

MANUAL ON BOARD AND COMMITTEES

UNITARIAN UNIVERSALIST CONGREGATION OF GRAND TRAVERSE

6726 Center Road, Traverse City, MI 49686

Phone: 231-947 3117

Fax: 231-947-0726

E-mail: office@uucgt.org

www.uucgt.org

UUCGT: Board of Trustees Policy Updates (06/05/16)

Your Board of Trustees is currently reviewing, updating revising and adding to the Manual on Board, Staff and Committees. This review will be extensive as we transition to our Board of Trustees being a Board of Policy. In the interim, new policies will be added to the beginning of the Manual. We see policy as evolving so policies may be further revised. When the bulk of policies have been approved, there will be an overall updating of the table of contents as well as a general comprehensive reordering of the document as a whole. Please do not hesitate to provide any feedback to your Board at board@uucgt.org. Your thoughts are always appreciated.

UUCGT Board of Trustees Policy/Procedure Updates [insert date of approval]

In [April, 2019] The board, having completed the overall updating and reordering referenced above, having decided that a distinction between policies and procedures within the manual would facilitate the work of the congregation, and that provisions pertaining to staff should be in a separate document, approved this Manual on Board and Committees.

ACKNOWLEDGMENTS

The first three editions of this Manual were compiled in 1993, 1998 and 2001 by Arline Howe

In 2007 the Manual was revised by Penny Ort

This revision is a product of the 2009-2010 Board of Trustees, based on the efforts of Board Workgroups appointed by Joe Cook, Board President

Completed and approved by the 2010-2011 Board of Trustees

May 2011

John Hoffmann, Board President

Judy Halsted, Board Secretary

Linda Martin, Congregational Administrator

2014 revisions were presented by Karl Love and amended by the 2013-14 Board of Trustees, Richard Miller, Board President

2016 revisions were amended by the 2015-16 Board of Trustees, Becky Somsel, Board President / Karl Love, Interim President

2017 revisions were amended by the 2016-17 Board of Trustees, Linda Fletcher, Board President

2018-19 revisions were amended ___insert date___, Board of Trustees, Mike McDonald, Board President, Tom Darnton, Trustee and Policy Committee Chair and Judy Myers, member of the Policy Committee

PREFACE

This Manual is an administrative guide to the structure and operation of the Board of Trustees and Committees of the Unitarian Universalist Congregation of Grand Traverse.

Previous editions of this manual included provisions relating to staff of the congregation. This material is now found in a separate set of materials which is maintained by the Staff Resources Committee.

As a member of the Unitarian Universalist Association of Congregations, the Congregation is autonomous. The final authority for decisions and programs lies with the Congregation as a whole. This authority is specified in the Bylaws and is subject to legal requirements of the State of Michigan.

The Minister is called by the Congregation and reports to the Board of Trustees. The Board of Trustees of the Congregation consists of four officers and three trustees elected at an annual meeting of the Congregation. The Board appoints committees, prepares an annual budget for Congregational approval, develops and interprets policies and generally manages the business affairs of the Congregation.

The key elements in the successful operation of the Congregation are the volunteers who help in carrying out the day-to-day operations. These generous people help the Congregation realize its aspirations.

TABLE OF CONTENTS

Part I

TITLE PAGE 1

ACKNOWLEDGMENTS 2

PREFACE..... 3

TABLE OF CONTENTS4

BOARD POLICIES DEFINITION.....6

GOVERNANCE 6

Philosophy of Governance..... 6

Board Covenant..... 7

Governing Process..... 7

Governing Style..... 7

Intention of Transparency..... 9

Board Job Description & Contributions..... 9

Board Members Code of Conduct..... 10

Unity of Voice 11

Board Minister Relationship Policies..... 12

Global Relations..... 12

Delegate to Minister..... 12

Board Policies 13

Member Definitions 14

External Communications Policy..... 14

Policy governing Political Speech Activity and Addendum 14

UUCGT Building Rental Policy 16

BOARD OF TRUSTEES 18

Officers of the Congregation..... 18

President 18

Vice President 18

Secretary 18

Treasurer..... 19

Trustees at Large 19

Board Committee Principals..... 21

Permanent Board Committees 22

Policy Committee 22

Staff Resources Committee..... 23

Endowment Committee 24

Finance Committee 27

Table of contents for Finance Policies.....28

#1 – Non-cash gifts 29

#2 – Authorization for Expenditures 29

#3 – Debit Card Usage 30

#4 – Committee / Staff Budgets 30

#5 - Special Purpose Funds and Addendum..... 30

#6 – Offertory Collection Counting and Disbursement 34

#7 – Alternative Currencies 35

8 – Payment Refunds..... 35

#9 – Capital Improvements vs Repair and Maintenance..... 36

#10- Board Funding of Recommended Requests 36

#11- Fiscal Year-End Surplus Funds Distribution..... 37

#12 – Prior to Year-End Surplus Funds Distribution..... 37

#13 – Contract..... 38

#14 – Assistant Treasurer..... 38

Conflict Management Policy 39

Safe Congregations and Child Safety Policy..... 45

 And Safe Congregations Response Team

Part II

STANDING COMMITTEES..... 62

 Formalizing the Structure of a Standing Committee & Characteristics..... 63

COMMITTEES 64

 Art & Exhibition Committee..... 65

 Committee on Ministry..... 66

 Facilities Management Team..... 67

 Leadership Development Committee..... 68

 Membership Committee..... 71

 Memorial Garden Committee 72

 Landscape Committee..... 73

 Music Committee 74

 Operations Committee 74

 Community Needs Committee 75

 Congregational Care Committee..... 76

 Lifespan Experience Committee 77

 Social Justice Committee 78

 Pledge Drive Committee..... 80

 Sunday Services Committee 81

 Ad Hoc Committees 82

BENZIE SATELLITE GROUP..... 82

BOARD POLICIES

Our Congregation is guided by certain principles that this manual presents in the form of Policies.

Our reasons for having policies may be summarized as follows:

To Define our Congregations mission—what we strive to accomplish as an Organization.

To Set forth our Congregations' philosophy—the moral and ethical principles that guide our actions.

To Preserve—our unique Congregational identity.

To provide a guide for Boards of Trustees, committees and volunteers, so their decisions and actions will reflect the best interests of our Congregation.

Adopted June 3, 2014, amended [insert date of approval]

Governance

Philosophy of Governance

UUCGT elects a Board of Trustees to function as its governing body and calls a minister to serve as ministerial, programmatic and administrative leader. Through policy governance, the Board provides strategic leadership rather than administrative detail. The Board is focused on the future while honoring our past and present.

The Board, the Minister and the Council of Ministry work together to realize the congregational vision and mission.

The Board, led by its President, is responsible for long term strategy and evolving policy.

The Minister is responsible for operational decisions, adopting administrative policies and procedures and allocating congregational resources except as specifically limited by policy.

The Board is accountable to the Congregation for the accomplishments of its obligations as a body.

Adopted July 15, 2014

Board Covenant

We build our Board on a foundation of trust of intention and honesty with one another,
To communicate with kindness and support
To communicate openly, even when a topic is difficult,
To accept responsibility for our individual acts and to promote justice and peace,
To hold each other accountable for all the above.

Adopted November 19, 2013

Governance Process

The UUCGT Board of Trustees commit to govern in a manner consistent with our Unitarian Universalist values. Through Policy governance we intend to ensure that the congregation moves efficiently, consistently and ethically toward the realization of our mission and strategies while maintaining appropriate costs and avoiding unacceptable actions and situations.

The Board holds the assets of the congregation in trust for our stakeholders who are our Members (or legal owners) our Friends and our Sunday Attendees

Adopted June 3, 2014

Governing Style

The Board will govern with focus on vision, strategy and long-term effects. Accordingly, the Board will:

1. Encourage diversity in viewpoints
2. Provide strategic leadership
 - Respond to stakeholders (members, friends and attendees)
 - Consider the expertise of individual members when making decisions.
3. Enforce upon itself whatever discipline is needed to govern. Discipline will apply to such matters as attendance, preparation, policymaking principles, respect for roles and ensuring continuance of governance.
4. Speak with one voice after subjects have been discussed and voted upon as official motions, all members will support the approved action.

5. Support Continued Board Development including orientation of Board Members in the Board's governance process and periodic discussion of process improvements.
6. Govern with an emphasis on:
 - Outward Congregational vision rather than internal Board preoccupation.
 - Encourage diversity in viewpoints
 - Strategic leadership more than administrative detail
 - Clear Distinction among Board, and Minister Roles
 - Collective rather than individual decisions
 - Focusing on the future while honoring the past and present
 - Acting proactively rather than reactively and
 - Responsiveness to stakeholders
7. Accordingly, the Board will:
 - Listen deeply to the expertise of individual members when making decisions
 - Direct, control and inspire the organization through thoughtful establishment of broad written policies reflecting UUCGT values and perspectives about strategies to be achieved and means to be avoided. The Board's major policy focus will be on the intended long-term effects on the organization, not the administrative or programmatic means of attaining those effects. The Board will be accountable to the stakeholders for competent, conscientious and effective accomplishment of its obligations as a body.

Adopted June 3, 2014

Intention of Transparency in Governance

We the Board of Trustees declare our commitment to transparency in the conduct of our business, recognizing the occasional presumption of discretion. We will conduct our business in open meetings whenever possible. If business dictates timely decisions outside of standard meeting schedule, we will schedule a special meeting. If a special meeting is not possible, we will email vote by majority agreement. Such a decision will be detailed and affirmed in the minutes of our next regular meeting.

We will use email to keep the Board informed and provide documents for consideration prior to meetings to better prepare ourselves and to best use the time we meet face to face. We agree that anything we email another member of the Board may be shared with the entire Board at any time and exclusion is simply to reduce content for consideration.

We will periodically discuss our success and identify areas for improvement in the area of transparency.

Adopted January 19, 2016

Board Job Description and Contributions

The job of the Board is to represent the members of the congregation in determining and ensuring appropriate organizational performance.

Accordingly, the Board:

- Will identify and review organizational strategies based on policies and input from our stakeholders. These organizational goals will be measured against impacts, benefits and what is good for which needs at what cost.
- Will serve as the leadership connection between Minister and our stakeholders, holding accountable the Minister's work for alignment with strategies and compliance with limitations.
- Will adopt written governing policies in a policy manual that, at the broadest levels:
 - Specifies how the Board Conceive, carries out and Monitors its own task (*Governance Process*).
 - Establishes the boundaries within which lie the acceptable arena of ministerial activity, decisions and organizational circumstances. (*Ministerial Limitations*).
 - Establishes rules and procedures for delegating power and monitoring its use. (*Ministerial-Board Relationship*).
- Ensures compliance with the financial planning and budget limitations.
- Administers congregational governance in a transparent manner.

Provides education enrichment opportunities that enhance Board performance and
Assures education and communication to enhance the Congregation's understanding of policy-based governance.

Adopted June 3, 2014

Board Members Code of Conduct

The Board commits itself and its Trustees to ethical, business like and lawful conduct, including proper use of authority and appropriate decorum when acting as Trustees. Accordingly,

Trustees must represent un-conflicted loyalty to the interests of the stakeholders. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Board member acting as a consumer of the UUCGT services.

Trustees must avoid any conflict of interest, or the appearance of conflict of interest with respect to their fiduciary responsibility.

There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.

Trustees should recuse themselves from participating in any decision involving themselves, family members or close associates.

Staff may not serve as Trustees and Trustees may not serve as staff.

Trustees may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.

Trustees' interaction with the Minister or with staff must recognize the lack of authority in any individual Trustee or group of Trustees except as noted above.

Trustees' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Trustee or group of Trustees to speak for the Board.

Trustees will make no judgments of the Minister's or Staff's performance except as that performance is assessed against explicit Board policies by the official process.

Adopted June 3, 2014

Unity of Voice

Only decisions of the Board acting as a body are binding on the Minister.

As a result:

Decisions or instructions of individual Board Trustees, Officers, committees of UUCGT members are not binding on the Minister or President except in rare instances when the Board has specifically authorized such exercise of authority.

In the case of individual Trustees or committees requesting information or assistance without Board authorization, the Minister is expected to decline such requests that, in the Minister's opinion, are disruptive or require a significant amount of staff time or funds.

Adopted June 3, 2014

Board Minister Relationship Policies

Global Relationships

The Board's connection to UUCGT operations is solely through the Minister. The Board will hold the Minister accountable for the operations of the organization, its achievements and its conduct.

The Board with the Minister carries forward our Mission.

Adopted June 3, 2014

Delegation to the Minister

The Minister is responsible for management of the Congregation's operations and is answerable to the Board of Trustees and to the Stakeholders.

The policies in this section address how authority is delegated to the Minister and how the Board and Minister should work together.

The Minister is authorized to establish all operational policies, make all decisions, take all actions and develop all activities that are true to the Board's policies. The Board may, by extending its policies, "un-delegate" areas of the Minister's authority but will respect the Minister's choices so long as the delegation continues.

The Minister may not perform, allow or cause to be performed an act that is contrary to explicit Board constraints on Minister authority.

Should the Minister become aware of violation of Board policy, he or she shall inform the Board President or Vice President. Informing is simply to guarantee no violation is intentionally kept from the Board, not to request approval. Board of Trustees response, either approving or disapproving, does not exempt the Minister from subsequent Board judgment of the action nor does it impede any decision.

Adopted June 3, 2014

BOARD POLICIES

MEMBER DEFINITIONS

UUCGT Bylaws state that: “Members are those 16 years of age or older who value the purpose of this Congregation and have signed the Membership Book in the presence of the Minister. It is understood that members actively support the Congregation through attendance, service and financial commitment.”

VISITOR

- Has attended a Sunday service one or more times and makes out a “sticky” name tag each time he/she attends.

