

MIAMI VALLEY UNITARIAN UNIVERSALIST FELLOWSHIP

Policy Manual



APRIL 20th, 2022

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1 Purpose

To be determined.

2 Authority

To be determined.

3 Membership Policies

Before the January congregational meeting, the Board shall review the current membership list to determine what actions if any are necessary to bring the membership list into compliance with Article III, Section B Paragraph 2 of the Bylaws. An effort will be made by the Membership Representative to contact inactive members before they are removed from the membership role to ascertain their intent towards membership in MVUUF.

Date	Action	Defined In:	Responsible Person/Group
Mid Nov.	Generate a “membership reaffirmation” list of Voting Members who have NOT signed in at a congregational meeting or met the pledge criteria.		Administrator
Early Dec.	Review “membership reaffirmation” list for people who have moved away, died, or may qualify for lifetime membership status and determine if any changes should be made to their membership status. Membership Rep. and Program Council review and update the list. Verbal outreach follow-up. Contact members who may qualify for lifetime membership to affirm desire. If affirmed, remove these members from “membership reaffirmation” list.	Policy	Membership Rep. coordinate with Minister or Minister’s delegate and with Program Council.
Mid Dec.	Membership reaffirmation notification request sent in writing to remaining people on list, giving them at least two week notice to return to the Administrator.		
Jan. (no later than Jan. 15)	Deadline to receive membership reaffirmation. Send final membership list and list of those that did not reaffirm, to Membership Rep.	Bylaws	Administrator
Jan. (one week prior to the Jan. Board meeting)	Submit report to Board with recommendations for lifetime members, who to extend membership without record of reaffirmation, and termination of membership.		Membership Rep.
Jan. Board meeting	Vote on any Board changes to membership, including lifetime	Bylaws	Board

	membership, who to extend membership without record of reaffirmation, and termination of membership.		
Jan. 31	Official certification of MVUUF members sent to UUA.	Bylaws	Administrator

The Administrator will keep a current list of voting members and update the Membership Representative's list on a monthly basis.

Permanent nametags will be reserved for members only.

The Membership Representative shall take responsibility for making arrangements for official expressions of sympathy from the Fellowship.

3.1 Lifetime Membership

3.1.1 Definition of Lifetime Membership

The Lifetime Membership category honors those long-serving members can no longer reasonably be expected to attend congregational meetings and may no longer be able to make financial or service contributions to MVUUF. Such members may still consider MVUUF their spiritual home despite their inability to meet the criteria set forth in the bylaws to maintain their voting member status. It would lack compassion and be contrary to our UU Principles to simply disqualify these valued members of our community from membership. The Lifetime Membership category recognizes their prior commitment and contributions to MVUUF, keeps them active in our membership rolls, and allows them to vote in congregational meetings.

3.1.2 Procedures for Creating Lifetime Membership

In December the Membership Representative and Minister shall compile a list of names that they recommend for lifetime member status. Recommendations shall be based on the informed judgment that the person, for health/mobility or similar reasons, cannot reasonably be expected to fulfill the requirements to maintain their current membership status. Whenever possible, the process should include consultation with the individual about their wishes regarding the move to lifetime member status. The Membership Representative shall submit the recommended names to the board in time for the January board meeting.

At the January Board meeting, the Board shall consider the recommendations submitted by the Membership Representative and take appropriate action to change the submitted individual's membership status to lifetime member.

The Lifetime Member shall be advised of this honorary designation. A Lifetime Member Certificate shall be given to the Lifetime Member by either the Minister, Membership Representative, or other person as assigned to do so.

4 Denominational Affairs Policy

4.1 Selection of Delegates to UUA General Assembly and MidAmerica Region Annual Meeting

Delegates to the General Assembly of the Unitarian Universalist Association and to the MidAmerica Region Annual Meeting shall be voting members of MVUUF.

Delegates shall be chosen by the Board and certified by the Board President, Minister or Administrator, as per the bylaws of the UUA and MidAmerica Region.

At least two weeks before the Board meeting prior to the delegate certification date, the Board President shall issue a call asking for those interested in serving as delegates to identify themselves.

Delegates shall be chosen at the Board meeting prior to the requested delegate certification date from among those who have declared an intention to attend and expressed an interest in representing MVUUF at GA or the MidAmerica Region Annual Meeting.

