who rely on our services to have input about things that are important to them. We value diversity and do not tolerate any discriminatory practices. We teach children about what they can do if they feel unsafe. We act on the concerns children and parents raise with us.

B. *Recruitment of Employees and Volunteers.* The Congregation applies to best practice standards in the recruitment and screening of employees and volunteers. We interview and conduct reference checks of employees and volunteers and require criminal history reports for Staff positions.

C. *Reporting and Responding to Suspected Abuse and Neglect.* We will not tolerate incidents of child abuse.

1. *Examples of Abuse or Neglect.* Abuse and neglect include:

- Physical abuse: when a person purposefully injures or threatens a child or young person.
- Emotional abuse: an attack on a child or young person or that person's self-esteem as by bullying, name calling, threatening, ridiculing, intimidating or isolating the child.
- Sexual abuse: any sexual act or threat imposed on a child.
- Neglect: when a child is harmed by the failure to provide basic physical or emotional necessities.

2. *Notification of Suspected Child Mistreatment.* Employees and volunteers must notify the Minister or the Chair of the Congregation's Board of Directors as soon as practicable if they have a reasonable suspicion that a child has been abused or neglected. The Board of Directors is responsible for the overall welfare and well-being of children and youth participating in All Faiths activities conducted in our building or participating in All Faiths-sponsored activities conducted elsewhere.

The Minister, Staff, contractors, Members, and Friends are considered to be mandated reporters.

D. *Employees' and Volunteers' Responsibilities/ Appropriate Interactions with Children.* In addition to being responsible for the welfare and well-being of children and youth participating in All Faiths programs, the Board of Directors is also responsible for the overall well-being of employees and volunteers working with our youth and children.

Employees and volunteers shall:

1. Establish and maintain a child safe environment.
2. Treat children and young people with respect, listen to their ideas and opinions and protect their well-being.
3. Be professional in their actions through their use of language presentation, manner and punctuality.

4. Resolve conflicts between employees or volunteers and the children/youth in their care fairly and promptly. Report any breaches of these standards of behavior or violation of All Faiths policies regarding interactions of children/youth through established procedures.
5. Respect the privacy of children and their families and only disclose information to people who have a need to know.
6. Ensure that each child remains in the classroom until greeted by the appropriate parent or guardian.

E. Inappropriate Actions. Employees and Volunteers shall *not*:

1. Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves.
2. Show favoritism through gifts or inappropriate attention.

F. Listening to and Reporting Child Abuse and Neglect. If a child or youth tells his/her story to a teacher, Minister, or Friend, some basic guidance to apply includes:

1. Listen carefully but do not ask investigative questions.
2. Provide an appropriate, private setting.
3. Believe the story and comfort the child/youth.
4. Be honest in your conversation with the child/youth. Don't make promises you cannot keep.
5. Write notes on what is said. Notes will enable you to make an accurate report.
6. Report the incident to the Minister or Board Chair as soon as possible.
7. Share the information with parents/guardian.
8. If the parent/guardian is the perpetrator, work with the Minister or the Board Chair and the local Florida Department of Children and Families to resolve the issue in a manner that protects the child.

G. Follow-up Reporting. As the adult hearing the child's concern, you are not asked to decide whether a crime has been committed; however, the law states you are to report what a reasonable person would consider abuse or neglect. **The Minister, Staff, contractors, and Members and Friends are considered to be mandated reporters.**

1. *Required Reporting.* The Minister or Board Chair will assist the Member in making a verbal report to authorities. A written report must be completed within 48 hours.
2. *Confidentiality.* All involved must respect confidentiality.
3. *Cooperation with Authorities.* All involved must cooperate with police/agencies.

Policy # 309 Supervision of Children and Youth

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides those providing supervision of children of the Congregation.

Policy/Procedure: No person with a known child-related offense record may serve on a committee determining standards or programs involving children or youth. If he or she is

serving a committee that takes up business directly related to children or youth, the person may not participate in the discussion or decision making.

A. Dissemination of Child/Youth Related Policies. To ensure that children and youth are supervised appropriately, All Faiths will educate all Members and Friends about policy and guidelines.

B. General Guidelines. The following general guidelines apply:

1. *Open Door Classrooms.* At all times doors for rooms used as religious education classrooms will be open when children/youth classes are on-going.
2. *Parental/Guardian Permission.* Adults supervising children and youth must seek parent/guardian permission to participate in All Faiths programs and activities.
3. *Emergency Contact Information.* The parent(s) or guardian of children/youths participating in an All Faiths class/program must provide emergency contact information for his/her child or youth who is participating in the class. That information must be readily available to the supervising adult.
4. *Special Needs.* Parents/guardians must provide information about any special needs of their children and/or youths participating in the class. That information must be made available to the supervising adult.
5. *Reporting Suspected Abuse or Neglect.* All Faiths' policy on child safety (Policy #308 in this manual) applies including the reporting of suspected abuse or neglect.

C. Off-site Activities. If an All Faiths child/youth activity requires travel off-site, the following guidelines must be met:

1. *Permission.* Prior parent/guardian written permission is required.
2. *Approval of Driver(s).* Specific drivers must be approved by the Board of Directors before the transport of children/youth off-site occurs.
3. *Seatbelt Safety.* Every person transported must wear a seatbelt.
4. *Emergency Contact Information.* The drivers and/or supervising adults must carry emergency contact information about each passenger with them in the vehicle.
5. *State Required Automobile Documents.* Before leaving the All Faiths premises, each driver must provide proof of license, insurance, and registration to the lead organizer of the trip.