FRIEND

- A frequent visitor who has requested a “sleeved” name tag to be found on the kiosk. This blue tag will contain **NO** logo.
- *OR:* A member who requests a change from member to “Friend” status.
- Is encouraged to participate in Congregational life and activities.
- May **NOT** vote. May **NOT** serve on the Board or as a committee chair.
- Receives the Beacon and Flash electronically. May receive a hard copy of the Beacon by contributing \$25 annually to cover cost of mailing.
- Will be canvassed.

MEMBER

- Makes an annual recorded pledge. He/she will also be a member of UUA and the Heartland District and receive the UUA magazine (UU World).
- May **vote** on matters of congregational governance. May **serve** as an Officer of the Board or committee chair.
- Receives the Beacon and Flash electronically.
- Name tags are blue and **contain** the UU logo.
- Will be canvassed.

INACTIVE MEMBER (IM)

- Does not pledge, seldom attends or serves. May not have officially withdrawn but simply “drifted away”.
- May **NOT** vote. May **NOT** serve on the Board or as a committee chair.
- Is not included in the annual count to UUA. Will not receive the UU World.
- May receive the Beacon and Flash electronically.
- Will be canvassed.
- Inactive status continues until he/she indicates a wish to withdraw from the Congregation *OR* re-activate their membership.

DROPPED MEMBER (by UUCGT)

- Has **NOT** pledged, attended or served in two (2) years.

External Communications Policy

Board approved: 2009-12-15

It goes without saying that any individual UU may speak out personally on any topic or public issue, no matter how controversial. In doing so, those UUs are free to identify themselves as individual Unitarian Universalists.

The primary purpose of this communications policy is to ensure that when people make public statements on behalf of the UUCGT, their statements are consistent with our congregational model of decision making. A secondary purpose is to help make sure that communications with the media (print & broadcast) are professional and effective.

Most of the external communication we do is mundane—advertising a Sunday Service, sending out a PSA for a special event, etc. If those communications (items 1 a & b) are accurate and professionally transmitted, there should be little need for a complex approval and oversight process.

The more difficult decisions will be where there are issues or activities that could be controversial in the community, or overly alienating to the individual right of conscience of some of our UUCGT congregants. Those positions and public communications need to be vetted by a democratic process before becoming public, consistent with these guidelines.

1. The following communications can be handled directly by staff, a committee chair, or a Board member, without any Board action:
 - a. Issue a public service announcement for a UUCGT event, or
 - b. Put an informational ad in the paper or in other media
2. When a staff member or leader of the Congregation is approached by a reporter on a **routine congregational matter**, then they may speak to the reporter. However, they need to be mindful of the fact that, no matter how their statements might be qualified, they will likely be perceived as an official statement of UUCGT.
3. When a staff member or leader of the Congregation is approached by a reporter on a matter that **might be controversial**, then they are advised to consult with someone else in a leadership position (e.g., minister, Board president, DRE, etc.) before taking the interview. Having a sounding board should clarify the appropriate response.
4. When a staff member or leader of the Congregation is approached by a reporter on a matter that is **known to be controversial**, then they should decline

comment, unless the Board and/or Congregation have already formulated a position. Remember that it is always possible to take no Congregational position.

5. A statement of Congregational position, no matter how communicated, should be approved by either the Board or the entire Congregation. Possible communication techniques include: making a UUCGT public statement on social action issue, carrying the UUCGT banner or a sign in a march or demonstration, meeting with an editorial Board, holding a press conference, etc.
6. When considering whether to submit a statement of position to the entire Congregation for review and approval, the Board is urged to err on the side of inclusion and the democratic process. If there is any genuine question as to whether a statement of position should be approved by the entire Congregation, then it probably should be.

This policy's core objective is to increase everyone's mindful and careful communication outside of the Congregation.

Addendum to External Communications Policy

Policy Governing Political ("Speech") Activity in or On UUCGT Property

Partisan lobbying, petitioning, electioneering constitutes political action described by the IRS as "attempting to influence legislation." (A tax-exempt organization could lose tax exempt status if the IRS determined that political activity exceeded 5% of a church's time and/or resources.)

<http://www.uua.org/justice/congregations/realrules/112251.shtml>

Therefore, care must be taken when groups or individuals undertake activities that could be construed as Political Action intended to "influence legislation."

Care is also advised when partisan political action might offend when clear bipartisan action and discussion has not been democratically offered.

Groups or individuals desirous of engaging in political activity on church property must first clear their intentions with the Operations Committee. If the Operations Committee needs clarification of its authority, the issue will be referred to the Board.

UUA has provided extensive guidelines outlining political activity. Refer to:
<http://www.uua.org/justice/congregations/realrules/index.shtml>

Addendum Board adopted 2011-8-16

UUCGT BUILDING RENTAL POLICY

In general, UUCGT sponsored events have priority over rentals. UUCGT sponsored events are described as events, which correspond with Lifespan Experience programming and possess educational benefit. The Operations Team shall review and approve requests for building rentals. The Office Administrator will be responsible for administering all Building Use Rental Contracts. The Board must approve any variance from the Standard Rental Contract rates.

Building Use Classifications

Basic Building Use:

- Sunday services and related uses such as Vocal Ensemble rehearsals
- RE classes and programs; meetings of the congregation's committees, councils, and board; and member* ceremonies such as member weddings, member memorial services, and member child dedications.

There is no charge for Basic Building Use.

* A person must be a member of UUCGT for no less than 3 calendar months before he/she is eligible for member rental rates.

Event/Performance Building Use:

- All events not listed above under Basic Building Use.
- Rates apply to outside groups even though UUCGT members may also be members of the outside group that is renting the building.

The current rates charged for Event/Performance Building use are listed on the Standard Rental Contract.

Rates charged are based on the following categories:

- Open rate– for-profit, non-member
- Non-profit– admission charged or collected (see #1 below)
- Non-profit– free admission (see #1 below)
- Member– private personal event (see #2 below)

1. Nonprofit: a nonprofit organization is one that exists for educational or charitable reasons, and from which its shareholders or trustees or individual members do not benefit financially. The Office Administrator may verify the nonprofit status of the renter before a rental contract is signed.

2. A member or UU Committee making a profit for an individual or individuals pays the regular rate.

Building Use Exceptions

- Church sponsored not-for-profit groups organized by and containing a UUCGT member **may** be eligible for building use on a “donation basis” instead of being charged a user fee. No such group will be permitted to use the building “free of charge.” The Operations Committee will make decisions on such requests.
- In cases where a proposed event does not fit a rate classification as outlined in the Standard Rental Contract rate charts, the Office Administrator shall discuss the matter with the Operations Committee and take it to the Board for approval.

Approved 04/17/17

The Policy/Procedure Distinction

The provisions in this Manual pertaining to committees make a distinction between policies and procedures. Policies are guiding principles that express the institutional culture, goals, and philosophy of UUCGT. Procedures are step-by-step descriptions of the tasks required to support and carry out organizational policies.

Policies are adopted and/or amended by vote of the Board of Trustees. Procedures are adopted and or amended by each committee. Committees will submit proposed procedures to the Policy Committee for approval as to consistency with the format of this manual and with the overall mission of UUCGT.

BOARD OF TRUSTEES

The Board of Trustees consists of the Officers (President, Vice President, Secretary and Treasurer), each serving one-year terms, and three Trustees at Large, each serving staggered two-year terms. All terms begin on July 1.

OFFICERS OF THE CONGREGATION

PRESIDENT

The President:

- presides at monthly Board Meetings;
- keeps the pulse of the Congregation appointing, when necessary, the person or committee to execute business at hand;
- presides at Congregational meetings including the Annual Meeting;
- meets with the Old/New Board Members in July;
- submits an annual report to the Congregation.

Board approved February 15, 2011

VICE PRESIDENT

In the President's absence, disability, or death, the Vice President performs the presidential duties until the President returns or the Board fills the vacancy.

The Vice President:

- becomes familiar with the Congregation's programs;
- oversees the annual Stewardship Campaign (but does not act as Stewardship chairperson);
- determines a quorum for Congregational meetings;
- administers absentee voting procedures;
- collects annual reports of committee chairs and files them with the annual meeting minutes.

Board approved September 21, 2010

[Need to resolve inconsistency between Veep and President Elect provided for in by-laws]

SECRETARY

The Secretary:

- records minutes of all Board meetings, the Annual Meeting, and Congregational Meetings;
- promptly distributes minutes of the previous meeting to the Officers, Trustees and Congregational Administrator after each Board meeting;
- is responsible for official Board correspondence.

Board approved September 21, 2010

TREASURER

The Treasurer is the custodian of the Congregation's finances and is responsible for oversight of the Business Administrator. The Treasurer is a voting member of the Finance Committee, the Board of Directors and is an executive officer of the Board.

The Treasurer's duties are to:

- review the bank deposits of congregational funds as prepared by the Business Administrator;
- review the disbursement of congregational funds to verify that the appropriate authorization has been obtained, and that the proper amount and classification have been used;
- Treasurer signs the disbursement checks on a weekly basis or as required by the Business Administrator;
- review Stewardship Campaign pledges;
- Review funds collected for all special projects and fundraising events with the Business Administrator per Finance Committee Policy;
- review the monthly trial balance and financial statements with the Business Administrator;
- present the monthly financial statements to the Board;
- present financial requests with Finance Committee recommendations to the Board when approval is required by policy;
- work with the Business Administrator to prepare a preliminary budget for the annual Stewardship campaign;
- assist the Business Administrator in the final preliminary budget preparation following the Stewardship campaign and present the budget to the Board with Finance Committee recommendations for the Board's consideration and approval;
- provide oversight to the Endowment Committee;
- ensure that the financial information is available to the congregation;
- present the current financial situation to the Congregation at the annual meeting.

Board approved 02/17/15

TRUSTEES AT LARGE

The Trustees:

- attend Board meetings and Congregational meetings;
- establish policies and procedures to guide the growth and development of the Unitarian Universalist Congregation of Grand Traverse;
- assist standing committees in developing policies and procedures that govern congregational life;
- maintain the *Manual on Board and Committees*;
- develop and implement strategies for making the Unitarian Universalist Congregation visible to the community at large, and develop ways to work with other congregations in the local community;
- promote awareness of programs, resources and policies of the Unitarian Universalist Association of Congregations (UUAC) and the Heartland District;
- inform the Congregation of issues to be debated at the UUAC General Assembly, and helps our delegates understand their responsibilities;
- perform other duties as the President and Board designate.

Board approved February 15, 2011

Potential nominees for elected leadership positions shall be reviewed by the Safe Congregation Response Team (SCRT) before being presented to our congregation. The SCRT, by its very nature, may have information about candidates that cannot be made public, but could affect eligibility.

Board approved May 19, 2015

New members of Leadership Development, Safe Congregation Response Team, Staff Resources Committee, Pastoral Care and the UUCGT Board of Trustees shall submit to a background check and sign a confidentiality agreement. They shall also have been a member of the congregation for at least 6 months prior to acceptance to the position. A written submission for a waiver of the 6-month requirement could be considered.

Board approved May 19, 2015

Board Committees Principles:

Board Committees, when used, will reinforce the wholeness of the Board's task and never alter or interfere with communication and delegation from the Board to the Executive and Staff. They will be used solely to assist the Board in carrying out its responsibilities. Accordingly,

Board committees are to help the Board do its task, never to help or advise the Staff. Committees ordinarily will assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees will normally not have dealings with current staff operations.

Board committees may not speak or act for the Board except when formally given such authority by Board action or controlling documents of the congregation for specific and time-limited purposes.

A Board committee that has helped the Board create policy on some topic will not be used to monitor organizational performance on that same topic.

The Board and its committees will meet periodically to discuss progress based on established timelines.

Adopted June 3, 2014

Permanent Board Committees

POLICY COMMITTEE

Date approved by Board: May 19, 2015

POLICY:

The Policy Committee will serve as a clearinghouse of UUCGT policies, making recommendations to the Board of new policies, and refining, revising and replacing current policy.

The committee will update the Policy & Procedure Manual (previously referred to as the Manual on Board, Staff and Committees). The structure, arrangement and consistency of the Manual will be reviewed and recommendations for changes and updates will be referred to the Board for its consideration.

PROCEDURE:

- The Policy Committee consist of at least five members appointed by the Board, two of whom shall be Board members and three shall be Congregants.
- The Senior Spiritual leader is an *ex officio* non-voting member.
- Members serve for staggered two-year terms.
- The committee will set its own meeting schedule with a recommended frequency of once each month.
- Activities will be reported to the Board as appropriate.
- The committee will coordinate closely with the Office Administrator who will keep the 'official' version of the Manual.
- No changes to policy will be accepted into the 'official' version of the Manual without Board approval.

STAFF RESOURCES COMMITTEE

Date approved by Board; Oct. 21, 2014 and revised July 18, 2016

POLICY:

The Staff Resources Committee will establish and refine philosophy and policy of our Congregation's intention in the management of our staff.

PROCEDURE:

The Staff Resources committee shall consist of at least five persons. The Spiritual Leader, as ex officio member and four other members to be appointed by the Board with recommended staggered three-year terms. At least two members shall be from the Board. It is recommended to consider the President or the President-elect to be one of the two Board members and that the Board Treasurer act as an advisor for financial decisions. New appointees shall submit to a background check and sign a confidentiality agreement. Appointees shall be members of the Congregation for at least 6 months prior to acceptance to the position. A written submission for a waiver of the 6-month requirement could be considered. The committee will select its own chair. The committee will set its own meeting schedule as needed. Activities will be reported as needed to the Board as part of the consent agenda.