If not all delegate openings are filled at this meeting, additions may be made at future Board meetings until the final date and time of delegate certification.

For GA, remaining delegate openings may be filled at GA by voting members attending who are certified by an MVUUF officer (President or Minister) according to UUA guidelines.

For MidAmerica Region Annual Meeting, remaining delegate openings may be filled by Voting Members in attendance who are certified by an elected officer or the Minister of the congregation. The delegate certificate shall be delivered to the Secretary of the District Board no later than two (2) hours prior to the Annual Meeting (as outlined in MidAmerica Region bylaws)

Any funding in support of attendance at GA or MidAmerica Region Annual Meeting may be shared equally among those delegates who request such funding.

Delegates shall follow the guidance of the MVUUF congregation on issues which have received discussion and when consensus or voting has occurred. In the absence of such a clear decision, delegates shall follow their conscience in representing the congregation.

When absentee ballots are allowed for GA or MidAmerica Region elections, the Board may, at its discretion, exercise the option to vote absentee ballots for the number of delegate positions that have not been filled by their final meeting prior to GA or the MidAmerica Region Annual Meeting.

In addition to the number of delegates allowed due to congregation size, settled ministers of MVUUF and community ministers and masters level credentialed religious educators affiliated with MVUUF shall be certified as delegates to GA and MidAmerica Region Annual Meeting per UUA and MidAmerica Region bylaws.

5 Right Relations Policies

5.1 Covenant of Right Relations

The Fellowship encourages members to use a Covenant of Right Relations to guide relationships within the fellowship and the larger world.

As I enter this sacred space, I will do my part to create a loving, welcoming environment. I promise to respect and nurture others in their spiritual journeys. I will speak with directness, empathy and kindness, especially in times of disagreement. I will strive to understand other points of view, focusing on the goal of building the beloved community within these walls and in the wider world.

5.2 The Right Relations Committee

The Right Relations Committee is comprised of three to four fellowship members in good standing. Members will be mature, trusted and well respected. They will have a process orientation – able to improve fellowship life by understanding and developing and managing the structures needed to resolve disputes fairly. Information about persons approaching the committee for assistance will be held in strictest confidence.

Due to the sensitive nature of this committee, the selection process will be as follows: The Board shall appoint the chair of the committee, who will serve a two-year term, renewable for one additional term. The chair will identify a slate of candidates for the committee, which shall be approved by the minister. The minister's particular, confidential knowledge about fellowship members may eliminate a candidate from consideration. The Board will then approve the slate of candidates. After both the minister and the Board have approved the candidates, the Right Relations chair will issue invitations to serve.

The committee reports directly to the Board and will provide a report at least twice per year.

The committee will guide congregants through the available processes to address a conflict and connect them with available resources. The committee will recruit and coordinate a team of mediators who will be qualified and available to respond to disputes. Additional committee responsibilities include recommending policy to the Board and creating developmental and educational opportunities for the entire congregation in the areas of communication and conflict.

5.2.1 Mediation Team

A minimum of 3 and a maximum of 6 mediators will be selected by the Right Relations Committee. Mediators with professional credentials in counseling, or training and experience in mediation will be preferred. Volunteers without credentials may be accepted if they are willing to work closely with an experienced mentor on the team. Mediators must be willing and available to respond to congregant disputes. As with the Right Relations Committee, the minister's approval is required.

Mediators shall serve as neutral parties and hold disputes in strictest confidence. Two mediators shall be involved in every conflict resolution process. Mediators are encouraged to support one another by debriefing conflicts and by attending continuing education events as available. The team will meet with the minister at least twice per year.

5.2.2 Resolving Conflicts

When conflicts arise, as they inevitably will, the following processes are encouraged.

Congregants with a conflict or dispute are encouraged to contact the Right Relations Committee for advice on process if they are unable to resolve the dispute on their own. Involving unofficial third parties or escalating negative relationships is strongly discouraged. If the conflict cannot be resolved early, the committee will recommend a neutral mediation process. If the conflict is not resolved by mediation, the committee will facilitate advancing the process to others as needed.

For conflicts with a specific person or persons:

If the issue is personal, the congregant should first talk directly to the person.