D. On-Site Activities. On-site children/youth programs must meet the following criteria.

1. *Only All Faiths-Sponsored Programs.* Children and youth will only meet with adults for programs/activities sponsored by the Congregation.
2. *Building Access.* The building will not be accessed by children and youth until two adults are present.
3. *Open Classroom Doors.* Classroom doors are to remain unlocked and open any time a youth or children class is being conducted.

SECTION 400 COMMUNICATION/SOCIAL MEDIA/PRESS

Policy # 401 Database

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the collection of information for the Congregation's database and how it is used.

Policy/ Procedure: The Congregation shall maintain a database of its Members, Friends, visitors and community partners.

A. Database Purposes. The purposes of maintaining the Congregation's database are to:

1. Facilitate communication and service to the Congregation Members and Friends;
2. Serve as a resource to match individuals and groups to church programs; and
3. Facilitate the administrative functions of the Congregation.

B. Submission and Sharing of Information. Submission of information to the database is voluntary. The information in the database will not be shared with outside organizations. Information provided by Members and Friends will not be published or shared within church publications without consent.

C. Access to the Database. The members of the Board of Directors, the Minister, the Congregational Administrator, and the Finance Chair shall have access to the database. Other Congregational leaders (committee chairs, project leaders, etc.) will work with the Congregational Administrator to obtain relevant access or information from the database. If there are any issues related to the confidentiality of any database information and whether it should be provided to a Congregational leader at her/his request, the issue should first be addressed to the Minister. If the leader requesting the information is not satisfied by the Minister's decision on disclosure, or the Minister recuses him/herself, the issue shall then be resolved by the Executive Committee of the Board of Directors. Nothing in this policy shall be construed to require the Minister to divulge any information given to him/her in confidence by a Member, Friend, visitor or any other individual.

D. Access to the All Faiths Email List. No one will be granted access to the e-mail list database maintained by the Congregation to send messages, announcements, or share concerns. This database and associated equipment are not for the use of Members. Members and Friends may use the directory published online and in print to obtain e-mail addresses.

E. Database Updates. The data base will be updated by April 1 of each year. The Congregational Administrator will collect updates and new information.

Policy # 402 Email Directed from the Office

Date Adopted:

Date Reviewed/Revised:

Scope: This policy governs the process of sending e-mails from the office to the membership.

Policy/ Procedure: Responding to the needs of our Congregation, which has indicated a limited number of emails is preferred, this policy has been developed to reduce the number of e-mail communications sent from the office to our Members and Friends.

A. Dissemination of E-mails. All emails from All Faiths' office sent to our Members and Friends are sent by our Administrator from the Congregation's address. Others responsible for communications from a committee or an All Faiths program or project who would like to address Members and Friends via email must coordinate with the Administrator who will send the email.

B. Weekly Announcements. Each week the Administrator will send one email advertising the service and music for the coming Sunday. In addition, the Administrator will add any announcements that may be of interest to the Congregation or pastoral care needs (death, illness, celebration, congratulations, and other needs) to this email. If an event or program, whether it be Congregational or community, is happening within the next 7 days after the weekly email is sent a separate email will be sent by the Administrator. If an announcement, event, program or notice, whether it be Congregational or community, is happening after the next newsletter cycle, a separate email will not be sent; that information will be included in the next newsletter published by the Administrator.

1. Dissemination of UU/All Faiths Information. Official messages from the UUA, UUSC, the Board of Directors and the Minister are forwarded to the Congregation through the weekly announcements or monthly newsletter. Ongoing Congregational activities will also routinely be forwarded through the weekly announcements.

2. Information Never Forwarded. Messages from political parties or from for-profit organizations should never be forwarded.

C. Care and Support. It is right to notify our Members and Friends about care and support needs of fellow congregants. This is a way we minister to one another. Care and support needs almost always require immediate attention. Once a care and support need is identified by anyone in the Congregation, contact the Care Support Coordinator or Administrator who will communicate with our Members and Friends via a timely email from the office.

Policy # 403 Social Media

Date Adopted:

Date Reviewed/Revised:

Scope: This policy governs the administration of the Congregation's social media.

Policy/Procedure: All social media postings shall be consistent with the values held by the All Faiths Congregation.

A. Social Media Content. Most of the Facebook/Website content will promote activities occurring at All Faiths, activities in which Members of All Faiths are participating, and events in the Southern Region that are sponsored by Unitarian Universalist churches or UUA affiliated organizations. Other types of content will include personal comments, photos, etc. from the Page Administrators, and people who have “liked” the page. Personal comments and photos must relate to All Faiths activities, Members of our Congregation, etc.

B. Page Presentation/Required Content. The All Faiths logo, colors and typefaces should be consistent with graphic guidelines and resemble our other media “branding” styles. The All Faiths statement of identity (our logo) should be prominently displayed.

1. *Minister Information.* The name of the Minister should be easily accessible as well as his/her photo; however, each post should clearly state that Administrator posts are not from the Minister.

2. *All Faiths Contact Information/Links.* All Faiths’ contact information should be prominently displayed; links to the All Faiths website, Facebook site, etc. should also be easily accessible.