The Staff Resources Committee will;

- make recommendations to the Board for the management and expansion of personnel policy;
- research and make recommendations to the Finance Committee and the Board regarding compensation, insurance and other benefits;
- manage employee relations on behalf of the Congregation including compensation reviews, employee centered conversations and the Employee Dispute Resolution program;
- meet with staff on a mutually agreed regular basis.

Endowment Committee Policy

Date approved by Board: *May 14, 2018*

POLICY:

The UUCGT Endowment Fund (the 'Fund') is established to create a reliable source of income in perpetuity to enhance the mission of the Congregation apart from the general operation of the congregation.

PROCEDURE:

- The Endowment Committee consists of five directors that are chosen and elected as set forth in the bylaws. The purpose of the Committee is to manage and promote the Endowment Fund. All members of the committee must be vetted by the Leadership Development Committee.
- The Committee shall meet at least quarterly, or more frequently as deemed by it in the best interest of the Fund. The Committee shall elect from its membership a chairperson, financial secretary and recording secretary. A quorum shall consist of three (3) directors. A majority present and voting shall carry any motion or resolution.
- The Chairperson shall schedule meeting dates and times, prepare the agenda, and preside over the meetings. The chairperson shall prepare an annual report to be presented to the congregation at the annual meeting.
- The recording secretary shall maintain complete and accurate minutes of all meetings of the Committee and supply a copy thereof to each member of the committee. The secretary shall also supply a copy of the minutes to the chair of the Finance Committee and the president of the Board of Trustees. Each Committee member shall keep a complete copy of minutes to be delivered to his or her successor.
- The financial secretary, assisted by the congregational Business Administrator, shall maintain complete and accurate books of accounts for the Fund, and shall sign checks and all other necessary documents on behalf of the congregation in furtherance of the purpose of the Fund. The books shall be reviewed for accuracy on an annual basis by the financial secretary and the Business Administrator.
- Members of the Committee shall not be liable for any losses which may be incurred upon the investments of the assets of the Fund except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct and shall not be liable for the acts or omissions of any other members. No member shall engage in any self-dealing or transactions with the Fund in which the member has direct or indirect financial interest and, shall at times refrain from any

- conduct in which their personal interests would conflict with the interest of the FUND.
- The Spiritual Leader, the President and Vice President of the Executive Board may be advisory members of the Endowment Committee. The Committee may request other members of the Congregation to serve as advisory members, and, at the expense of the Endowment Fund income, may provide for such professional counseling on investments or legal matter as it deems to be in the best interest of the fund.

Accounting Procedures

1. Responsibilities
 - a. The Endowment Committee (EC) Financial Secretary and the Congregational Business Administrator are jointly responsible for ensuring that accurate and complete financial records are maintained for the Endowment Fund.
2. Endowment Account Parameters;
 - a. The UUCGT address is utilized for all mailed correspondence.
 - b. Distributions will only be by check mailed to the UUCGT address.
 - c. The Business Administrator receives quarterly account statements by mail.
 - d. The Financial Secretary and the Endowment Committee Chair have electronic account access to the endowment fund financial account.
3. Accounting
 - a. Quarterly statements are mailed directly from the financial institution holding the endowment funds to the Business Administrator who prepares a financial statement for the Endowment Committee.
 - b. Contributions are received by the Business Administrator and recorded in an Endowment Fund holding account.
 - c. When the holding account exceeds \$100 the Business Administrator notifies the Financial Secretary who prepares a deposit slip for the financial institution holding the endowment funds.
 - d. The Business Administrator mails a check with the deposit slip to the financial institution holding the endowment funds.
 - e. Receipt of the contribution by the financial institution holding the endowment funds is mailed to the Business Administrator and sent electronically to the Financial Secretary.
4. Disbursements
 - a. At its January meeting, the Endowment Committee votes on whether to disburse funds.
 - b. Income from the FUND, excluding 10% reserved for reinvestment, may be distributed annually to enhance the mission of the Congregation apart from the general operation of the congregation. Distributions may be made for the following purposes;
 - i. Up to one-third (1/3) for the physical plant of the congregations, such as but not limited to, maintenance of buildings, capital improvements or renovations, or debt reduction.

- ii. Up to one-third (1/3) for outreach into the community, including, but not limited to, local social service agencies, institutions to which this Congregation relates, and to special programs designed for persons in our community who are in spiritual and/or economic need.
- iii. Up to one third (1/3) for the wider mission of the Unitarian Universalism, including, but not limited to, grants to the UUA for new church development, professional leaderships of grants to members of the Congregation for the purpose of attending theological school, for UU related camping or leadership conferences, or such other training which enables members of this Congregation to grow in faith and service to Unitarian Universalism.
- c. Should an emergency or unanticipated need arise, the Committee will review the request provided funds remain available.
- d. Once disbursements are voted by the Endowment Committee, the committee financial secretary shall make arrangements for the Disbursements of said funds as voted, and make sure the business administrator and the Board are apprised of the transactions.

FINANCE

Date approved by Board: *October 21, 2014*

POLICY:

The purpose of the Finance Committee is to ensure the financial viability of the Congregation and monitor its fiscal operations. The Committee's overall responsibility is to advise the Board and oversee the Treasurer and the Accountant on fiscal matters.

PROCEDURES:

The Finance Committee:

- The committee has at least 5 volunteer members including the Board elected Treasurer.
- The committee chooses their own chairperson and secretary who records the minute of all meetings.
- Meetings are scheduled once a month, or as needed.
- A simple majority is required for all voted action.
- In emergency situations an email and/or telephone vote may be taken when a decision is needed quickly.
- Members should express an interest in the overall financial health of the congregation.
- The Congregation's Accountant shall be present at all meetings but does not have a vote.

The Finance Committee's duties:

- Supervise the accounting procedures;
- Review and approve monthly financial statements;
- Review and approve the preliminary budget following the pledge drive.
- Submit Preliminary budget with recommendations to the Board of Trustees for consideration and approval;
- Review and approve the financial setup for new projects involving a restricted fund, as defined in the Policy and Procedure Manual and the Directory on Restricted Funds.
- Review and recommend the funding source for new project requests as requested by the Board.

- Monitor budget line-items and take action to minimize any potential budget overruns as outlined in Finance Policy #4.
- Review and approve gifts of real property, land, homes, furnishing, vehicles, jewelry and art as outlined in Finance Policy #1.
- Supervise non-endowment investments for the Congregation.

FINANCIAL POLICIES AND PROCEDURES

1. Policy and Procedures for Non-cash Gifts
2. Policy and Procedures for Authorization for Expenditures
3. Policy and Procedures: Debit Card Usage
4. Policy on Committee/Staff Budgets
5. Policy: Special Purpose Funds and Addendum and Directory on Restricted Funds
6. Policy and Procedures: Offertory Collections Counting and disbursement of funds.
7. Policy: Alternative Currencies
8. Policy and Procedure: Payment Refunds
9. Policy: Capital Improvements vs Repair and Maintenance
10. Policy and Procedure: Board Funding of Recommended Requests
11. Policy and Procedures: Fiscal Year-End Surplus Funds Distribution
12. Policy: Prior to Fiscal Year-End Surplus funds Distribution
13. Policy and Procedure: Contract

#1- Non-cash GiftsBoard approved; *February 2, 2016***POLICY**

The Unitarian Universalist Congregation of Grand Traverse may accept donations of various types. Gifts of real property, land, homes, furnishings, vehicles, jewelry or art may be accepted or declined only by a decision of the Finance Committee and the Board of Trustees.

PROCEDURES

1. Donations in Lieu of Pledge: In-kind donations of items of value that have been budgeted for purchase may be recorded against a cash pledge. Items greater than \$1,000 will require the approval of the Board of Trustees.
2. When non-cash gifts are offered for sale with the proceeds going to the Congregation, the donor will be responsible for providing authoritative proof of market value to substantiate the donation. The tax exemption goes to the donor unless the buyer contributed substantially more than the value of the article. In the latter case the Congregation will provide the buyer a statement reflecting the market value of the donation.
3. Gifts of Stock: For ease of handling and timing, the Donor is strongly encouraged to establish a charitable Gift Fund. Otherwise, the Congregation's Treasurer and/or Accountant shall sell any gifts of stock through the Congregation's designated broker. Donors are encouraged to donate enough stock to cover the accompanying redemption fees.

#2 - Authorization for ExpendituresBoard Approved; *March 23, 2010***POLICY**

Committee chairpersons are responsible for authorizing all expenditures made from their assigned budget line-items and/or restricted funds (if applicable). Authorization means that the chairperson attests to both the availability of budget funds and the appropriateness of the expenditures. While checks are signed by the Treasurer or other authorized officers, these check signatures are not intended to relieve chairpersons of their responsibilities noted above. The Treasurer or Accountant will provide chairpersons with available budget information for their respective line-items/accounts as needed. This information will aid chairpersons with their spending discussions and decisions.

PROCEDURE

An authorized expense voucher is required before a reimbursement check will be issued. All sales receipts must be attached to the reimbursement voucher.

The voucher must then be signed by both the individual seeking reimbursement and the committee chairperson, before a check is issued.

#3 - Debit Card Usage

Board approved: *March 23, 2010*

POLICY

There will be one major debit card for the use of the UUCGT Administrative staff. The funds available for this debit card are limited to \$1,000 and are held in a designated bank account.

PROCEDURE

The following procedures will be used in the handling of the UUCGT debit card:

- The Office Administrator and the Accountant will monitor the use of the card.
- The debit card will be signed out by the staff person if taken off the premises.
- Receipts for purchases made by the staff for line items must be initialed and submitted to the Accountant in a timely manner.
- Receipts for purchases made by the staff for a committee will also require the signature of the committee chair.

#4 Committee / Staff Budgets

Board approved: *March 23, 2010*

POLICY

When a committee's line item requirements are expected to exceed its budget by 15% or \$100, whichever is greater, a written request must be submitted to the Finance Committee with a plan.

PROCEDURES

The request should address corrective action and the maximum amount required to fulfill the budget year.

Requests that exceed the budget by \$1,000 must also be submitted to the Board.

If no request is received, the Finance Committee is authorized to take action to minimize the budget over run.

#5 - Special Purpose Funds, and Addendum

Board Approved; *October 21, 2014*

POLICY

UUCGT raises funds to sustain its operation in two primary ways. Funds raised for general operations and funds raised for special purpose projects.

General fundraising efforts include the pledge campaign, general donations, special events (i.e. autumn affair, garage sale, etc.) and miscellaneous (i.e. building use, bank interest, hospitality coffee, etc.). These monies are directed to the General Fund and utilized for current operating expenditures.

While the UUCGT Board encourages members and friends to make their donations to the General Fund, there are times that they approve the acceptance of donations earmarked for special purposes. These include capital campaigns, targeted fundraising, special donations and ad hoc fundraising. These special purpose donations are directed to a restricted fund account and defined in the Directory on Restricted Funds. See attached form. This Directory covers timing, purpose, responsible party, collection, disbursement, reporting, and any donor restrictions.

Small one-time projects will be directed to the Special Collections Reserve Fund.

A special project cannot apply to wages.

Donations cannot be credited toward pledges.

Expenditures cannot exceed donations

A special project must be documented within the Board minutes via the Treasurer's report.

PROCEDURES

Procedures for setting up a Special Purpose Fund include, but are not limited to:

- The responsible party must complete the form for the Directory on Restricted Funds;
- The Accountant must assign or create the appropriate account;
- If the project requires a new account, the financial arrangements must be reviewed by the Finance Committee;
- If the project is contained within the current fiscal year and involves less than \$1,000, the project can be approved by responsible committee chairperson, the Accountant or the Treasurer and reviewed by the Finance Committee. If over \$1,000, the Board must also approve;
- The responsible party will receive statements of financial balances as needed.
- If the funds are no longer needed for their original purpose or has excess funds over and above the intended purpose, the responsible party will direct the funds to the "Miscellaneous Fundraising operating line or another restricted fund.

Addendum to Finance Policy # 5 – Special Fund RaisingBoard Approved; *December 16, 2014***Guidelines for Fund Raisers to benefit Organizations other than the UUCGT**

From time to time a UUCGT member expresses interest in initiating special purpose fund raising to benefit an organization other than UUCGT. When such fund raisers are not UUCGT projects, the following options are available to consider:

A request can be made to the Outreach Committee for a donation from the Community Needs fund. Before granting such a request, the Outreach Committee would need to carefully consider the nature of the request, the location of the organization, and the availability of the funds.

A request can be made of the Senior Spiritual Leader to Dedicate a Sunday Service collection to the proposed fund-raising purpose. In this case the collections would run through the books of the UUCGT.

Give permission to an individual to place and occupy a table in the hallway or social hall for the purpose of fund raising. In this case the collections would not run through the books of the UUCGT.

An independent fund raiser could be held at the UUCGT building. This would require the organizer to schedule the use of the building with the Office Administrator and accept all responsibilities for organizing, advertising, executing, and cleaning up after the event. In this case, funds collected will not run through the UUCGT books.

Unitarian Universalist Congregation of GT
Directory on Restricted Funds

Title: Resp Comm:

Account: Start Date: End Date:

Summary Statement of Purpose:

Collection Requirements:

Disbursement Requirements:

Reporting Requirements:

Special Donor Restrictions:

Additional Comments:

Responsible Committee: _____ Date: _____

Church Acct or Treasurer: _____ Date: _____

Finance Committee Review: _____ Date: _____ (If a new restricted acct is required)

Board Approval (where required): _____ Date: _____ (If over \$1,000 or one year in duration)

#6 - Offertory Collection Counting and Disbursement

Board approved 2013-02-21 & 2015-05-19

POLICY

To ensure that all donations received are properly recorded and deposited into UUCGT bank accounts.

PROCEDURES (Counting)

The designated counters and the Accountant are responsible for counting the cash received from each service. As soon as possible following the service the Accountant and the designated counter will count the cash from each envelope and complete and sign the Counter's Weekly Tally Sheet. The Treasurer will review and sign the deposit slip prior to the completion of the bank deposit.