If the issue is unresolved, or the congregant is unable to approach the other party directly, ask for help from the

Right Relations Committee or minister.

If the issue is unresolved, the Right Relations Committee will recommend a team of two mediators, acceptable to each party, who will assist the parties in resolving their dispute.

For conflicts with MVUUF officials, rules or decisions:

If the issue is related to fellowship officials or processes, talk directly to the person first, or address the committee or body involved.

If the issue is unresolved, or the congregant is unable to approach the official body directly, ask for help from the Right Relations Committee.

If the issue is unresolved, invite a formal authority to help resolve the issue if possible. Such authority may be a committee, program council, or board.

If the resolution is unacceptable, the Right Relations Committee will seek a person or group with higher authority to appeal to – including the MidAmerica Region– to serve as neutral mediators.

If all appeals have been exhausted, the member is encouraged to recognize that their concerns were heard, that fair democratic processes were used. Please accept the resolution offered.

If conflicts escalate and the parties are unwilling to try to resolve them, and if the conflict is affecting the fellowship's life or any individual's safety, the committee will involve the Board using the disruptive behavior bylaw item, Article IV, Section D.

For conflicts with the minister:

Congregants are encouraged to speak with the minister directly about their concerns.

If the issue is unresolved, or the congregant is unable to approach the minister directly, ask for help from the Committee on Ministry or the Board. The Board may involve the Personnel Committee.

If the issue is unresolved, the Board shall involve MidAmerica Region or other external resources to help resolve the dispute.

5.3 Policy Regarding Disruptive Behavior

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

There may be times when the disruptive behavior of an individual(s) within the fellowship building will lead members to voice their concerns about one or more of the following:

- Perceived or real threats to the safety of an adult or child;
- The disruption of Fellowship activities;
- The destruction of Fellowship property
- The diminishment of the appeal of the fellowship to potential and existing members and friends.

The following shall be the policy of MVUUF in dealing with these issues: If an immediate response is required, the minister, fellowship officers, and/or the leaders of the group involved may undertake this action. This action may include asking the offending person or persons to leave the MVUUF premises or activity, or suspending the meeting or activity until such a time as it can safely be resumed. If the individual involved refuses to comply with the leader's request, and further assistance is required, the Police Department may be called. Anytime any of these actions are undertaken without the minister being present, the minister and the board president must be notified. The minister and board president will send a follow-up letter to the offending party detailing what steps must be

taken before they may return to the fellowship activities involved.

Situations not requiring immediate response shall be referred to the Board. The board will respond in terms of their own judgment observing the following:

The board will respond to problems as they arise. There will be no attempt to define “acceptable” behavior in advance. Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.

The Board president or vice president will call an ad hoc disruptive behavior committee, as needed, to investigate disruptive behavior issues. The committee may be made up of the board president or vice president, program council chair, committee on ministry chair, minister, and other members as deemed appropriate.

To aid in evaluating the problem, the following points will be considered:

DANGER - Is the individual the source of a threat or perceived threat to persons or property?

DISRUPTIVENESS - How much interference with church functions is going on? **OFFENSIVENESS** -

How likely is it that prospective or existing members will be driven away?

To determine the necessary response, the following points will be considered:

CAUSES - Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?

HISTORY - What is the frequency and degree of disruption caused in the past?

PROBABILITY OF CHANGE - How likely is it that the problem behavior will diminish in the future?

The board will decide on the necessary response on a case-by-case basis. All actions to be taken are to be provided in writing to the disruptive party. The following three responses are recommended to be followed commensurate with the disruptive behavior. These responses are not necessarily progressive (i.e. the board may decide to expel without warning or suspension in an extreme case.)

WARNING - The disruptive behavior committee and minister (if appropriate) shall meet with the offending individual(s) (and an accompanying advocate if desired) to communicate the concern and develop a proposed course of action to correct the behavior.

At this time, the assembled parties may determine that the MVUUF conflict resolution process should be invoked. If the conflict involves MVUUF policies and procedures, the conflict resolution process encourages the parties to take their concerns to the staff member, lay leader, committee, council, or board that has the formal authority to interpret and change the relevant policy or procedure. If the conflict involves interpersonal relationships, the conflict resolution process encourages the parties to enter mediation.