3. *Members-Only Content.* Content designated as Members-only should be password protected and accessible only to Members and Friends of All Faiths. All Faiths recognizes Friends as people who are not official Members, but participate, volunteer, and/or make financial contributions on a regular basis. The same guidelines for content intended for the general public shall apply to Members and Friends as well.

4. *Photos of Children.* Permission must be obtained from the parent/guardian before photos of children are posted.

B. Monitoring Facebook Content. Administrators should monitor the Facebook page and remove any content that does not comply with the guidelines contained herein; habitual offenders may be banned from further contributions to the page.

1. *Daily monitoring.* Postings should be checked for inappropriate content on a daily basis.

2. *Weekly updates.* New content should be added by an administrator at least once per week.

C. Administrators. In addition to the All Faiths Administrator for Communications, one or more representatives of the Communications Committee will be designated as a Facebook administrator and share responsibility for monitoring the content that is presented on Facebook.

D. Administrator(s) Authority. These persons shall have full authority to create, delete and maintain the content, provided that the content:

1. Is maintained within the bounds of these Policies.
2. Is consistent with the Seven Principles of Unitarian Universalism.
3. Avoids slander, libel, violations of copyright, profanity, off-color humor, and advocacy of political candidates not allowed given our tax status.
4. Does not reveal private personal information.
5. Does not advertise commercial businesses.

6. Presents information that is accurate and relevant.
7. When making announcements, concisely sets out the “Who, What, When, Where, Why, How, and How Much” of all items.
8. Is written in clear and grammatically correct prose.
9. Is updated on a timely basis.

E. Administrator Reporting. The person or persons maintaining the All Faiths Facebook page shall report to the Communications Committee, which in turn shall report to the Board of Directors.

SECTION 500 SANCTUARY/WORSHIP/SERVICES POLICIES/SOCIAL JUSTICE

This is a placeholder for Section 500 (to be developed in the future)

SECTION 600 RIGHT RELATIONS

Policy # 601 Safe Congregation

Date Adopted:

Date Reviewed/Revised:

Scope: This policy applies to all at All Faiths Unitarian Congregation.

Policy/ Procedure:

All Faiths is committed to promoting a safe and welcoming environment supportive of personal and spiritual growth. All Faiths recognizes the right of its Ministers, employees/ vendors, Members, and guests to have an environment free of interpersonal violence such as harassment, abuse and disruption. Violations would include abuse or harassment of a physical, psychological, or sexual nature. This Safe Congregation Policy Statement and the Safe Congregation Procedures are also considered to include prohibitions against all criminal behaviors.

A. Victim Support. Any Youth, Member of the Congregation, Staff Member or Guest is invited to report unacceptable behavior which may be a violation of this Policy, either verbally or in writing, to the Minister or Board of Directors. We believe that harassment, abuse and disruption are not the fault of the victim. A person who has been harassed, abused or disrupted needs support, empowerment, and a structure which provides an effective, safe, and prompt response to his or her complaint.

B. Accused Individual's Rights. We recognize the right of an individual who is accused of inappropriate behavior to respond to the allegations, unless informing that individual of the allegations is unnecessary, unhelpful, or unsafe.

C. Potential Resolution Tactics. We understand that harassment, abuse and disruption may at times not be intentional, but may in fact arise through miscommunication or lack of awareness. When uncomfortable and/or unacceptable behaviors occur, individuals can sometimes resolve the situation themselves through direct discussion with the responsible party. Since this direct approach is not always appropriate, the Minister and Board of Directors provide the support of safely and effectively resolving such situations.

D. Handling Complaints. Complaints will be handled according to the following guidelines:

1. All complaints shall be given prompt and fair consideration.
2. Persons presenting complaints shall be free of coercion, restraints, interference, discrimination, or reprisal.
3. Sensitivity, objectivity, and fairness will be used in handling these complaints.
4. A complaint can be made verbally or in writing and except under extenuating circumstances, a meeting shall be held within ten days of the complaint being made and a decision within ten days of that meeting.
5. If it is determined that there has, in fact, been an offense, a recommendation will be made by the Minister to the Board of Directors. If no disciplinary action is involved, that decision can close the complaint process.
6. All complaints shall be handled in confidence and, if received in writing, conspicuously marked 'Confidential'. A written record conspicuously marked Confidential shall be kept by the Minister. Unless otherwise required, this confidential record shall only be accessible to the Board of Directors and the Minister. Access shall be further limited if the complaint involves any of these parties or family members of the same.
7. If a complaint is resolved informally or dropped at the request of the complainant, there is no requirement to keep a written record. Under such circumstances, the Minister or Board Chair shall not *be* required to contact the individual the complaint was against. However, should a complaint be dropped but available evidence indicates a definite possibility that harassment or abuse has occurred, or may occur in the future, the Minister or Board Chair shall, nevertheless, call a meeting.

E. Safe Congregation Deliberation and Recommendation/Action. To aid in evaluating the problem, the following points, among others, will be considered:

1. *Dangerousness.* Is the individual the source of an existing, continuing, or possible future threat or perceived threat to persons or property?
2. *Disruptiveness.* How much interference with church functions is going on?
3. *Offensiveness.* How likely is it that prospective or existing Members will be driven away?