PROCEDURE (Distribution)

The collections made at worship services are divided into 2 sections;

The first section is designated for Congregational pledge payments and donations.

The second section is for support of the community lunch program, local community outreach and individual needs within UUCGT except when a special collection is approved by the Senior Spiritual Leader. In the absence of the Senior Spiritual Leader the Board may approve a special collection.

The three designations will be announced before each collection. The Community Outreach Committee, Congregational Care Committee, and Tuesday lunch.

The Accountant should be notified of an approved special collection.

Our current quarterly distribution of the accumulated community outreach collection is as follows;

75% to the Community Lunch fund but limited to a \$1200 balance.

The remainder is directed to:

25% to Congregational Care Fund with remaining to the Community Outreach Fund serving local nonprofit organizations.

Once deposited, these funds fall under the jurisdiction of the Tuesday Community Lunch Committee, the Community Outreach Committee and the Congregational Care Committee.

7

#7 - Alternative Currencies*Board approved 2015-05-19*

POLICY

UUCGT accepts alternative currencies, e.g. Bay Bucks as a donation for the outreach program. An alternative currency will be placed in the safe and made available to the Outreach Committee upon request. No account of alternative currency outreach donations will be made within the UUCGT General Ledger.

UUCGT does not accept alternative currencies as payment of pledges or UUCGT donations until such time as the alternative currency is accepted for deposit in UUCGT bank accounts.

#8 - Payment Refunds*Board Approved: 9/19/2012*

POLICY

The Unitarian Universalist Congregation of Grand Traverse (UUCGT) gratefully accepts payments for pledges, donations, gifts, and other contributions from members and friends. Since the UUCGT relies on these monies to operate the organization, the Board has deemed it financially imprudent to issue refunds for payments received.

PROCEDURE

If a refund of any type of pledge gift is requested of the Accountant by a congregant or friend, the Accountant will respond by letter to the donor thanking them for their contribution and informing them of the policy above.

#9 - Capital Improvements vs Repair and Maintenance*Board approved 2015-05-19***POLICY**

Payment of capital improvements, major repairs and maintenance exceeding \$1,000 will be made from the Capital Improvement Reserve account.

Payment of maintenance and minor repairs less than \$1,000 will be made from the Building Maintenance operations budget.

The Finance Committee will review and advise the Accountant and chair of the Facilities Team in circumstances that may deviate from this model.

#10 - Board Funding of Recommended Requests*Board approved 2015-05-19***POLICY**

The Board will seek recommendations for funding from the Finance Committee when:

- A committee request for funding of a project exceeds their operations budget by \$1,000 (ref. Financial Policies #4 and #8);
- Funding is requested for Special Purpose Restricted funds that exceeds \$1,000 (ref. Financial Policy #5); and
- The desire to fund a new committee that does not have an operations budget and does not fit the model of a Special Purpose Restricted fund (ref. Financial Policy #5).

PROCEDURE

When the Board wishes to request a funding recommendation from the Finance Committee, the Board will vote to provisionally approve the project.

The Treasurer or other Board member will provide the Finance Committee the funding request and any supporting documentation, e.g. bids, estimated costs, etc.

The Finance Committee will give the Board its recommendation for funding the request, or not, along with any qualifiers.

#11 Fiscal Year-End Surplus Funds Distribution*Board approved 2015-05-19***POLICY**

If there is a surplus of funds at the end of the fiscal year, such funds will be distributed as follows:

Prior year carry over to allow for a balanced budget (the preferred option), and/or

To the Capital Improvement Reserve, and/or

To the Operations Contingency Reserve in the event of future budget deficits.

PROCEDURE

- The Accountant will determine the amount of any surplus funds.
- The Finance Committee will present a balanced budget to the Board for its consideration.
- The Finance Committee will recommend to the Board the amount to be distributed to the Capital Improvement Reserve and the Operations Contingency Fund.

#12 - Prior to Year-End Surplus Funds Distribution*Board approved 2017-09-18***POLICY**

If it appears to be a year-end surplus of funds after the close of the books in May, a recommendation to the Board of Trustees for their June meeting may be made as follows:

In the event that during year UUCGT's fair share dues to UUA and/or our local District have not been able to be paid, a portion of the anticipated year-end surplus funds may be recommended to be paid to UUA and/or local District in June.

#13 - Contract

Board approved 03-19-18

POLICY

Only under special circumstances may employees be contracted (hired) to do work for UUCGT outside their current job description.

PROCEDURE

Both the Staff Resources Committee and the Finance Committee must give prior approval to the terms of any such agreement in keeping with current labor laws and Federal/State tax codes.

#14 - Assistant Treasurer

Has not been approved by Board

POLICY

If a Board elected Treasurer feels the need for assistance to help learn and perform the functions of the Treasurer, the Board of Trustees may appoint an Assistant Treasurer to provide assistance as needed for the duration of the fiscal year. The Assistant Treasurer may assist in all Treasurer responsibilities with the exception of voting on Board matters.

PROCEDURE

The Board of Trustees will request the Finance Committee recommend a person within the Finance Committee to act as Assistant Treasurer for their consideration.

Such action by the Finance Committee shall be voted on and recorded in the committee minutes.

CONFLICT MANAGEMENT POLICY

Date approved by Board; 2010-03-01; Revised 2017-03-20

POLICY

CONFLICT DEFINED; Conflict is a serious and protracted disagreement between members of the congregation which interferes with the members ability and/or opportunity to engage with the mission of the UUCGT or which interferes with the ability or opportunity of members not involved with the conflict to do so.

Guiding Principles: Conflict is viewed as a natural part of human interaction, and managing conflict is seen as an opportunity to express differences and reach deeper understanding. Confronting conflict and supporting parties as they work to resolve issues is a necessary process for congregational and individual growth and awareness.

Conflict management will be conducted in a spirit of mutual respect. The goal of conflict management is to promote deeper engagement of UUCGT members and friends. The Conflict Management Team (CMT) will endeavor to promote engagement, encourage right relationships between parties, and support healing. CMT's primary purpose is to support the health and wellbeing of the entire congregation.

PROCEDURES

The Board of Trustees will appoint three members to the Conflict Management Team. Each will serve a staggered three-year term upon review by Safe Congregations Task Force. The team will train and maintain a list of facilitators for their work. The number of facilitators will be determined by the team based on estimated need. The team will manage conflict management on behalf of the Board of Trustees as outlined in the Conflict Management Policy. The team will report to the Board of Trustees as needed or requested by the Board.

Those in need of services may speak confidentially with the committee directly. Matters may be referred by the Board of Trustees or Safe Congregation Task Force as may be appropriate.

The UUCGT Conflict Management Team will assist the congregation in conflict management. The CMT's role is conflict management, not conflict resolution. Parties will assume personal responsibility for resolving conflicts, aided by CMT's support.

To be successful, CMT will avoid the position of "middle man," and avoid

becoming entrapped in triangulation (see definitions). CMT will encourage parties to communicate directly with each other and assume personal responsibility for resolving issues.

- The function of the CMT is to recommend a process:
- Define and clarify the issues
- Facilitate communication
- Design a process that provides opportunities for reaching resolution or redemption. Once the process is designed, follow the procedure or adapt the procedure to best meet the needs of an individual situation
- Make appropriate recommendations to move the process along
- Maintain open communication throughout the process and respond to those involved in a timely manner
- Seek feedback on the process after an issue is resolved
- Continue in a supportive role, as appropriate, as parties heal

Procedure:

I. Process for Initial Contact: The CMT will:

A. Link the person's name with the issue (assumption of personal responsibility)

1. Assure person of confidentiality but not secrecy (See Points to Remember #4)

B. Gain as full an understanding as possible of the issue

1. Ask supportive questions

2. If appropriate, use Non-Violent Communication (see definitions) to deepen the conversation

3. Continue until issue has been fully expressed

C. Confirm that the person has been heard (restate what was said)

1. If appropriate, use Non-Violent Communication so the person feels heard

2. If the person just needed to be heard and feels the issue is resolved

without further action, just jot a few notes to keep a record of the conversation.

3. If further action is needed, proceed to next steps

II. Process for Responding to Individuals (Strive to resolve in steps 1-3):

This process is for responding to an individual who is experiencing conflict with another person or with a group. The CMT will:

- A. Ask the party for suggestions for possible resolutions (refuse to be triangulated or to be responsible for creating a resolution)
 1. Suggest that the party take the first step by approaching the person/group with whom the conflict occurred to propose resolution or redemption
 2. If the party feels too intimidated to do that, offer a member of CMT to accompany the party (not to speak for the party, just be present with)
 3. If the party is unwilling, the CMT may try to devise a different process of appropriate approach in which the party helps reach resolution
 4. If the party is still unwilling, the CMT must ask the party to cease pursuing the matter for the sake of the congregation's ministry
- B. If a party is unwilling to cease pursuit, the CMT may request Board action to resolve the issue in order to promote the health and wellbeing of the entire congregation's ministry.
- C. If a party complies with steps A1 or 2 but the other party is unwilling to reconcile, the CMT must determine what steps to take to protect the ministry of the congregation
 1. There are no formulas for this
 2. Creativity, insight, and determination focus the CMT's actions
 3. Remember that the board has the authority to take necessary action on behalf of the congregation (the CMT has no designated authority)
- D. If there has still been no resolution, the CMT must continue to explore process options until a result is achieved that supports the congregation's ministerial well-being

III. Process for Responding to Issues:

This process is for responding when a person brings the CMT a matter that

turns out *not* to be a problem with a person or a group but is a broader issue of general concern. The person may be speaking for him/herself or may be acting as a spokesperson for others. In either case, other people probably share the concern. The CMT will:

- A. Follow the Process for Initial Contact with the spokesperson
- B. Ask the spokesperson for suggestions for what might be done next
- C. Develop a process to provide opportunities to resolve the issue
 1. Identify key stakeholders and possibly an additional spokesperson
 2. Ask the stakeholders and spokespeople to identify main components of the issue.
 3. Inform board and ask for board participation if policy issues are involved
- D. Schedule and facilitate meeting(s) with stakeholders and spokespeople
 4. Send participants agendas and necessary information in advance
 5. Ask participants to develop and explore potential solutions
 6. CMT may make appropriate recommendations to move the process to resolution.
- E. Remember that policy decisions must be handled by the board.

Follow-Through:

The CMT guarantees that any issue or suggestion brought to it:

- Will be addressed
- Will be followed through in its processing
- Will result either in finding a resolution, enacting an implementation, or reaching the limits of the CMT's responsibility

Appeals:

If a person is still pursuing an unresolved issue, an appeal may be made:

- If the person believes the CMT has failed, address the Board of Trustees,
- If the Board has been unable to resolve the issue, the Board may, at their discretion, develop another plan to pursue or take other appropriate action.

- **Points to Remember:**

- 1. The purpose of conflict management is to facilitate resolution.**

- It is designed to be a welcoming opportunity where people feel that their concerns are respectfully heard, and issues thoughtfully addressed.
- The goal is to encourage congregants to work together (with CMT facilitation as needed) to reach resolution rather than to withdraw.

Conflict management can be very stressful.

- CMT members may have to weigh the value of friendships, inclusion, tolerance, or other values against the value of the wellbeing of the congregation's ministry.
- Members of the CMT will share with each other, support each other, and provide each other with encouragement.
- * CMT members are not expected to carry burdens alone.
- * CMT will respect confidentiality, but not engage in secrecy and not consent to secrecy when people bring issues to them. People need to understand that if they bring an issue to the CMT, members will rely on each other to support each other and develop a process.

- 3. The CMT's function is not to process its own conclusions.**

- It is to develop processes that lead to resolution and redemption for those who seek help.
- The CMT must be careful not to let its own conclusions affect the design of the process.
- The CMT must maintain objectivity and fairness.
- The CMT *may* present information that leads to an obvious conclusion. In this case, it is the information that leads to the conclusion rather than the CMT.
- The CMT *may* make recommendations based on the CMT's unique knowledge obtained from all sources in order to move the process toward resolution.

- 4. The difference between secrecy and confidentiality:**

- Secrecy is a deliberate attempt to conceal information in order to:
 - Advance motivations such as devious control or unwarranted

power

- Allow rumors to proliferate
- Avoid dealing with information that should be addressed
 - Avoid having people take responsibility for their actions
- Confidentiality is a deliberate attempt to maintain open communication while helping people feel safe about bringing their concerns to the CTM, in order to:
 - Honor people's need for privacy
 - Facilitate the wellbeing of all involved
 - Resolve misunderstandings and conflicts without inflaming the issues
 - Avoid harmful misinformation and gossip
 - Prevent conflict escalation through unnecessary involvement and talk
 - Facilitate resolution and reconciliation in the healthiest manner possible

Definitions:

1. *Triangulation*: Triangulation moves responsibility from the people involved in the conflict onto others. It would result if those involved in the conflict take no responsibility and expect the CMT to solve everything. It would occur if the CMT becomes the mouthpiece or provides the solutions for others. It would result if the CMT, instead of those involved, were held responsible for the outcomes.

2. *Non-Violent Communication*: A method of communicating based on compassion which allows parties to express their needs and understand others' needs in a non-judgmental manner. Non-Violent Communication removes blame and criticism from exchanges, reduces defensive reactions, and encourages people to assume personal responsibility for their actions *and* their reactions to others.

In Non-Violent Communication, people 1) make a clear, neutral observation of someone's behavior, 2) identify an emotion they feel because of this behavior using non-judgmental language, 3) connect with the other person citing a universal human need and 4) make a specific request to change the behavior.