SUSPENSION - The offending individual (s) will be excluded from MVUUF and/or specific MVUUF activities for a limited period of time, using the process defined in the bylaws section titled “Involuntary Removal from MVUUF.” A member of the disruptive behavior committee and the minister will meet with the individual (s) (and an accompanying advocate if desired) and clearly state the reasons for exclusion and the conditions under which

the individual(s) may return to MVUUF activities.

EXPULSION - The offending individual (s) will be permanently excluded from MVUUF premises and activities using the process defined in the bylaws section titled “Involuntary Removal from MVUUF.” If it is decided that expulsion will take place, the board secretary will notify the fellowship administrator and the membership representative of the decision and the board will send a letter explaining the expulsion to the individual(s). The letter shall also explain the individual(s) right to appeal the board’s decision as defined in MVUUF bylaws.

Suspensions and expulsions may be appealed to the congregation using the process defined in the by-laws.

MVUUF strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. However concern for the safety and wellbeing of the congregation, as a whole, must be given priority over the privileges and inclusion of any individual(s). To the degree that the disruptive behavior of an individual(s) compromises the health and wellbeing of this congregation, our actions, as people of faith, must reflect the security and wellbeing of the Fellowship.

5.4 Inclusive Programming

All programs at MVUUF are expected to be as inclusive as possible. When programming is offered for a specific identity group, individual members may self-identify, and the identity an individual claims must be respected.

6 Board Policies

The outgoing Board members and officers, together with the newly elected board members shall review “The Miami Valley Unitarian Universalist Fellowship Policy Manual” either before the end of the Fellowship year or at the beginning of the new Fellowship year.

The guidelines for MVUUF members to make proposals to the Board are to: Contact appropriate Program Representative and/or Board member with proposal in written form. (Ask any Board member or the Office Administrator for appropriate contact person.) Proposal will be presented to the Board by the appropriate board member as time allows.

No Board member can be an employee of the Fellowship and no employee of the Fellowship can be a Board Member.

6.1 Award Policies

6.1.1 Unsung UU Award

The Unsung UU is an award given by the board to people in the congregation who work tirelessly behind the scenes to get things done at the fellowship. The Board will select someone who is not on the Board for this award.

6.1.2 Emily Upham Award

The Emily Upham Award is given to a member who exemplifies commitment and service for world peace and social justice. Selection committee consists of the President, Social Action Representative, and the Vice President. If the President or Vice President is unable to serve, the Board will select an alternate Board member.

Emily Upham was a member of MVUF who throughout her life supported her vision for world peace and justice through her professional and, especially, her volunteer efforts: as a young woman with the United Nations and as an older woman with many local organizations including the World Federalists.

6.1.3 Wince Service Award

This award recognizes tireless leadership over decades to strengthen the life of this congregation and our relationships with one another. Recipients have served in a variety of roles within the Fellowship demonstrating their love of this community and its value to the world. The Board selects recipients.

6.2 Duties

7 Program Council

7.1 Term of Office for Program Council Representatives and Delegates

Program Council representatives are elected for a term of 2 years. Half the representatives are elected in odd numbered years, the remainder in even numbered years as described below. Program Council representatives may serve a maximum of two full consecutive terms in a single elected office and must maintain their status as voting members of MVUUF to retain their position on the program council. Program Council delegates are appointed, non-voting members of the Program Council and do not have fixed terms. Delegates must maintain their status as voting members of MVUUF to retain their position on the Program Council.

7.2 Duties of Program Council Representatives and Delegates

All Program Council representatives and delegates are expected to carry out the following responsibilities.

PROGRAM COUNCIL

- Attend the regularly scheduled monthly program council meetings
 - o If a member cannot attend the program council meeting, s/he is asked to find an appropriate substitute to attend
 - o Because meeting attendance is critical for communication, if a program council member is absent for more than three meetings in a year, the program council may ask that member to resign
- Attend annual board/program council joint sessions to collaborate on church priorities, goals, and leadership development
- Collaborate with other program areas and staff as much as possible to support initiatives, streamline the process, and present cohesive church-wide programming
- Communicate with other program council members, staff and the board about program area achievements, projects and initiatives
 - o Submit a written program area report to the program council e-mail list at least three days before the meeting so that others have enough time to read your communication and request agenda items
 - Propose agenda items
 - Coordinate scheduling
 - Recognize volunteers
 - Account for monthly area budget income and expenditures
 - o Submit written program area reports for semi-annual congregational meetings
- Propose annual area budget to the treasurer by February
- Annually review area policy and propose updates to the board
- Annually recommend program area committee chairs for program council approval in June