F. Determining Necessary Response. To aid in determining the recommendation and necessary response, the following points, among others, will be considered:

1. *Harm.* Has any Member, Guest or Employee been physically, psychologically or sexually harmed? Is there continuing harm? Is there a potential for future harm?
2. *Causes.* Why is the offensive conduct occurring? Is it a conflict between the individual and others in the Congregation? Is it due to a professionally diagnosed condition of mental illness?
3. *History.* What is the frequency and degree of offensive conduct caused in the past?
4. *Probability of Change.* How likely is it that the problem behavior will diminish in the future?

G. Recommendation and Action

1. *Action in the Case of Harassment or Abuse.* In the event it is concluded that a Member, Guest or Employee has been physically, psychologically or sexually harmed, immediate action is warranted. The Minister or Chair will communicate to the alleged offender that he or she is barred, until further notice, from all Church property and all Congregational activities. The alleged offender shall have a right of appeal, first to the Board of Directors, which can lift the bar by a unanimous vote. Should the bar not be lifted, the alleged offender can appeal to the Membership; their vote shall be conducted consistent with the All Faiths bylaws. This bar shall not constitute a revocation of membership and the Minister shall in no manner be prohibited from ministering to the alleged offender and shall provide such services as he or she deems appropriate under the circumstances.

2. *Action in the Case of Disruption.* In the event a Member, Guest, or Employee has been disruptive, the person witnessing the behavior may, in his/her discretion, take the following immediate actions without need to make a recommendation to the Board of Directors.

- a) Clearly and directly tell the person what action is disruptive and/or offensive;
- b) State that you expect the person to stop this behavior; and
- c) Firmly tell the person that if his or her actions persist, a recommendation will be made to the Board of Directors for more serious discipline.

H. Definitions of Harassment, Abuse and Disruption. Three principal forms of unacceptable behavior are harassment, abuse, and disruption; each is defined below. If an individual feels his or her personal safety has been violated in this Congregation by a behavior or form of misconduct that is not specified here, she or he may still file a complaint with the Minister or Board Chair.

1. *Harassment.* Harassment includes unsolicited and unwelcome conduct that, in the case of sexual harassment, has sexual overtones. All forms of harassment can feel intrusive, intimidating, hostile, offensive and/or humiliating to the victim. This includes physical, psychological, and sexual harassment. Stalking is also a type of harassment. We consider the following three areas to overlap, but whether the harassment is primarily physical, psychological or sexual will be determined by the focus of the complaint. Unwelcome physical touching with sexual overtones is considered sexual harassment.

a) Physical. Pertaining to unwanted touching, contact, or other physical intrusions on another's space.

b) Psychological. Pertaining to emotional and mental levels of pestering, intruding, stalking, etc.

c) Sexual. Pertaining to unwanted sexualized behaviors, which may be in the form of:

i. Physical conduct. Touching, pinching, brushing against, impeding or blocking movement, assault, coercing sexual contact, etc.;

ii. Verbal conduct. Sexually suggestive or obscene comments, sexual propositions, threats (including threat of job loss or other punishment unless the victim

engages in sexual relations), jokes about gender-specific traits or sexual orientation, etc.; and/or

iii. Written conduct. Sexually suggestive or obscene written material.

2. *Abuse*. Abuse is a pattern of behavior that is used to control and/or dominate another person. Abuse can be physical, psychological, and/or sexual.

a) Physical. Includes actual or threatened harm, such as hitting, shoving, kicking, or throwing things. The harm or threat thereof may also be against family members, pets, or treasured belongings.

b) Psychological. Includes being mistreated mentally and emotionally, such as being insulted, ridiculed, or threatened verbally.

c) Sexual. Includes any of the behaviors above. Three major areas of concern are:

- i. Sexual relating or contact between an adult and a minor;
- ii. Sexual relating or contact between minors that violates one of them because of the other's role or position of power; and
- iii. Sexual relating or contact between adults that violates one of them because of the other's role or position of power.

3. *Disruption*. Disruption is behavior which does not rise to the level of harassment or abuse but which, when viewed by a reasonable Member of the Congregation, interferes with the free, safe, and comfortable use and enjoyment of worship, the facilities or activities. Examples include veiled threats to the safety of any adult or child; the disruption of Congregational activities; and manipulation, exploitation, or uninvited pressure in relationships.

I. Standards and Additional Procedures Regarding Behavior of Minister

1. The Minister will recognize the power the ministry gives her or him and refrain from harassment, abuse, disruption and other practices which are harmful to others and which endanger her or his integrity or professional effectiveness. Such practices include, but are not limited to, sexual activity with a child, with an adult in the Congregation who is not her or his spouse or partner, with a counselee, with the spouse or partner of a person in the Congregation, with an intern, with an Employee/Staff Member, or with anyone else whose relationship with the Minister would be exploited by a sexual involvement. If the Minister is single, before becoming sexually involved with a person in the Congregation, the Minister will take special care to examine his or her commitment, motives, intentionality, and the nature of such activity and its consequences for the Minister, the other person, and the Congregation.

2. The Minister will not invade the private and intimate bonds of others' lives, nor trespass on those bonds for the Minister's own advantage or need. In any relationship of intimate confidentiality, the Minister will not exploit the needs of another person. Sexual misconduct is a violation of the ministerial relationship in which a person in a position of religious leadership takes advantage of a vulnerable person instead of protecting him or her. It covers a

wide range of activity, and the harm caused by this misconduct is related to the degree of seriousness. The range which follows is from the least degree of seriousness to the greatest degree of seriousness:

- a) sexual innuendoes;
- b) inappropriate touching;
- c) unwelcome advances or requests for sexual favors;
- d) sexual relations with an adult under inappropriate circumstances; and
- e) sexual relations with a minor under any circumstances.