Developed by Lucky McKeen, John Hoffmann, Dan Orr, Heather Shumaker, Fleda Brown and Rev. Chip Roush; Adapted from *Moving On from Church Folly Lane* by Rev. Robert T. Latham, pages 259 - 265

Safe Congregation / Child Policy

Date approved by Board; May 20, 2014

POLICY: (includes the Safe Congregation Response Team)

Outline of Guiding Principles

At UUCGT we covenant to welcome all people to the table, to nourish and serve each other and to respect and honor the inherent worth and dignity of every person. To achieve these goals, it is essential that we maintain a safe environment that protects children and adults from harm while fostering their spiritual growth. There are many facets of operating a congregation in which prevention, education and response need to be established and refined over time in order to assure such an environment. These include building safety, operation of the Lifespan Experience (LE) program, transportation and supervision of children during off site trips and special overnights, confronting disruptive behavior, and both preventing and promptly responding to incidents of verbal abuse and physical or sexual harassment.

The policies described in this section of the manual are designed to ensure that all feel safe and free to follow their own spiritual paths in an atmosphere of respect and mutual support. These policies will naturally evolve over time as we respond to incidents and learn to better refine our safety procedures. All should consider this to be a living document and are encouraged to contact the Safe Congregation Response Team (SCRT) from time to time with suggestions about how it may be improved.

PROCEDURE:

Relationship of Spiritual Leader to the Congregation

We place great trust in our Spiritual Leader to use his or her positions and powers only for the best interest of all congregants, and never to take advantage of others for his or her personal gratification. Clergy sexual misconduct harms both the individuals involved and the church as a whole, because it breaches the Spiritual Leader's covenant with the entire congregation. We expect our Spiritual Leader to understand thoroughly and always abide faithfully by the Unitarian Universalist Ministers Association

(UUMA) Code of Professional Practice. The complete text of the Code is published in the UUMA Guidelines and can be found at the UUMA website or by contacting the UUA at 24 Farnsworth St., Boston, MA 02210-1409.

In the event that the SCRT receives allegations of clergy sexual misconduct it will immediately notify the UUCGT Board President, and the Office of Ethics and Safety which will manage the investigation. The SCRT will thereafter act as liaison between UUCGT, and the entities involved, to support, counsel and communicate with the congregation and those members who are most directly affected by the misconduct.

Relationship between Congregation and the Director of Lifespan Experience

Like the Spiritual Leader, the Director of Lifespan Experience (DLE) has a special trust relationship with the congregation and must never misuse the authority and power inherent in the position to exploit, manipulate or take advantage of any child, adolescent, young adult or adult participant in religious education for personal gratification, including but not limited to sexual or physical misconduct or sexualized behavior.

We expect the DLE to fully understand and faithfully abide by the Liberal Religious Educators Association's Code of Professional Conduct, pursuant to which religious educators acknowledge that they are recipients of special trust and covenant not to exploit the powers inherent in their roles.

Preventing Sexual and Physical Abuse and Harassment

Preventing sexual misconduct, physical abuse, and harassment in our religious community requires multiple approaches on several fronts. We must focus on prevention, education, training, careful hiring, and safety procedures in order to create a safer environment for all concerned.

Definitions

The terms used in this document will have the following meanings:

Abuse includes non-accidental conduct that involves bodily injury or impairment; offensive physical or sexual contact, including physical or sexual abuse; physical or sexual harassment; physical or sexual molestation; or physical or sexual exploitation.

Physical abuse includes offensive physical contact or activity that causes bodily injury.

Sexual abuse means any sexual touching of a child or any activity that causes a person to engage in any sexual act or conduct without that person's consent, or

in circumstances where that person is unable to refrain from consenting due to age or mental capacity or unusual vulnerability derived from the person's mental health or from the existence of a relationship of significant dependency or trust.

Physical harassment or molestation or exploitation means activity that places a person in fear of bodily injury by such acts as threatening or tormenting behavior, compelling a person by force or threat of force to engage in conduct from which the person has a right to abstain, knowingly restricting substantially the movements of another person without that other person's consent, communicating to a person a threat to commit an act against that person or another person or entity where the natural consequence of the threat is to place that person in fear or cause that person to engage in conduct in which that person otherwise would not engage, or similar repeated offensive physical or verbal conduct.

Sexual molestation and sexual exploitation means activity that places another person in a situation where that person feels compelled to engage in sexual conduct to which that person would not otherwise voluntarily consent, or in circumstances where that person is unable to refrain from consenting due to age or mental capacity or unusual vulnerability derived from the person's mental health or from the existence of a relationship of significant dependency or trust.

Sexual harassment means making sexual advances or requests for sexual favors to another person, or other verbal or physical conduct of a sexual nature, where the other person by words or conduct has indicated that such words or conduct are not desired, or where a reasonable person would expect that such words or conduct would not be desired.

Education and Training

Education and training are critical to the creation of a safer congregational environment. Information, knowledge, and understanding support the development of healthy relationships based on self-esteem and respect for others. Greater understanding of sexuality and abuse will make us better able to avoid situations that could lead to abuse, and to move more effectively toward justice and healing for us all. To this end we believe it is important to promote self-esteem and personal responsibility among our children, our members and friends. We will provide programs as follows:

- a) The DLE and LE Committee are responsible for:
 - i) Offering age-appropriate information about development and sexuality for our children, youth, and adults on a regular basis, including clarification and understanding of the complex aspects of sexuality, as well as focusing on sexual abuse prevention and

- ii) Keeping employees, advisors, and parents informed of this policy and reviewing it at least annually.

The SCRT shall take responsibility for:

- i) Promoting congregational awareness about this policy.
- ii) Informing members and attendees regarding resources that address the issues of domestic violence and sexual abuse.

3) Hiring

Incidents of abuse and harassment often take place in the context of ongoing relationships. Therefore, it is essential that recruitment and hiring procedures protect staff, children, youth, vulnerable adults, members and friends from injury as well as from unfounded accusations, and protect UUCGT from ethical and legal liability.

All persons seeking paid employment at UUCGT, including (but not limited to) the Spiritual Leader, the DLE, LE assistants, the Director of Music, Business Administrator, Office Staff, and all other employees, will be required to read and acknowledge receipt of a copy of the policy against harassment set forth in the UUCGT Staff Resources Manual. They will be screened by the appropriate hiring committee, which will contact at least two references (at least one of whom has known the applicant for a minimum of five years) and maintain notes of each such contact, and conduct a criminal history record check, [NOTE: the Congregational Administrator does the background check] including a Michigan Criminal Offender Records Information (CORI) and such other multistate records check as shall be available from alternative sources recommended from time to time by the Unitarian Universalist Association.

The hiring committee shall conduct at least one formal interview with the candidate in person. The employment application and above-referenced material will be confidential and will be available only as required by law and to those responsible for screening and hiring.

The Safe Congregation Response Team

The Safe Congregation Response Team (SCRT) will deal with any reports of abuse. Such abuse could be physical, sexual, verbal, or emotional in nature. In order to ensure continuity, the SCRT will be in place at all times, with the names and phone numbers of team members available to all members and friends of UUCGT. This Team will be composed of the Spiritual Leader, Director of Lifespan Experience, and three to seven members of UUCGT, all of whom shall be appointed by the Board. It is preferable that two of the members of the team

be familiar with issues likely to arise, to include but not be limited to sexual assault, sexual harassment, human resources and legal issues.

*The express purpose of the SCRT is to be able to **respond** in an appropriate manner when necessary. Issues that might demand the participation of the Team are outlined clearly in the Safe Congregation/Child Policy, Section ??IV.1. The Team should be very careful to not extend itself past the boundaries imposed by the policy. This team is in place if there is an issue of safety, as is indicated by the name of the team. It is NOT in place to interfere in normal relations between congregants or staff.*

UUCGT has established both a Safe Congregation Response Team and a Conflict Management Team (CMT). The primary mission of the SCRT is the safety of members, friends and guests, particularly the more vulnerable individuals. The primary mission of the CMT is to assist members in managing conflicts which arise within the congregation.

The CMT will necessarily be engaged with all people who are involved in a conflict situation and will be seeking ways for these people to engage with each other in search of a resolution. SCRT, on the other hand, will focus its attention on those individuals who do not feel safe and will be looking for means of shielding or protecting those individuals. The CMT will not become involved in managing a conflict where some or all the participants do not feel safe because conflict cannot be managed under such circumstances.

The SCRT is also tasked with securing the criminal background checks that are required for a very small portion of committee members and the staff. The team must have clear definitions of what is, and is not, acceptable for denying anyone a position based on their background check. These guidelines should be consistently followed for every person, keeping in mind that the safety of the congregation, and our children, are of primary concern.

In cases of a conflict of interest, a team member must be excused from participation and replaced by a suitable alternate chosen by the Team. Their function, individually and collectively, will be to offer confidential support, advice, and counsel with concern for the safety of all parties involved, by following the Safe Congregation/Child Policy.

The SCRT will generally have the following responsibilities:

- a) Be familiar with the community resources for child abuse, treatment for sex offenders, and support groups for survivors.
- b) Know state laws regarding reporting and be capable and willing to follow those laws.
- c) Evaluate applications for Lifespan Experience teachers and youth group leaders that are flagged by the Spiritual Leader or Director of Lifespan Experience as needing more information or follow up.

- d) Receive allegations of possible abuse and follow the process for expedient handling of such allegations. (See VII: Pastoral Needs of the Congregation Regarding Reports of Abuse.)
- e) Meet with convicted sex offenders who may wish to participate in worship to develop a Limited Access Agreement for participation.
- f) Work in concert with the Sunday Services Committee, the Spiritual Leader and the Board to develop a policy for preventing and/or responding to potential or actual disruption of church worship services and other church meetings and functions and obtain and conduct training sessions to enable the Board to effectively respond to such situations.
- g) Determine whether to communicate information about incidents of suspected or alleged abuse to the congregation, and if so how much information to communicate and at what point during the investigation, after carefully weighing the interests and needs of the parties involved as well as the interests and needs of others in the congregation who are not directly involved. These instances should be immediately reported to the Board of Trustees, who will then decide with the input of the Team what information should be disseminated to the congregation or to other persons of interest.
- h) Secure background checks for specific leadership positions and for staff and new hires as needed.

All activities of the SCRT will be conducted in a confidential fashion to the extent consistent with a sufficient investigation to enable the SCRT to ensure that adequate measures are taken to protect the safety and dignity of all concerned.

The Office Administrator will secure criminal background checks on potential nominees for elected leadership positions, to be reviewed by the SCRT, before being presented by the Leadership Development Committee to our congregation. The SCRT, by its very nature, may have information about candidates that cannot be made public, but could affect eligibility.

Immediate Safety Needs of the Congregation Regarding Reports of Abuse

Interim Safety Plan: When a report is filed by any person on behalf of any child and the suspected abuser is a church employee, member or attendee, the SCRT will develop an interim safety plan during the investigation of abuse. This plan may include, but not be limited to, implementation of a draft Limited Access Agreement, with the assistance of legal counsel if the Spiritual Leader and SCRT Chair determine that such counsel should be obtained. If the accused abuser is another youth, the plan must be developed with input from both sets of parents or guardians. The plan will be clearly communicated to the accused abuser or, if a minor, his or her parents or guardians, by the SCRT. The Spiritual Leader and/or DLE may implement similar steps while awaiting initial recommendations of the SCRT.

Permanent Safety Plan: Upon final disposition by appropriate authorities, a permanent Limited Access Agreement will be developed by the SCRT that, among other provisions, complies with any orders imposed by such authorities.

Pastoral Needs of the Congregation Regarding Reports of Abuse

1) Following a report of suspected abuse, the SCRT will also develop, in consultation with the Spiritual Leader and Congregational Care Committee, a plan to address the pastoral needs of our congregation, including:

- a) The person or child who has allegedly been sexually abused: This may include providing information about or referrals to appropriate professional, community and UUCGT or UUA resources as needed. Additionally, the SCRT may assist in dealing with Department of Children & Families, the District Attorney or the Police Department as and when those authorities become involved in the matter.
- b) Other members and friends of our congregation:
 - i) Members, friends, or attendees immediately affected by the incident (such as family members or partners) whose needs we can help meet, either directly or indirectly;
 - ii) The Spiritual Leader or the DLE to aid in dealing with the pastoral needs of the victim or accused person;
 - iii) Other members and friends of the congregation who witnessed one or more incidents or, who having heard about them, are reminded of their own concerns and prior experiences; and
 - iv) Other congregation members and friends who are relied on to a great degree by the person or child who has allegedly been sexually abused or accused offender (or those connected to them).
- c) The accused person: Support may include helping the accused person access the appropriate professional, community and spiritual resources. While there may be feelings of ill-will toward the accused person, if that individual is a part of our community, he or she also deserves our support; withdrawing it at this critical point in that person's life might have severe detrimental long-term effects on his or her behavior in the future. It remains the mission of this congregation to recognize and support the integrity and inherent worth and dignity of that person even though we do not condone inappropriate behaviors, and to treat him or her with compassion.

- d) Other persons and children who have allegedly been sexually abused and who have been reluctant to come forward: If warranted, the response plan will include a way of reaching out to these individuals in a manner that is non-threatening.
- 2) The plan established will be such that both the alleged victim or victims and other individuals are not put at risk for further incidents.