- Have a working knowledge of the MVUUF bylaws, general policy, mission and vision
- Follow right relations policy and procedures to ensure a positive and productive working environment.
- Work through consensus with other members of the program council to fulfill the duties of the program council as listed in the bylaws including:
 - o Approving the appointment or removal of committee chairs nominated by individual program council representatives (June PC meeting or as needed).
 - o Appointing interim members to fill mid-term vacancies on the nominating committee.
 - o Nominating one qualified candidate for election to the nominating committee each year.

COMMITTEES

- Recruit and nominate program area committee chairs for program council approval at the June Program Council meeting.
- Committee chair terms are appointed one year terms beginning July 1.
- By default, the area program council rep is the chair until another chair can be appointed.
- Support program area committee chairs and encourage leadership development.
- Attend program area committees and communicate program council and board actions.
- Ensure that committee meeting dates and agendas/action items are published to the congregation to encourage attendance

VOLUNTEERS

- Cultivate volunteer involvement in program area activities.
- Make sure there is a clear understanding of volunteer responsibilities
- Educate volunteers about program area policy and procedures
- Empower volunteer initiatives
- Encourage clear communication and collaboration
- Give lots of positive feedback and, as needed, constructive suggestions for improvements
- Publicly honor volunteer participation and achievements to the congregation
- Publish names of volunteers in monthly program council reports to assist in volunteer recognition and leadership development

STAFF

- Collaborate with staff on program area initiatives maximizing joint participation
- Establish area leadership responsibilities and shared area vision, mission and goals
- Communicate frequently and act as a liaison for program area staff to the program council
- Coordinate program area budget expenditures
- Seek staff knowledge of institutional programs and operations
- Encourage clear communication between staff and lay leadership
- Give lots of positive feedback and, as needed, constructive suggestions for improvements Publicly honor staff participation and achievements to the congregation

7.3 Membership of Program Council—Position Descriptions

7.3.1 Activities Representative

The activities representative is an elected member of Program Council with a 2-year term beginning on March 1 of odd numbered years.

PROGRAM AREA MISSION

The activities area mission is to engage MVUUF members by creating meaningful opportunities for fellowship interactions by leading and facilitating social activities and programs. This will be achieved through collaboration among the program area staff, the activities rep, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

ADDITIONAL RESPONSIBILITIES NOT IDENTIFIED ABOVE IN 8.2

Request new activities programs to be included on the MVUUF governance chart as needed

Support and assist other program council areas with events they create such as May Day, Wassail, etc. as requested. (See Financial Policies)

RESPONSIBILITIES

The representative has responsibility for the following items and is encouraged to collaborate and delegate in order to involve more individuals in our shared ministry, to develop future leaders, and increase our potential for providing programs by involving more ideas, participants, and energy.

Activities committee--general oversight and coordination

Activities independent finances and bank account--maintain financially self-sustaining

Activities area Holiday programs

- Thanksgiving dinner
- Halloween party (collaborate with YRE)
- Wassail (collaborate with Music)
- Christmas Dinner
- New Year's Eve party
- MLK Day (collaborate with YRE and Social Action)
- Mayday (collaborate with YRE)
- Movie Nights
- Others as initiated
 - o After service potlucks- goal quarterly
 - o Fall
 - o Winter
 - o Spring
 - o Summer

Retreats

- o Fall retreat- main annual event
- o Others as initiated- mini seasonal retreats, special focus retreats

Outings

- o Small group dinners
- o Others as initiated

Interest groups

- o Book club- day time
- o Book club, evening
- o Community Discussion Group
- o Smart Choices
- o Women's Group
- o Others as initiated

General activities

- o Game nights

7.3.2 Communications Representative

The Fellowship Communications Representative is an elected member of Program Council with a 2-year term beginning on March 1 of even numbered years.