J. Standard and Procedure Regarding Sexual Harassment of Employees

1. Standards Regarding Sexual Harassment of Employees (Under Title VII of The Civil Rights Act)

- a) All employees and persons who have been contracted with for their labor have the right to an environment free from sexual harassment. Sexual harassment is illegal under Title VII of the Civil Rights Act of 1991. When a person is sexually harassed, she or he is afforded the same protection and redress as a victim of any other form of discrimination.
- b) Sexual harassment is defined by the U.S. Equal Employment Opportunity Commission (EEOC) as the use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his or her refusal of same; or the creation of an intimidating, hostile or offensive working environment through verbal or physical conduct of a sexual nature.
- c) It prohibits unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - i. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; and/or
 - ii. Submission to or rejection of the conduct is used as the basis for a decision or decisions affecting such individual; and/or
 - iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; and/or
 - iv. Such conduct has the effect of creating an intimidating, hostile, or offensive working environment, and the supervisor knows or should know of the existence of the harassment and fails to take timely and appropriate action.

- 2. *Supervisors' Responsibilities.* All individuals in positions of supervision are responsible for their own conduct and for the conduct of individuals they supervise, and will take affirmative steps to stop sexual harassment by subordinates when it is brought to their attention, including warning or disciplining the offending individual. Such disciplining may include any legally acceptable means, to be decided with the assistance of the Minister or Board Chair and if deemed advisable, the Board of Directors.

3. *Additional Procedure When Handling Complaint of Employee.* When an employee has an unresolved complaint about another employee or anyone she or he encounters in the context of the Congregational work environment, the employee shall first discuss the complaint with the Minister or the Chair.

K. Standard and Procedure Regarding Behavior of Member or Guest

1. *Member or Guest Misconduct.* We believe our Congregation needs to have clearly communicated standards. Misconduct on the part of a Member or guest can have harmful effects on any individual as well as on the rest of the Congregation. A central Congregational mission is to protect the welfare of all individuals, including the Congregation's Staff and Minister. Gradations of seriousness can apply to all forms of harassment, abuse and disruption. For example, the following list applies to sexual misconduct, listed from the least serious to the most serious:

- a) Unwelcome sexual innuendoes;
- b) Inappropriate touching;
- c) Unwelcome advances or requests for sexual favors;
- d) Sexual relations with an adult under inappropriate circumstances; and/or
- e) Sexual relations with a minor under any circumstances.

2. *Correcting Misbehavior.* Appropriate steps will be taken when the behavior of a Member or guest has the effect of interfering with another person's personal safety and/or spiritual growth.

3. *Additional Procedures When Handling Complaint Against Member or Guest.* The Minister, Staff, and Board Officers all have the right to exclude or remove from the premises, by any lawful means, any person whose present conduct is so disruptive and/or offensive as to impair the functioning of the Congregation. This conduct may come to their attention by direct observation or by verbal or written complaint of another Member or guest. The objectionable conduct may be in person, by mail, by telephone, or by other means.

If the complainant and/or Congregational official (such as Minister, Staff Member, etc.) believes the person committing the objectionable behavior is not aware that his or her actions are disruptive or offensive, the complainant and/or church official can attempt to resolve the situation by approaching the person in this way:

- a) Clearly and directly tell the person what action is disruptive and/or offensive.
- b) State that you expect the person to stop this behavior.
- c) Firmly tell the person that if his or her actions persist, you will make a recommendation for further action to be taken.

If this effort is ineffective or such an approach is deemed unacceptable or inadvisable, the complainant can make a confidential request for action, verbally or in writing, to any Officer of the Board of Directors.

4. *Immediate Action.* In some situations, immediate action is warranted and should be taken. It is appropriate, for example, to immediately call the police to remove any person exhibiting violent behavior.

5. *Member and Guest Rights.* Individuals who feel threatened by behavior of other individuals are in no manner prevented by this Policy and Procedure, or by any other Congregational governing document, from contacting the police if he or she feels threatened or is, or has been, harmed or if they are aware of another individual who has been threatened or is being, or has been, harmed.

SECTION 700 FINANCE POLICIES

Policy # 701 Income

Date Adopted: February 2015

Date Reviewed/Revised:

Scope: The financial operations of the Congregation are established to ensure sound accounting practices and to abide by the following provisions in our bylaws.

Policy/Procedure:

A. Recording and Depositing Funds. All contributions of any kind should be recorded and entered using current accounting software. Contributions by check or cash (if the donor is identified) will be recorded by donor name and letters will be sent to donors (whose donations exceed \$250) each January to confirm the donations they have made in the prior year.

Contributions for operating fund, special collections, special events, programs, etc. will be credited to the appropriate line item. All contributions or income should first be deposited into the current designated bank general fund, and then transferred to other accounts if needed (e.g. Legacy Fund, Minister's Discretionary Fund, Operating Reserve, or Capital Fund). Capital Fund contributions should be deposited directly into the Capital Account whenever possible.

B. Sunday Collections at Services. Offertory and special collections will be made at Sunday services, and the offering bags shall be kept under observation by the collectors until they are handed to those who prepare the offering reports following services. Collections shall be counted by two people and recorded on the appropriate forms, and the forms shall be signed by each person. Copies of contribution checks will be made, and cash counts will be confirmed. All contributions shall be deposited as soon as possible into the current designated bank General Fund checking account.