Guidelines Regarding Sexual Offenders

- 1) Situations may occur involving an individual, or individuals, accused or convicted of sexually aggressive or violent behavior. Those situations will be addressed as follows:
 - a) An individual who has been convicted of or pled guilty to a charge of sexual misconduct or who has been determined to have engaged in any form of child abuse in any civil, criminal, administrative or ecclesiastical forum will not have contact with children or youth or the parties involved.
 - b) If an individual has been legally accused of sexual misconduct and is currently involved in civil or criminal litigation of such a charge, that individual will not have contact with children or youth or the parties involved until there is final disposition of the case (resolution).
 - c) In the event that a person has been convicted of a sexual offense and completed a term of incarceration and seeks to enter the life of the UUCGT, the SCRT will meet to make a determination as to whether or not and the ways in which the individual may be safely involved in the life of the congregation. If it is determined that the person can participate in congregation life, a Limited Access Plan will be developed and
 - d) In all cases the SCRT, with approval of the Spiritual Leader and SCRT Chair, may seek legal counsel before proceeding with either a draft or permanent Limited Access Agreement.

Disruptive or Violent Behavior

Each Sunday we affirm our commitment to welcome all people into the celebration of life and to respect each person's inherent worth and dignity. But in order to secure that tradition, we recognize the need to address the disruptive or violent behavior, whether occurring physically at UUCGT or in the form of threatening phone calls, emails or other electronically transmitted messages, which may challenge our sense of individual and communal safety and well-being. Therefore, the following shall be the policy of UUCGT if and when such a challenge may arise:

- 1) Situations involving disruptive behavior will be brought to the attention of the Board President and the Spiritual Leader who may refer the situation to the SCRT.

- 2) The SCRT will investigate the matter, using this policy for guidance. In cases of a conflict of interest, a team member must be excused from participation and replaced by a suitable alternate. Members of the SCRT will be educated in the Policy and will become knowledgeable about available resources for adults and children. Their function, individually and collectively, will be to offer confidential support, advice, and counsel with concern for the safety of all parties involved.
- 3) If an immediate response is required, this will be undertaken by the Spiritual Leader, if available, or the leader of the group involved, any Board member of UUCGT if the disruptive or violent behavior occurs prior to, during or immediately following worship. This may include asking and/or requiring the offending person or persons to leave the meeting or the UUCGT building or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required, especially where physical harm to person or property has occurred or is threatened or is occurring, the Police Department may be called. Any time any of these actions are undertaken without the Spiritual Leader being present, the Spiritual Leader and the Chair of the SCRT must be notified as soon as possible. All plans for follow up steps will be referred to the SCRT.
- 4) Persons identified as being disruptive or violent will be responded to as individuals of inherent worth and dignity.
- 5) Information concerning the alleged incidents(s) that led to concern will be systematically collected from the concerned parties by delegated SCRT members and documented before any action is taken.
- 6) The SCRT will meet to assess the findings and decide on a course of action with the following four levels of response recommended to them. These four levels of response may be applied in the order determined by the SCRT.

Level One: A member or members of the SCRT contacts the person named as the source of the disruption and informs them of the nature of the concern. The person's viewpoint of the matter will be elicited, valued, and documented. SCRT members will then assess the situation.

Level Two: If the basis of the original concern is determined to be valid, this finding will be clearly communicated to the person in question and a contract for clearly defined behavior change will be negotiated. Such communication and contract will be documented.

Level Three: If the person in question refuses to negotiate a contract, refuses to abide by a contract or is engaging in behavior of sufficient severity, he or she may be excluded from the group whose meetings he or she disrupted or from UUCGT altogether for a specified period of time, with reasons for such action, and conditions for return, clearly communicated and documented.

Level Four: The person in question is permanently excluded from UUCGT and its premises, with steps taken as needed to enforce this decision.

- 7) Should the Board of Trustees decide that exclusion or expulsion from the UUCGT is necessary, they will take the appropriate action and inform the SCRT.

CHILD SAFETY POLICY

Purpose

The leaders of the Unitarian Universalist Congregation of Grand Traverse place the highest value upon the physical, intellectual, social and spiritual growth of all church participants. We are deeply committed to providing a safe and caring religious community free of violence (physical and sexual abuse, intimidation, coercion, and sexual harassment). We recognize that religious communities are particularly vulnerable to incidents of abuse because of the high level of trust and the strong reliance and need for volunteers, especially in children and youth programming. Therefore, we have developed the following policies to ensure a safe environment for all church participants.

Lifespan Experience Volunteer Screening

- 1) All volunteers who will work with children or youth under the auspices of UUCGT, *whether the children are part of the UUCGT community or not*, must apply to be a volunteer and then sign the Religious Education LE (Teacher) Contract (see attached).
- 2) General Guidelines:
 - a) Volunteers must have been active church participants for six months.
 - b) Youth advisers must be at least 25 years of age.
 - c) Either child care workers must be at least 18 years old, or, if younger teens are employed, the event planner must provide adult supervision for the teens. Supervising adult/s must be screened in the same way as other volunteers.
 - d) All volunteers and drivers must fill out an application form.
 - e) All volunteers and drivers will be screened through the Department of Human Services and the church insurance company.
 - f) Any applicant found to be a registered sex offender will not be allowed to volunteer with children or youth.
 - g) Any applicant who has been required to surrender a license to teach, or practice therapy or medicine of any kind with children or youth, with cause, will not be allowed to volunteer with children or youth.

Supervision Policy and Guidelines

- 1) Two volunteers will be assigned to each classroom. A volunteer will also be assigned to assist the nursery care provider.
- 2) Drivers for any event must be at least 25 years or older and a copy of each driver's license will be on file in the church office. They will also have been screened and have signed volunteer forms on file.
- 3) Cars must be currently registered and insured and be in running order according to state laws, and drivers must be well-rested and free of the influence of alcohol and drugs that may impair their ability to drive.
- 4) Seat belts must be worn by each person in the vehicle.

- 5) There will always be at least two children in a vehicle with an unrelated adult chaperone.
- 6) The congregation is only responsible for the supervision of any child at the playground during the period between the time the child is signed in and the time the child is signed out of congregation-sponsored activities. The procedures for signing in and signing out are contained in Classroom-only Procedures, and Nursery-only Procedures Item 1, below. The congregation shall not be responsible for the supervision of any child on the playground at all other times.

Off-site and Overnight Activities

- 1) A permission slip signed by parent or guardian is required for all off-site and overnight activities. This will include a contact number where a responsible adult can be reached if an emergency situation arises during the activity. The permission slip will also include current medical information.
- 2) Each driver will have a copy of the permission slip for each youth passenger in their vehicle.
- 3) Middle and high school guidelines:
 - i Events will follow district youth conference rules.
 - ii Youth will be supervised by at least two adult chaperones at all times.

Emergency and First Aid Procedures

- 1) Emergency telephone numbers are posted by all office and kitchen phones.
- 2) First aid kits are kept in the kitchen, the church office and the DLE office.
- 3) Rubber gloves are included in all first aid kits, and their use is strongly recommended when treating an injury involving bodily fluids.
- 4) The "Accident and First Aid Report" must be completed by the person administering first aid and submitted to the church office as soon as possible for review and filing.
- 5) A first aid kit will be taken on all off-site activities.
- 6) Annual LE teacher training will include health and safety awareness and the church's emergency procedures.

Nursery and Classroom Procedures

- 1) Some children have dietary restrictions and special health considerations. This information must be given to the teachers/ child care workers, who will be attentive to these considerations.
- 2) At the end of the LE period, large surfaces (tables, mats, etc.) should be sprayed with Lysol and used plastic cups should be taken to the kitchen for washing/sanitizing.

Classroom-only Procedures

- 1) LE teachers sign in children of preschool through 5th grade ages as they arrive from the service; after class, each child must be signed out by an authorized parent or guardian.
- 2) LE teachers of middle and high school students take attendance; no parent/guardian signature is required for release at the end of LE class.

Nursery-only Procedures

- 1) Each child will be signed in and out by the authorized parent/guardian. If child is to be picked up by someone other than the person who signed the child in, the individual picking up the child must have a signed permission note from the authorized parent/guardian who signed the child in.
- 2) Each diaper bag must have an outer identification label.
- 3) For diaper changes, a disposable pad must be used on the changing table, and/or the table must be cleaned with a Lysol wipe. Nursery staff will wash their hands after each diaper change.
- 4) Clean sheets should always be available and used on the crib.
- 5) The bag of soiled diapers must be taken to the dumpster.

Abuse Policy

Code of Conduct

No Spiritual Leader, adult leader, LE teacher or any other person working in a paid or voluntary capacity shall pursue a personal friendship or engage in sexual behavior of any kind with Unitarian Universalist Congregation of Grand Traverse youth. (See MidAmerica Region of the UUA "Child and Youth Safety and Protection Guidelines" sections on "Friendship with Children and Youth" and "Sexualized Behavior".)

Abuse Reporting Procedures

The Spiritual Leader, DLE and LE teachers must report abuse and/or neglect or signs and symptoms of the same to Children's Protective Services. (Act 238 of 1975 MICHIGAN CHILD PROTECTION LAW)

- 1) *The Safe Congregation Response Team* will be established to deal with any reports of abuse. Such abuse could be physical, sexual, verbal, or emotional in nature. See??? V. for the responsibilities and procedures for the SCRT.
- 2) All volunteers must immediately report suspected cases of abuse to the Spiritual Leader and/or DLE. This includes suspected abuse that may have occurred on site, or that which may have occurred in a setting outside of the congregation. An incident report must be completed, including the date and time of the incident.
 - a) *At this point, the abuse is only suspected. The Spiritual Leader and/or the DLE must give all information to the SCRT to take necessary actions to determine if this abuse can be confirmed or should be referred to some other professional.*

- 3) If the abuse is confirmed or even strongly suspected the SCRT must file the report with the Department of Human Services to protect the victim and the congregation, and to bring necessary help to the abuser. Although this section particularly addresses children, the same support and reporting will be expected with adult victims of abuse
- 4) If necessary, the incident will be reported to the church's insurance company. It will not be handled without professional outside assistance.
- 5) If necessary, the proper civil authorities will be contacted following the guidance of the insurance company and attorney. Involved church members will not attempt in-depth investigation of the incident but should leave this to professionals who are familiar with these cases.
- 6) If necessary, the text of a prepared public statement will be used to communicate with the press and convey the news to the congregation. Involved church members should safeguard the privacy and confidentiality of all involved.

Other types of incidents

In cases of a lesser degree than abuse (verbal harassment, bullying, etc.) the Spiritual Leader and/or the DLE must still fill out an incident report. The SCRT will be notified and the appropriate response and follow up action will be decided. This may include discussions with other affected members or their children. All actions involving children should be conducted with the parent(s) and the team should decide how to involve the affected children. Great care should be taken to assure the rights of all parties are not violated.

Confidentiality and Victim's Rights

In all cases, the confidentiality of the suspected victim of abuse, the reporter, the alleged perpetrator and any other individuals involved in a case of suspected abuse is of the utmost priority. All conversations will be considered confidential in nature. Beyond reporting the incident and following all State of Michigan legal requirements in reporting abuse, the role of the Unitarian Universalist Congregation of Grand Traverse will be one of ministry and supporting individuals facing a crisis. (See Confidentiality statement in "Heartland District Child and Youth Safety and Protection Guidelines".)

Special Considerations

Alleged abuse by a spiritual leader or church leader

- a) If there is a report of abuse by a spiritual leader, DLE or any member of the SCRT, the alleged abuser will not be a participant in the process of receiving or investigating the allegations.
- b) Situations involving alleged abuse by the Spiritual Leader shall be reported to the President of the Board of Trustees, and to the UUA Office of Ethics and Safety.

Responding to Allegations of Abuse

- 1) All incident report forms will be accessible to the proper authorities.
- 2) The spokesperson for Unitarian Universalist Congregation of Grand Traverse will be the Spiritual Leader with the guidance of the President of the Board of Trustees, the DLE and any members

of the Team being consulted. Please see the statement of “Confidentiality and Victim’s Rights” before proceeding.

Incident Response Procedures

- 1) Ensure the safety of the victim.
- 2) Follow reporting procedures.
- 3) Document all efforts to report and follow up on the incident.
- 4) Do not prejudge the situation but take the allegations seriously and report all concerns immediately. Extend whatever pastoral resources are needed. Remember that the care, safety and confidentiality of the victim are the priority.
- 5) Treat the alleged perpetrator with dignity and support. If the accused is a church worker, that person should be temporarily relieved of his or her duties while the incident is under investigation. If the individual is a paid employee, the Board will make the decision to either maintain or suspend income until the allegations are cleared or substantiated.

Board approved 08/21/13

Appendix I

BASIC SIGNS OF ABUSE

Physical signs may include:

- Lacerations and bruises
- Irritation, pain, or injury to the genital area
- Difficulty with urination
- Discomfort when sitting
- Torn or bloody underclothing
- Venereal disease

Behavioral signs may include:

- Anxiety when approaching church or classroom area
- Nervousness or hostile behavior toward adults
- Sexual self-consciousness
- “Acting out” of sexual behavior
- Withdrawal from church activities and friends

Verbal signs may include the following statements:

- I don’t like (name).
- (Name) does things to me when we’re alone.
- I don’t like to be alone with (name).
- (Name) has fooled around with me.

Appendix II

Definitions provided by the Michigan Child Protection Law:

Child Abuse: Harm or threatened harm to a child's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment, by a parent, a legal guardian, or any other person responsible for the child's health or welfare or by a teacher, a teacher's aide, or a member of the clergy.

Child Neglect: Harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare that occurs through either of the following:

- ◆ Negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.
- ◆ Placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian, or other person responsible for the child's health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk.