PROGRAM AREA MISSION

The Communications Representative coordinates and facilitates all internal communications intended for a general audience of MVUUF members and facilitates communications with audiences external to MVUUF to create a positive awareness of MVUUF's existence, ministries, and activities in the Miami Valley.

This purpose will be achieved in collaboration with the program area, staff area, committee chairs and volunteers, as well as other program areas and MVUUF staff.

PROGRAM AREA STAFF INCLUDE: Fellowship Administrator

RESPONSIBILITIES

The representative has responsibility for the following items and is encouraged to collaborate and delegate in order to involve more individuals in our shared ministry, to develop future leaders, and increase our potential for providing programs by involving more ideas, participants, and energy.

- Maintain minutes and reports for the Program Council meetings
- Regular newsletter
- Weekly bulletin
- Bulletin boards
- Historian
- MVUUF library
- Internet communication:
 - Email groups: Manage and facilitate the various MVUUF groups for the congregation, including the News list, Program Council, and Board groups.
 - Website (collaborate with webmaster) secure web hosting
 - Social Media: MVUUF Facebook Page, future social media ventures for MVUUF.
- Solicit and redirect congregational feedback to appropriate areas
- Press releases
- Public advertising (including sidewalk signs) Maintain current press contact list
- Interfaith outreach (coordinate with minister, LRE, Social Action)

7.3.3 Lifespan Religious Education Representative

The Lifespan Religious Education (LRE) Representative is an elected member of Program Council with a 2-year term beginning on March 1 of even numbered years.

PROGRAM AREA MISSION

The Lifespan Religious Education area mission is to provide meaningful educational opportunities and structured programs for MVUUF attendees of all ages to further their religious knowledge and spiritual development. This will be achieved through collaboration among the program area staff: Director of Religious Education (DRE) and Assistant DRE, the LRE representative, area committee chairs and volunteers, parents of children involved in YRE, as well as other program areas and MVUUF staff.

PROGRAM AREA STAFF INCLUDE: Director of Religious Education (DRE) and Childcare Providers.

RESPONSIBILITIES

The representative has responsibility for the following items and is encouraged to collaborate and delegate in order to involve more individuals in our shared ministry, to develop future leaders, and increase our potential for providing programs by involving more ideas, participants, and energy. .

- Child (0-13yrs.), youth (14-20yrs.), young adult (18-35yrs.) and adult religious education activities, classes and groups
- Curriculum resources and supplies (shared with DRE)
- Nursery and childcare activities and supervision as needed to support adult worship and other MVUUF functions Annual religious education programs and events.
- LRE council or coordination between adult and youth programming.
- YRE committee and sub-committees.
- Appropriate upkeep of classroom safety and appearance.

In addition to the above responsibilities, the LRE representative will work with the YRE Committee to select a recipient of the Julie Renfro Award.

7.3.4 Membership Representative

The membership representative is an elected member of Program Council with a 2-year term beginning on March 1 of even numbered years.

PROGRAM AREA MISSION

The membership area mission is to welcome and educate visitors, encourage a sense of ownership and empowerment through MVUUF membership, support spiritual fellowship and outreach to those in need, and create a community where congregants are inspired into action and involvement resulting in a vibrant, healthy spiritual community. This will be achieved through collaboration among the program area staff, the membership representative, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

PROGRAM AREA STAFF INCLUDE: Fellowship Administrator

ADDITIONAL RESPONSIBILITIES NOT IDENTIFIED ABOVE IN 8.2

Notify program council of membership changes, current statistics as part of monthly report

RESPONSIBILITIES

The representative has responsibility for the following items and is encouraged to collaborate and delegate in order to involve more individuals in our shared ministry, to develop future leaders, and increase our potential for providing programs by involving more ideas, participants, and energy.

- Membership Committee
- Greeters
- Name Tags
- Visitor welcome and introduction to our faith, welcome packets
- Welcoming sessions (introduction to membership)
- New member induction (Sunday service)
- Covenant Groups
- Integrating New Members Member Retention
- Membership Tracking and Record Keeping (collaboration with Fellowship administrator)
- Annual Review of Membership Rolls and UUA Notification (collaborate with pledge campaign)

7.3.5 Music Representative

The music representative is an elected member of Program Council with a 2-year term beginning on March 1 of even numbered years.