C. Special Events. Special events are conducted to raise funds for the Congregation; such funds are to be placed in the Operating Fund. Monies collected for these events are to be counted by two people. Cash and checks are recorded on a tally form that states the name of the event. Any checks that are collected are to be copied. These funds are to be recorded in the appropriate account in the current accounting software.

D. Special Collections. Special collections usually are taken for annual Employee bonuses and the Minister's Discretionary Fund. Contributions for the Minister's Discretionary Fund will be deposited into the separate checking account maintained for that purpose. Requests for

additional special collections shall be submitted to the Finance Committee for its consideration; that committee will then make recommendations to the Board of Directors Executive Committee regarding approval before such collections may be announced and collected.

E. Designated Special Funds. As part of our mission, the Congregation supports local community organizations by collecting funds designated specifically for those organizations. Community organizations can only be added to our special collection list by Board approval. Ten percent of funds collected during the services on the second Sunday of the month that are not marked as *pledges*, or otherwise specified for a particular use, will be set aside for outreach programs. These funds will be used to support local community organizations approved by the Board. Organizations may be added. However, it is the Board's goal to keep the list of organizations that benefit small to offer impactful donations. The organization that will be benefiting each second Sunday will be announced in the newsletter and from the pulpit. The Board, in consultation with the Finance Committee, has the authority to raise the percentage of funds collected at their discretion. All such funds should pass through the General Fund and QuickBooks records, but should be accounted for separately from the Operating Fund. Disbursement of funds shall be only for the designated purpose and only when sufficient funds have been raised to cover the expenditure as approved by the Social Action and Outreach Committee.

F. Other Collections. Written reports will be prepared, signed by two people, and submitted along with the checks and cash to the Congregational Administrator and/or Treasurer for all other collections. Examples include money and checks given for concerts, programs, lunches, movie nights, dinners, special events, yard sales, bazaars, and other fundraisers. No cash collections should be left unattended.

G. Credit for In-Kind Donations. Members who provide necessary supplies may be given credit for their donations by providing relevant detailed receipts. Such supplies would include cleaning supplies, paper supplies, coffee, cookies, food, service supplies etc. Members will receive a year end letter stating the approximate value of donated supplies.

H. Reconciliation. Monthly reconciliation should be made with bank statements by the Congregational Administrator and/or Treasurer, and monthly reports on account assets and income shall be provided to the Finance Committee and Board.

Policy # 702 Expenses

Date Adopted: February 2015

Date Reviewed/Revised:

Scope: The financial operations of the Congregation are established to ensure sound accounting practices and to abide by the following provisions in our bylaws.

Policy/Procedure: Expenses shall be in accordance with the established budget and appropriate records of expenses shall be maintained.

A. Expenditures. All expenditures should be maintained within Budget. The Congregational Administrator, without any further approval, subject to cash-flow limitations, should pay routine

expenses already included in the budget. The Congregational Administrator should use his or her judgment in paying routine expenses that are over budget if projections show that on average over the course of the year the monthly budget can be met.

B. Recording and Files. All expenditures shall be recorded in the appropriate line item in the current accounting system used and reflected in the Profit and Loss statements. The Office Administrator and Treasurer shall monitor and keep detailed records of all expenditures except those made through the Minister's Discretionary Fund. Files shall be kept of relevant bills, invoices or receipts.

C. One-time or Unbudgeted Expenses or Capital Expenditures. All one-time or unbudgeted expenses or capital expenditures must be approved in advance. No one can commit the Congregation to such expenditures without prior approval. The Treasurer should use his or her judgment and seek advice of the Finance Committee and/or the Board as circumstances warrant. Except for emergencies, extra funding should be obtained before making such unbudgeted or capital expenditures.

D. Payment by Check Procedures and Automatic Payments. The Congregational Administrator prepares the checks after reviewing bills for accuracy and compliance with the budget.

1. *Authorized Signers:* Authorized signers are designated by Resolution of the Board following the annual meeting in March each year. Authorized signers are generally Board Chairperson, Vice-Chairperson, Secretary, Treasurer and Finance Chairperson.
2. *Required Signatures.* Required signatures vary depending on the amount of the check.
 - a) Checks up to \$500 may be signed by one authorized signer.
 - b) Checks over \$500 must be signed by two authorized signers.
3. *Automatic Payments:* Automatic payments made through the checking account for mortgage and payroll deductions should be scrutinized by the Congregational Administrator and Treasurer for accuracy.

E. Debit Card Payments. The Congregational Administrator maintains control of the All Faiths debit card, which is associated with our bank checking account. It may be used for purchase of small budgeted items upon written request. Examples would be for mulch or fertilizer for the yard, snacks for programs, office supplies or service supplies. The card is to be returned promptly, along with the relevant purchases, and written receipt for proper recording.

Policy # 703 Specific Expenses

Date Adopted: February 2015

Date Reviewed/Revised:

Scope: The financial operations of the Congregation are established to ensure sound accounting practices and to abide by the following provisions in our bylaws.

Policy/Procedure: All expenditures should be kept within approved Budget.