ACCIDENT AND FIRST AID REPORT

Date & Time: _____

Name of injured person: _____ Age: _____

Name and title of person administering first aid: _____

Nature of Injury: _____

How injury occurred: _____

First aid provided: _____

Were bodily fluids involved? (Circle) Yes No

If yes, type of fluids: _____ Were rubber gloves worn? Yes No

Signature of Person administering first aid: _____

ACCIDENT AND FIRST AID REPORT

Date & Time: _____

Name of injured person: _____ Age: _____

Name and title of person administering first aid: _____

Nature of Injury: _____

How injury occurred: _____

First aid provided: _____

Were bodily fluids involved? (Circle) Yes No

If yes, type of fluids: _____ Were rubber gloves worn? Yes No

Signature of Person administering first aid: _____

PART II

Standing Committees

STANDING COMMITTEES

FORMALIZING THE STRUCTURE OF A STANDING COMMITTEE

The essential elements of a group's structure are:

- Purpose or charge (What is the group supposed to do?)
 - Implementation (How will the group implement its purpose?)
 - Others with whom this group will communicate, collaborate and consult in order to carry out its purpose (Who?)
 - Reporting and records
-

1. Start with a concise statement of purpose or reiterate the charge the group may have been given by the Board.
2. Next, describe the membership of the group.
 - A. How will the group's members become members? By Board appointment? By Congregational election? By volunteering? Or by a combination of methods?
 - B. How many members does the group need to be successful? Describe this number as "at least..."
 - C. Term: How long may people remain members of the group? If by Board appointment, remind the Board that a member's term is expiring and re-appointment or a new appointment will be needed.
 - D. What kinds of skills and experiences would strengthen the group? Let the appointer know the group's needs or look for these qualities in the people whom you might recruit.
 - E. How much interaction will the group need with the Spiritual Leader?
 - F. The group will need a chair and co-chair, and secretary. Some groups will need a treasurer if the group has funds that must be managed and accounted for. Are there others necessary to implement the group's purpose?
3. Meetings of the group.
 - A. Frequency?
 - B. How many members will be required for a quorum?
 - C. Describe acceptable and appropriate methods of off-site participation and voting, e.g. by phone, Skype, email, text, etc.
4. Implementation
 - A. Briefly describe how the group will go about implementing its purpose or charge.
 - B. Identify other groups and individuals with whom the group intends to consult and collaborate.
 - C. Prepare and distribute agendas in advance of meetings along with relevant materials, e.g. minutes of the previous meeting.
 - D. Keeping records and reports.
 1. Maintain meeting minutes and a record of actions.

2. An annual report should be submitted to the Board describing the group's work in progress, accomplishments, plans and recommendations for the next year.
3. If the group is responsible for budgeted funds, abide by Financial Policy #2, Authorization for Expenditures: "Committee chairpersons are responsible for the authorizing all expenditures made from their assigned budget line-items and restricted liability accounts (if applicable). Authorization means that the Chairperson attests to both the availability of the budget funds and the appropriateness of the expenditure."

Board approved May 19, 2015

CHARACTERISTICS

All standing committees are established and dissolved by the Board of Trustees, which approves their objectives and responsibilities. Each committee has a written job description which is contained in this *Manual*. It is through the efforts of the Board and the Standing Committees that the aspirations of the Congregation are realized.

Membership of a Standing Committee is composed of volunteers, either members or friends. The Chair must be a member of the Congregation.

Chairperson Responsibilities:

Specific Committee Chairperson responsibilities are to:

- hold regular meetings on a schedule appropriate to their business;
- manage the committee budget, and authorize all expenditures to be charged to the committee;
- prepare an annual budget request, and seek Board approval if expenses are likely to exceed the budget (see Bylaws);
- submit announcements to the *Beacon* editor to publicize committee activities, events and meetings;
- submit a quarterly report to the Board of Trustees;
- prepare an annual report for the Congregation.

Purpose of Standing Committees: The committee structure ensures that all members have the opportunity to participate in the life of the Congregation according to their talents and interests. It also provides a way to integrate new members into the Congregation. Finally, the committee structure helps foster a sense of community within the Congregation.

Board approved February 15, 2011

Committees

ART AND EXHIBITION COMMITTEE

Date approved by Board; 2015-05-19

POLICY:

The Art and Exhibition Committee serves the UUCGT community by creating educational opportunities and community enrichment through art related experiences. These experiences include are displays, discussion, education, etc.

The primary goal is to display artwork throughout UUCGT that reflects the spiritual tone and teaching of spiritual leaders.

PROCEDURE:

The Committee may consult and collaborate with the Senior Spiritual Leader, staff, Sunday Services Committee, Facilities Team, and the Board

Membership shall be at least five congregants having a common thread of appreciation of art. The term limits of member shall be decided by the committee.

Officers include a chair, co-chair, secretary and documentarian. The installation group shall be a standing committee.

Meetings will be held as needed, and a simple majority shall make up a quorum. Members may participate in person, off-site, via Skype or conference call. Voting on action items may be conducted electronically or in any of the above ways; all action items will be recorded in official minutes.

The Committee chair is responsible for meeting agendas that will be sent to committee members, together with relevant material in advance of each meeting.

The Committee secretary shall maintain minutes of all meetings.

The Committee will submit an annual report to the governing board.

Managing the Committee's funding: "Committee chairperson is responsible for the authorization of all expenditures made from their assigned budget line item and restricted liability accounts (if applicable). Authorization means that the chairperson attest to both the availability of the budget funds and the appropriateness of the expenditure." (See Financial Policy #2)

COMMITTEE ON MINISTRY

Board Approved: October 19, 2010, Revised 2017-03-20

POLICY:

The purpose of the Committee on Ministry is to support the spiritual health and wellbeing of the entire Congregation, as seen in member participation and accomplishment relative to the mission of the Congregation. Its primary responsibilities are to assess both the professional ministers' ministries and the Congregation's collective ministries in order to strengthen the quality of these ministries, and to provide conflict management and resolution when necessary.

PROCEDURE:

A Committee on Ministry of five members shall be appointed by the Board of Trustees for staggered terms of three years. New members of the Committee shall begin their terms on July 1, and terms shall rotate in a 2-2-1 pattern.

Members of the Committee on Ministry shall be members of the Congregation. Meetings of the Committee on Ministry shall be in Executive Session. The professional minister shall serve as an *ex officio* member of the Committee. Any member wishing to discuss a concern at a Committee on Ministry meeting shall contact the Committee to schedule that item on the agenda.

New members for the Committee on Ministry will be selected for nomination to the Board of Trustees by the Leadership Development Committee with consideration of such factors as length of UUCGT membership, gender, participation, experience, interest, listening ability, impartiality, fair mindedness and good heart with a goal of providing balance to the composition the existing Committee.

The Leadership Development Committee, in consultation with the Committee on Ministry and the settled minister, will prepare a list of at least three names, guided by the above mentioned characteristics, and present those names to the Board of Trustees for final selection.

Committee on Ministry members may simultaneously serve on other Congregational committees but not simultaneously serve on the Board of Trustees. Member may not serve more than two consecutive terms on the Committee on Ministry and must maintain a minimum of two years before returning to the Committee.

FACILITIES MANAGEMENT TEAM

Date approved by Board: *February 15, 2011*

POLICY:

The purpose of the Facilities Management Team is to monitor the condition of the building and grounds belonging to UUCGT, and to arrange for and oversee appropriate maintenance and repairs. This is a team with knowledge in various areas such as problem solving, basic home maintenance, electrical, plumbing, painting, yard maintenance, building access, and landscaping.

PROCEDURE:

The Facilities Management Team:

- Meets monthly for one hour
- Has a collaborative relationship with the Operations Committee.
- Ensures that the facilities are safe and functional
- Conducts inspections as needed.
- Is responsible for overall operation of facilities.
- Ensures that regular maintenance is scheduled
- Ensures that required repairs are done.
- Ensures compliance with municipal ordinances and regulations as needed
- Is responsible for all service, maintenance and repair contracts
- Assigns a Facilities Team member to act as Project Mentor for work projects by outside contractors.
- Plans, leads and coordinates Spring and Fall outside work bees
- Provides an annual operating budget to the Finance Committee
- Develops and maintains documentation of physical plant and systems (such as drawings/prints, HVAC, warranties, records)
- Works closely with the Office Administrator
- Approves facility expenditures in consultation with Finance Committee

LEADERSHIP DEVELOPMENT COMMITTEE

Date approved by Board; May 19, 2015 & May 17, 2016 & February 19, 2019

POLICY:

This committee is tasked with finding and vetting the best candidates possible for three governing bodies; The Board of Trustees, The Endowment committee and its own committee, Leadership Development. These positions are voted on and approved by the entire congregation and are not Board appointed.

PROCEDURE:

This committee consists of five to seven members approved by the Board and elected by the congregation at the Annual Meeting. Members of the LDC serve 2-year staggered terms: 3-4 members newly elected yearly at the Annual Meeting. The committee meets as needed beginning in September to establish a slate of candidates to fill elected positions for the Board of Trustees, The Endowment Committee and the Leadership Development Committee.

Deliberations and votes within the Leadership Development Committee are held confidential; only members of the committee are privy to their discussions.

If there is an unplanned vacancy in the LDC, mid-term, the Leadership Development Committee will nominate a replacement to the Board of Trustees for approval.

Committee responsibility:

- Meet initially in September and continue meeting monthly until the slate of candidates is filled;
- Elect a chair and/or co-chair and secretary to the committee by a vote of the committee at the first meeting following the Annual Meeting.
- Present its slate to the secretary of the Board at the Board meeting prior to the date the slate must be presented to the congregation;
- Assign members to attend Board meetings to become acquainted with the work and process of that body;
- Explain to the entire congregation the procedures of the committee to assure that all understand that the LDC goes to great extents to pick the best available people to fill vacant slots and the UUCGT does not believe that creating an atmosphere of competition for slots is healthy for our community.
- Additionally, it is within the scope of the committee to foster and support development of leadership in the congregation. The intention is to recognize existing leadership and encourage member involvement in leadership roles in congregational life.

Candidates for the Leadership Development Committee, Safe Congregation Response Team, Staff Resources Committee, Congregational Care Team and the UUCGT Board of Trustees shall submit to a background check and sign a confidentiality agreement. They shall also have been a member of the congregation for at least 6 months prior to acceptance of the position. A written submission for a waiver of the 6-month requirement could be considered.

Potential nominees for elected leadership positions shall be reviewed by the Safe Congregation Response Team (SCRT) before being presented to our congregation. The SCRT, by its very nature, may have information, of record, about candidates that cannot be made public, but could affect eligibility.

Once a candidate has cleared the background check process, that clearance is valid through the following program year provided no new information is presented to the SCRT during that period.

The results of the background check will be directed to the SCRT. SCRT will then determine that a candidate is either (1) approved, (2) rejected or (3) there is reason for caution. SCRT will promptly advise the LDC of its determinations. If there is reason for caution, specific information explaining the caution will be provided to LDC and the LDC will determine whether to proceed with that candidate. If a candidate is rejected by the SCRT, that candidate is disqualified and may not be nominated by either the LDC or by other members of the congregation.

Should a candidate be rejected, the board or committee making the decision will inform the candidate of the decision. Thus, if a candidate is rejected by the SCRT, a member of that team will notify the candidate. If a candidate is rejected by the LDC after receiving a caution from the SCRT, the LDC will notify the candidate. If an LDC nomination is rejected by the board, a board member will notify the candidate.

For purposes of vetting candidates, the SCRT circle of confidentiality shall be expanded so that the LDC is informed as early in the process as possible.

In order to allow SCRT sufficient time to vet the candidates far enough ahead of the annual meeting to avoid introducing unnecessary stress to those involved in the process, the SCRT will schedule a meeting in the first 10 days of March and advise LDC of the date of such meeting on or before January 10th. LDC will submit its list of candidates to the SCRT in time for that SCRT March meeting.

Desirable Candidate Traits

Board of Trustees

- 1) Comfort with diverse ideas, welcoming to contrary points of view and ability to compromise
- 2) Care deeply about UUCGT
- 3) Be aware of and honor UUCGT history
- 4) Experience on at least one UUCGT committee
- 5) Demonstrated organizational skills

- 6) Commitment to attending meeting and participate wholeheartedly in the work of the Board or Committee
- 7) Attend regular services and functions of UUCGT as often as possible.

LDC

- 1) Comfort with diverse ideas, welcoming to contrary points of view and ability to compromise
- 2) Care deeply about UUCGT
- 3) Be aware of and honor UUCGT history
- 4) Experience on at least one UUCGT committee
- 5) Demonstrated organizational skills
- 6) Commitment to attending meeting and participate wholeheartedly in the work of the Board or Committee
- 7) Attend regular services and functions of UUCGT to observe potential leaders

Endowment

- 1) Must be members in good standing
- 2) Should have background in Finance or Investment or Business
- 3) Could have background in Fundraising
- 4) Interested in learning and discussing Financial matters
- 5) Feel the Endowments are important for long-term stability of the Congregation
- 6) Membership and involvement at UUCGT for a few years
- 7) Willingness to promote the financial well-being of UUCGT
- 8) Investing wisely

MEMBERSHIP COMMITTEE

Date approved by Board; October 19, 2010

POLICY:

This committee assists the Congregation's growth by seeing that each visitor, potential member and new member experiences a friendly introduction and welcome. New members will be afforded an opportunity to grow in understanding of the Unitarian Universalist Principles and encouraged to participate according to their talents and interests.

PROCEDURE:

The committee's responsibilities are to:

- schedule and assist greeters;
- staff the Welcome Table on Sunday mornings;
- provide name tags, visitor material and new member packets;
- write monthly articles for the Beacon and provide timely Flash notices
- provide materials/information on bulletin boards and literature racks as appropriate;
- maintain contact with the office staff regarding upkeep of the member database;
- coordinate with the Office Administrator in publishing the annual Member/Friend Directory;
- assist in determining the annual membership count for UUA
- discover New Member interests;
- schedule and provide for prospective member and new member orientations, welcome services and celebrations;
- ensure prospective members complete pledge form prior to signing the Member Book;
- attend Program Council meetings;
- build and nurture fellowship among the Congregation;
- submit an annual report to the Board and a budget request to the Finance Committee

MEMORIAL GARDEN COMMITTEE

Date approved by Board; unknown

POLICY:

The Memorial Garden Committee will plan and maintain the physical condition of the Memorial Garden, the area just above the Williams Garden and immediately surrounding the oak tree, and the plaques designating those interred within the Garden and elsewhere.