PROGRAM AREA MISSION

The music area mission is to cultivate a music program that integrates live music into the Sunday services and supports membership participation in music focused groups and ensembles. This will be achieved through collaboration among the program area staff, the music representative, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

PROGRAM AREA STAFF INCLUDE: choir director, choir accompanist

RESPONSIBILITIES

The representative has responsibility for the following items and is encouraged to collaborate and delegate in order to involve more individuals in our shared ministry, to develop future leaders, and increase our potential for providing programs by involving more ideas, participants, and energy.

- Music Committee
- Sunday Music (collaborate with minister, worship, choir director and sound operator)
- Singing Groups (collaborate with Choir Director)
- Concerts
- Wassail Service (collaborate with Activities)
- Instrument Maintenance and Tuning

7.3.6 Operations Representative

The operations representative is an elected member of Program Council with a 2-year term beginning on March 1 of odd numbered years.

PROGRAM AREA MISSION

The operations area mission is to maintain and enrich the physical building and grounds and ensure a safe and accessible physical environment for our MVUUF spiritual home. This will be achieved through collaboration among the program area staff, the operations representative, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

PROGRAM AREA STAFF INCLUDE: Fellowship Administrator,

Custodian RESPONSIBILITIES

The representative has responsibility for the following items and is encouraged to collaborate and delegate in order to involve more individuals in our shared ministry, to develop future leaders, and increase our potential for providing programs by involving more ideas, participants, and energy.

- Building and grounds maintenance (annual reviews, work days)
- Building and grounds safety and use regulations (including rental)
- Audio/visual operation (collaborate with music and worship)
- Kitchen coordination
- Technology coordination
- MVUUF Labyrinth
- Aesthetics/permanent decorations

- ChaliceLight Gallery
- Safety review/semiannual (see facilities policies)
- Facilities policy review/annual (see facilities policies)

7.3.7 Social Action Representative

The Social Action Representative is an elected member of Program Council with a 2-year term beginning on March 1 of odd numbered years.

PROGRAM AREA MISSION

The mission of the Social Action Committee is to engage the congregation in social justice work as individual and corporate expressions of our Unitarian Universalist faith, affirming the inherent worth of each person, our mutual interdependency, and the need to create a world in which the institutional structures of society are both just and humanizing and in which each person has the opportunity to flourish. Such engagement of the congregation will include humanitarian giving, education, witnessing, advocacy and community organizing. This will be achieved through collaboration among the program area staff, the social action representative, social action committee chair, action group chairs and volunteers, other program areas, MVUUF minister, MVUUF staff, and appropriate community partners.

ADDITIONAL RESPONSIBILITIES NOT IDENTIFIED ABOVE IN 8.2

- Provide quarterly report of collection plate income and expenditures to the Program Council
- Provide the Fellowship Administrator and worship leader with appropriate notification and information about the project/program selected as the focus for each Sunday service offertory.
- Participate in the selection of special Sunday offerings.
- Participate in the nomination and selection process for the annual Emily Upham Award.

RESPONSIBILITIES

The representative has responsibility for the following items and is encouraged to collaborate and delegate in order to involve more individuals in our shared ministry, to develop future leaders, and increase our potential for providing programs by involving more ideas, participants, and energy.

- Humanitarian Giving
- Environmental Action
- GLBT Advocacy
- Community Organizing
- Immigration and Refugee Action
- UUA Social Action

Responsibilities of the Social Action Committee:

- Review action groups and other social action efforts and provide assistance when needed.
- Review action groups to ensure that they fit the criteria established by the congregation and Social Action Committee.
- Approve and oversee budgets for the Committee and its related action groups. Carry out any Social Action Committee fundraising. Provide assistance and oversight for any fundraising by action groups.
- Implement congregation-wide social justice projects and forums.
- Actively pursue connections with other groups in the community that are working for social justice.
- Maintain working relationships with the other committees and groups of the congregation, including the Worship and LRE Committees, to ensure appropriate focus on social justice work.
- Build and maintain social justice relationships with other congregations in the MidAmerica Region, with the UUA and with other social justice-oriented UU groups.