A. Payroll. Regular employees presently include the Minister, Congregational Administrator, Music Director, Food and Refreshment Coordinator, and Sexton. Regular employees are paid at

the end of the month. Payroll includes salary, FICA, and other employee benefits (health and dental, disability, etc.). The Congregational Administrator submits the necessary information to the payroll processing firm, which makes automatic payments through our bank checking account. Their monthly report shall be reviewed by the Congregational Administrator and/or Treasurer and kept on file for audit.

B. Employee Bonuses. Disbursement of employee bonuses from special collections may be made by cash or check from the General Operating Fund, with all tax deductions processed through the payroll company.

C. Outside Labor. Visiting singers, musicians, guest speakers, repairmen, groundskeepers, and extra casual labor of any kind are paid by check.

D. Mortgage. The monthly mortgage payment to the bank is made automatically from the General Fund checking account.

E. Insurance. Liability, property and flood insurance premiums are paid by check and/or phone payment.

F. Utilities. Phone and internet service (currently Comcast), Florida Power and Light, and City of Fort Myers (water and sewer) bills are checked for accuracy by the Congregational Administrator, then paid by Electronic Fund Transfer (EFT) through our bank checking account.

G. Advertising. Advertising services are paid by check and/or debit card.

H. Printing. The current printing service provider, Magic Print, is paid by check. Printing services include newsletters, Orders of Service, office stationery, cards and other miscellaneous printing.

I. Postage. US Postal Service expenses are paid by check and/or debit card.

J. Website. Annual website and domain fees are paid by check and/or debit card.

K. Office Supplies. Routine office supplies are purchased by the Congregational Administrator, a receipt is submitted, and reimbursement is paid by check. Alternatively, the debit card is used to purchase the supplies and an appropriate receipt is submitted for the record.

L. Other Supplies or Equipment. Other supply/equipment invoices are paid by check or debit card.

M. Service Supplies and Religious Education Supplies. Service and religious education supplies are paid to the supplier by check and/or debit card. If purchased by the Congregational Administrator, Member or teacher, the purchaser can be reimbursed by check if the purchase was approved and an invoice was submitted for the record.

N. Program Supplies. Invoices for program supplies are paid by check to the supplier. If the items were purchased by the Congregational Administrator or committee members, reimbursement may be made by check if the purchase had prior approval and the associated invoice is submitted. If paid using the debit card, an appropriate receipt must be submitted for the record. Costs for most program supplies should be covered by contributions made at the programs.

O. Maintenance Supplies. Invoices for maintenance supplies purchased for interior or exterior use may be paid by a check issued to the supplier. If the Congregational Administrator or Member purchases the supplies, the cost will be reimbursed if a request for reimbursement is submitted with the invoice. Such supplies may also be purchased by debit card with an appropriate receipt submitted for the record.

P. Maintenance and Repairs. The need for maintenance or repairs should be reviewed by the appropriate committee or Executive Committee prior to such expenditure being made. If the expenditure amount is significant, estimates must be obtained. Expenditures will be paid by check and/or debit card after completion of the work and receipt of the bill.

Q. Mileage. Mileage is reimbursed at the current year IRS mileage rate for approved driving. The request for reimbursement must be substantiated by detailed information about the number of miles driven, origin point and end point (from-to) and purpose of the trip. Examples of approved mileage reimbursement includes trips to/from the post office, printer, or suppliers if necessary. Daily mileage to and from the office will not be reimbursed.

R. Special Events. Special Events include Congregational celebrations, concerts, special educational events, special fundraisers, yard sales, bazaars, etc. These must be approved in advance by the Board after reviewing an estimate of anticipated revenue and expenses. Those estimates should be submitted through the Finance Committee for review prior to submittal to the Board. The proposal should include itemized lists of anticipated income and expense items. The budget does not provide for expenses that exceed the proceeds garnered from the event. Special event income and expenses are line items in All Faiths Operating Accounts.

S. Standing Committee Funding. Standing committees should provide an estimate of their income and expenses to the Finance Committee by November 1 each year, to be reviewed and, if appropriate, incorporated into the Annual Budget that is approved at the Annual Congregational Meeting. They may also submit proposals to the Finance Committee and Board from time to time if needed, provided that such proposals do not represent requests for expenditures not provided for in the budget that would not be covered by income generated by the activity.

T. Other Expenses. Before any other expenses are incurred, the expense should have prior approval by the Executive Committee. Payments are to be made by check or debit card.

Policy # 704 Transfers

Date Adopted: February 2015

Date Reviewed/Revised:

Scope: The financial operations of the Congregation are established to ensure sound accounting practices.

Policy/Procedure: All Faiths funds shall be maintained in designated accounts.

Transfers to Other Accounts. All Faiths maintains separate bank accounts for the Minister's Discretionary Fund (at Iberia Bank), our Operating Reserve (Iberia Bank), and the Legacy Fund (Raymond James). The Operating Reserve was established to provide a backup for paying bills in months when expenses exceed income. It is our policy to deposit to that reserve whenever the

balance in the checking account is sufficient to make it possible. All donations for these funds are deposited first into the general fund, and then transferred by check or bank transfer to the special accounts.

Policy # 705 Non-Operating Accounts

Date Adopted: February 2015

Date Reviewed/Revised:

Scope: The financial operations of the Congregation are established to ensure sound accounting practices.

Policy/Procedure: All Faiths non-operating funds shall be placed in specified accounts.

A. *Legacy Fund.* Contributions made to the Legacy Fund will first be deposited into the General Fund, and then transferred by check to the separate Legacy Fund account. There is a separate policy for the Legacy Fund. (Note: This account may also be used for receipt, sale and conversion of stock donations made to our general Operating Fund.)