PROCEDURE:

- The committee will consist of a minimum of 3 members
- The committee will designate interment sites and provision of memorial markers within the Garden and engraved plates for the memorial boards
- The committee will administer the records and materials associated with those interred within the Memorial Garden and of expenditures from the Memorial Garden's restricted funds for maintenance and improvement of the Garden. *(Note: UU Board approval is required for expenses over \$1,000)*
- It is understood that regular coordination between the Memorial Garden Committee and the Landscape Committee will occur to assure consistency with the overall landscape concept and the site plan of the church.

LANDSCAPE COMMITTEE

Date Board approved; September 18, 2017

POLICY:

The UUCGT Landscaping Team was formed with a mission to create a comprehensive and holistic plan for our grounds, honoring our tradition of being a welcoming congregation, and our 7th Principle: *“Respect for the interdependent web of all existence of which we are a part.”*

The Landscaping Team affirms that for all projects, native plants are preferred. In any cases where non-native plants are planned, those should be researched and found to be non-invasive or otherwise not harmful to our environment (e.g. if they are harmful for local populations of birds, animals, insects, etc., native alternatives must be sought)

In established plantings, existing plants will be respected, native or not. Maintenance as needed, (such as thinning, pruning) may be done, but plants will not necessarily be removed. The history of these plantings must be researched and respected (e.g. if planted in Memoriam, or who planted/donated them)

PROCEDURE:

- The Landscaping Committee will be open to any, and all members or friends who wish to participate on any level.
- The committee will form cohesive and logical plans for the grounds that encompass existing flora and fauna and plans for future plantings or improvements.
- The committee will be presided over in a regular committee fashion, but will be flexible with times, dates and assigning responsibilities. The group, in general, will appoint a Committee Chair who will keep teams and projects organized.
- The committee may appoint a secretary to keep all records of the grounds.
- Projects will be agreed upon by a majority present at any given meeting.
- This committee will work closely with the Facilities Team, the Memorial Garden and the Green Sanctuaries Team.
- The committee will keep track of all monies expended and stay within their budget unless a specific need arises that is not funded, and then the committee chair will work with the Board Treasurer and Finance committee to procure funds.

MUSIC COMMITTEE

Date approved by Board; March 14, 2016

POLICY:

The Music Committee is an advisory committee whose purpose is to enhance the music program of UUCGT and to support and assist the Music Director. This support includes providing historic perspective and continuity, creating a sounding board for the discussion of ideas and issues relating to the music program, and identifying available resources, both human and material.

PROCEDURE:

The committee shall have a minimum of 5 members including representatives from the Vocal Ensemble and the congregation at large, as well as the Music Director.

The committee shall meet monthly, and have a chair, currently an active member of UUCGT and approved by the Board, and secretary.

OPERATIONS COMMITTEE

Date approved by Board; February 15, 2011

POLICY:

The Operations Committee helps identify and implement best practice communication tools/methods for all aspects of congregational life and life of the UUCGT in the community. *The committee is responsible for the smooth operations of the daily business of UUCGT.*

PROCEDURE:

The Operations Committee:

- Consists of the Spiritual Leader, DLE, Office Administrator and Business Administrator. The Committee is led by the Spiritual Leader;
- Facilitates communication with the public and between the staff, Board and committee members;
- Takes action to solve problems as they arise between Board meetings;
- Assists committees and volunteers in congregational communications;
 - Beacon
 - Website
 - Paid advertising
 - Order of Worship/Programs/Announcements

- On-site bulletin boards, brochure rack, information tables, signage
- Promotional materials and opportunities; literature, logo goods, local events
- Media relations and public relations
- Special events/campaigns, stewardship, concerts
- Direct member communication
- Friend/prospective member communication
- Affiliate communications to Benzie satellite, other churches, collaborating organizations
- Directory listings, telephone, other websites, referral sources.

COMMUNITY NEEDS COMMITTEE

Date approved by Board; November 15, 2011

POLICY:

The purpose of this committee is to distribute funds collected during Sunday morning services to non-profit agencies, religious organizations, charities and groups within Grand Traverse, Leelanau, Benzie, Kalkaska, and Antrim counties which provide charitable services only.

PROCEDURE:

- The Committee will meet quarterly or as needed.
- The Committee will provide Donation Request forms in the office.
- Members and friends of the Congregation will complete the Donation Request form in full and submit it to the Committee.
- The Committee will carefully consider all requests, and if deemed appropriate, decide how much money will be spent based on available funds.
- In the event there are no requests for donations, the Committee will identify one or more non-profit agencies, religious organizations, charities or community groups to receive donations during that quarter.
- The chairperson of the Committee will complete an Expense Request form and submit it to the church Business Administrator, who will then disburse the funds with a letter from the UUCGT to explain the gift.
- The chairperson will initiate communication to the Beacon and the Congregation to summarize quarterly distributions. An annual report to the Board will also be submitted.

CONGREGATIONAL CARE COMMITTEE

Date approved by Board; February 2, 2015

POLICY:

The purpose of this committee is to assist the Spiritual Leader in keeping in touch with members and friends who are unable to participate in congregational activities and provide them with appropriate comfort and attention.

PROCEDURE:

Its responsibilities are to:

- Usually meets twice a month or as needed.
- Assist the Minister in congregational contacts;
- Monitor members and friends of bereaved, ill, disabled or otherwise troubled;
- Keep the Congregation informed through announcements at services and in the *Beacon*;
- Maintain the Community Resource folder available in our library;
- Determine the most appropriate form of attention, and offer temporary services such as food, calls, cards, visits, transportation, personal assistance and durable medical equipment;
- Coordinate a telephone network to benefit members who live alone or are disabled;
- Assist, with Spiritual Leader and Memorial Services Committee, in memorial services;
- Oversee the collection and maintenance of the Money Market Congregational Care Emergency fund and monitor its disbursement;
 - Dispersing any of this fund must come with a majority vote from the committee and then will be referred to the Finance Committee for approval.
- Submit an annual report to the Board and a budget request to the Finance Committee;
- All members of this committee shall submit to a background check and sign a confidentiality agreement;
- Members of this committee shall also have been a member of the congregation for at least 6 months prior to acceptance to the position. A written submission for a waiver of the 6-month requirement could be considered.

LIFESPAN EXPERIENCE COMMITTEE

Date approved by Board; March 15, 2011,

POLICY:

The purpose of this committee is to assist and support the Director of Lifespan Experience (DLE) in planning and implementing the educational, spiritual, and social programming for all ages. This committee will support the UUA vision of Lifespan Programming; *“We believe that faith is a journey we take together...education takes a lifetime. It happens both within and beyond a congregation’s walls. We support one another as individuals, families, and communities in an ongoing search for truth and meaning...”* (uua.org)

PROCEDURE:

Its responsibilities are to:

- Assist the DLE in delineating the goals and objectives of the Lifespan Experience Program, as well as collaborate regarding procedures, curricula and schedules relative to our programs;
- Assist the DLE, Senior Spiritual Leader, and other committees in planning special events, service projects, worship services, and activities for all ages that support the mission and vision of the program and congregation;
- Communicate with members and friends of UUCGT, as well as advertise in the wider community to promote interest and participation in all Lifespan related programs at UUCGT;
- Include an overview of important program initiatives for the coming year in the DLE’s Annual Report and make this information available online and at the Welcome Table.

SOCIAL JUSTICE COMMITTEE

Date approved by Board; May 14
, 2018

POLICY:

To inspire awareness of, and stimulate and coordinate action in, social justice issues in compliance with the UUCGT Bylaws.

The Social Justice Committee aspires to build and grow dialogic culture at UUCGT, and in the community at large, modeling the six sources of the UU tradition and to nurture compassionate social witness in the UUCGT and beyond.

PROCEDURE:

- The Social Justice Committee aspires to build and grow the dialogic culture at UUCGT, and in the community at large, modeling the six sources of the UU tradition.
- The Social Justice Committee will:
 - Be comprised of any member or friend of UUCGT that wishes to participate.
 - Voting members must be members of UUCGT.
 - Consist of a leadership committee of 5; Chair and Vice-Chair (or Co-Chairs), Secretary, Board of Trustee Liaison and the Senior Spiritual Leader. Leadership will be members of UUCGT and will be elected by the members annually.
 - Set face-to-face meetings on a quarterly or more frequent basis as required and develop a pathway for information dissemination on an as-needed basis.
 - Foster education of congregation, community and the general public on all sides of issues so that individuals can make informed decisions that support their values.
 - Make information available to all members of the congregation as well as offering pathways for all congregants to submit ideas for consideration.
 - Educate new and established members of the UUCGT about the committee's vision and mission, and to support those who are engaged in social justice endeavors.
 - Aspire for UUCGT to become a social witness incubator which fosters intersectionality of shared values.
 - Keep UUCGT leadership informed about social actions in which UUCGT is involved.
 - Post articles regarding the Committee actions in the Beacon

- The Social Justice Action Subcommittee will be a vital and integral subset of the larger Social Justice programs of the UUCGT.

The Subcommittee will:

- Consist of any members or friends of UUCGT interested in participating; members/friends of this subcommittee must be members/friends of the parent Social Justice Committee.
- Be coordinated by a chairperson and, if needed, co-chairperson, of this subcommittee. Chair(s) will be elected by the Social Justice Committee voting members.
- Meet face to face on a quarterly or more frequent basis to coordinate social justice action programs of the UUCGT.
- Function in conjunction with the larger Committee to interface with the local community to coordinate upcoming local events of a social justice nature.

At no time will there be any action, literature or other dissemination of information that would jeopardize the congregation's 501 (c) 3 status.

PLEDGE DRIVE COMMITTEE

Board Approved: January 22, 2019

POLICY:

The purpose of the Pledge Drive Committee is to develop new and innovative ways to bring the time, talent and financial resources of the membership to the service of the entire Congregation. Access to individual's pledge amounts is limited to the Treasurer of the Board of Trustees and Congregation Business Administrator.

PROCEDURE:

- The Pledge Drive Committee Chair is recruited annually by the Board of Trustees and the Senior Spiritual Leader. The Chair, with help from the Board and Senior Spiritual Leader, will then recruit a Committee.
- Pledge Drive Committee responsibilities include;
 - Developing the process for the annual pledge drive campaign.
 - Setting dates and a target amount for the pledge drive campaign consulting with the Finance Committee, the Board of Trustees and the Senior Spiritual Leader
 - Following up with members and friends who do not return pledges by the end date of the annual pledge drive campaign.
 - Asking for time and talent interest from members and friends at least once every three years
 - Recording processes followed so that succeeding committees have the benefit of past experience
- The Pledge Drive Committee will have access to cumulative pledge drive data but not individual's pledge amounts.

SUNDAY SERVICES COMMITTEE

Date approved by Board; April 17, 2013

POLICY:

The Sunday Services Committee is responsible for collaborating with and supporting the spiritual leader in ensuring that services effectively meet the diverse spiritual and intellectual needs of the congregations. Clergy-led and lay-led services will be utilized to meet congregational needs.

The Congregation affirms a pulpit that is free and untrammled. The spiritual leader is expected to express his/her values, views, and commitments without fear or favor. The Board delegates oversight of presentations to the spiritual leader, who may delegate such oversight to the Sunday Services Committee for lay-led services.

PROCEDURE:

- The Chair of the Sunday Services committee will be a Board approved member of the Congregation. The spiritual leader is an ex officio member without vote of the committee.
- The spiritual leader, in collaboration with the committee, will be responsible for all worship services, including seasonal celebrations and rites of passage, such as weddings, child dedications, and memorial services, except those for which the Sunday Service committee assumes responsibility.
- The committee will support the development of high-quality religious services by;
 - receiving regular training from the spiritual leader in the conduct of religious services;
 - collaborating with the spiritual leader in developing and delivering regular religious services;
 - meeting regularly to discuss schedules and topics;
 - providing feedback to lay speakers;
 - submitting, as needed, reports to the Board and a budget request to the Finance Committee.

The spiritual leader will be free of Sunday service responsibilities once per month. When professional clergy are not in the pulpit, the committee is responsible for scheduling and ensuring the quality of lay-led services.

The committee is responsible for providing service coordination, which is outlined in the Sunday Services Coordination Handbook. Duties include;

- working with each speaker to develop the printed order of service, order of service cover, setting, story for all ages, and other elements of the service;
- helping each speaker work with the Director of Music to integrate meaningful musical elements into the service.

AD HOC COMMITTEES

The Board may establish ad hoc committees to deal with short term issues, may define the nature of the committee's work and the duration of the committee's deliberation and/or appoint a chairperson, and may determine the size of the committee.

Board approval 2011-02-15

BENZIE SATELLITE GROUP

The Benzie Satellite Group provides services to members and friends for whom the commute to services in Traverse City is difficult.

Membership is with the Unitarian Universalist Congregation of Grand Traverse according to procedures in the bylaws. Stewardship pledge payments to the UUCGT cover administrative and professional costs as well as Heartland District and UUA dues.

The Group may have a local executive committee to handle programming, communications within the group, local financial responsibilities, and other matters.

The UUCGT and the Benzie Satellite Group establish formal methods of communication including:

- periodic visits to the Group by the UUCGT Senior Minister and other professional staff as appropriate;
- attendance by a Benzie Satellite Group member at UUCGT Board of Trustee meetings;
- monitoring financial reporting of the Group by UUCGT;
- preparing an annual report to the UUCGT Board and budget request to the UUCGT Finance Committee.

Board approval 2011-02-15