B. *Minister's Discretionary Fund.* There is a separate checking account maintained at the bank for the Minister's Discretionary Fund (MDF). Money donated for the MDF will be recorded in QuickBooks, deposited into our General Fund, and then transferred to the MDF account. These funds are for the Minister's discretionary use to provide aid and assistance to those in need.

C. *Capital Fund.* From time to time, there may be a need for a Capital Fund to track capital expenditure donations and expenditures for building improvements, capital equipment and fixtures. Donations for the Capital Fund will be deposited into the Capital Fund, which will not be part of the Operating Income and Expense line item. Capital improvements, equipment and fixtures will be listed and recorded as part of our Non-Operating Fund cash assets, subject to the appropriate depreciation schedules.

Policy # 706 Audit and Review

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the process for an annual audit and review.

Policy/ Procedure: In accordance with our bylaws, the Board shall appoint a Financial Review Committee each year to review the annual accounts of the Congregation. The committee shall review the income and expenses, the reports, and files containing bills and receipts, and other supporting documents. The Financial Review Committee shall submit their report, along with their recommendations, to the Board and to the Congregation at the Annual Congregational Meeting in March.

Policy # 707 Funding Delegates to General Assembly

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the process of selecting and funding All Faiths' delegates to the annual UUA General Assembly (GA).

Policy/Procedure: Delegates shall be funded in accordance with the conditions below.

A. *Recognition of Importance of GA.* The Congregation considers attendance at GA to be a broadening and desirable leadership training experience. Our Members recognize the value of infusion of new ideas gained at GA into our Congregational life as well as the enthusiasm for leadership and for our religion that is fostered by attendance. The Congregation also recognizes the importance of All Faiths delegates being able to vote on resolutions decided at GA. Therefore, All Faiths supports sending as many of our allotted number (three) of delegates to GA each year as possible.

B. *Funding Delegates.* Furthermore, the Congregation believes that the ability to pay for attending GA should not be a factor in the decision of how delegates are chosen. Therefore, in years when the Congregational budget can support the required capital outlay, All Faiths will financially support some of the costs associated with attendance.

1. *Eligibility.* The Board desires to offer financial support systematically and equitably first to the Officers of the Board; secondly, to Directors; and thirdly, to Committee Chairs of major committees. If, in a given year, all but one Board Member declines to accept this stipend, then consideration may be given to paying an amount to cover registration, travel, room for that one Board Member who is willing to go.

2. *Limits of Financial Support.* No one Congregant shall receive Congregational financial support to attend GA more than once. Furthermore, funding will not be provided for a spouse's or a partner's registration, room, or travel costs in the same year.

3. *Remote Participation.* Electronic participation is a less expensive option which would allow our Congregation to participate in voting at our national conference.

Policy # 708 Compensation of Guest Musicians and Speakers

Date Adopted: 4/16

Date Reviewed/Revised:

Scope: This policy guides the Minister and Committees who wish to compensate a guest speaker or musician.

Policy/ Procedure: A consistent approach will be maintained when compensating speakers and/or guest musicians.

A. *Compensation Categories.* Compensation may be made for ordained and non-ordained guest speakers; summer guest speakers; and guest musicians and/or singers.

B. *Setting/Changing Rates of Compensation.* When preparing the proposed budget for the next fiscal year, the Board of Directors, after considering recommendations made by the Finance Committee, will adjust and approve rates of compensation for guest services. The Board has the ability to change the rates of compensation at any time; any changes will appear in the minutes of the Board meeting when such changes are made.

C. Notification of Rates. These rates will be communicated to committee chairs, the Treasurer, the Minister, and the Music Director so they may invite and compensate guests accordingly.

Policy # 709 Paying Members and Friends for Services

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides decisions regarding when, if ever, All Faiths will pay Members and Friends for their professional services if such services are appropriate.

Policy/Procedure: Payment to members for services must conform with the conditions stipulated below.

A. Appropriate Circumstances for Paying Members or Friends. Sometimes paying for a Member's or Friend's talents is appropriate and fair. Two examples of circumstances in which a Member or Friend might be paid are as follows:

1. *Lack of Volunteer Services.* When a "Board-approved" project or activity is proposed and/or identified as a need and volunteer Member or Friend services are not available, offered or desirable (for example, a construction project or a meal service).
2. *Member Requested Class.* When at least 10 of our Members request a specific class or activity to be led by a person with special training, and no Congregant with those qualifications volunteers his or her services, and when that activity is determined by an appropriate committee to be within the values of Unitarian Universalism and our Congregation.

B. Determining Appropriate Fee. Under the circumstances above, a written agreement shall be developed between the individual being asked to provide the service and the Finance Committee. That agreement will contain appropriate details such as length of time, location for the class/service, and fees. The fee may be partially be paid to the Member/Friend by All Faiths and a portion of the fees may be collected from the participants of the proposed class or activity. In that circumstance, the agreement should specify the agreed-upon split of payment. Since these are Congregant-supplied services and therefore under the umbrella of our Shared Ministry, we would expect the fees to be lower than those charged for the general public.

SECTION 800 ADMINISTRATIVE FUNCTIONS POLICIES

(to be developed)

SECTION 900 RELIGIOUS EDUCATION AND ADULT PROGRAMS

(to be developed)