- Prepare and periodically update a long-term strategic plan for social justice initiatives.
- Assure continuity from year to year for all social justice initiatives. Develop and assure the implementation of efficient processes for accomplishing social justice work so that a minimum of time and energy is spent dealing with process and a maximum on social justice work.
- Assure that no social justice action by the Social Action Committee or any action group violates the rules under which the congregation is a tax-exempt body and assure that the work of the group follows approved Board policy and congregation bylaws.

The social action representative is encouraged to delegate the leadership of these components to capable and motivated volunteers as much as possible to encourage congregational involvement and leadership development. Collaboration with other lay leaders, staff and volunteers is highly encouraged.

7.3.8 Worship Representative

The Worship Representative is an elected member of Program Council with a 2-year term beginning on March 1 of odd numbered years.

PROGRAM AREA MISSION

The worship area mission is to support the shared religious life of our congregation through Sunday worship services that engage our senses and support our individual spiritual growth, honoring life passages like marriage and death, and celebrating special holidays in fellowship. This will be achieved through collaboration among the minister, program area staff, the worship representative, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

PROGRAM AREA STAFF INCLUDE: minister, choir director, Fellowship Administrator

RESPONSIBILITIES

The representative has responsibility for the following items and is encouraged to collaborate and delegate in order to involve more individuals in our shared ministry, to develop future leaders, and increase our potential for providing programs by involving more ideas, participants, and energy.

Worship Committee:

- Worship service topics and speakers, scheduling and coordination (collaborate with music) o Worship associates
- Worship altar and pulpit maintenance (candles, decorations)

Ushers:

- Coffee and refreshments after service

Worship groups:

- Buddhist group
- Pagan group
- Theist group

7.3.9 Finance Delegate

The Finance Delegate is an appointed member of Program Council does not have a fixed term and is a non-voting member of the Program Council. The Finance Delegate is either the Board Treasurer or appointed by the Board Treasurer and must maintain their status as voting members of MVUUF to retain their position on the Program Council.

PROGRAM AREA MISSION

The finance area mission is to [insert mission statement]. This will be achieved through collaboration among the

program area staff, the finance delegate, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

PROGRAM AREA STAFF INCLUDE: Bookkeeper, Fellowship Administrator

ADDITIONAL RESPONSIBILITIES NOT IDENTIFIED ABOVE IN 8.2

Provide monthly budget income and expenditures statements in the monthly report to the program council Collect annual program area budget requests in February

RESPONSIBILITIES

The representative has responsibility for the following items and is encouraged to collaborate and delegate in order to involve more individuals in our shared ministry, to develop future leaders, and increase our potential for providing programs by involving more ideas, participants, and energy.

- Publish monthly financial statements for program area
- Collect financial data and requests for annual budget
- Educate and inform program council members about their fiduciary responsibility
- Promote program wide stewardship initiatives
- Coordinate annual pledge campaign with program areas
- Act as a liaison to the Board and Treasurer

7.3.10 Minister Delegate

The Minister Delegate is an appointed member of Program Council does not have a fixed term and is a non-voting member of the Program Council. The Minister Delegate is either the Minister or appointed by the Minister and must maintain their status as voting members of MVUUF to retain their position on the program council.

PROGRAM AREA MISSION

The area of ministry's mission is to [insert mission statement]. This will be achieved through collaboration among the program area staff, the minister delegate, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

PROGRAM AREA STAFF INCLUDE: all areas

RESPONSIBILITIES

The representative has responsibility for the following items and is encouraged to collaborate and delegate in order to involve more individuals in our shared ministry, to develop future leaders, and increase our potential for providing programs by involving more ideas, participants, and energy.

- Act as a communication liaison between governing bodies
- Provide spiritual grounding at program council meeting (chalice lighting, closing words)
- Collaborate with program council members to provide a shared ministry and cohesive programming

7.3.11 Volunteer Coordinator

The Volunteer Coordinator is an appointed member of Program Council with a 1-year term beginning on March 1. Program Council delegates have no term limits, but must maintain their status as voting members of MVUUF to retain their position on the Program Council.

PROGRAM AREA MISSION

The Volunteer Coordinator area mission is to encourage members and friends of MVUUF to volunteer their time and service to the fellowship; to help coordinate and effectively match volunteer skills with the needs of congregation programming and mission work; to recognize and support volunteer achievement; and to promote leadership development. This will be achieved through collaboration among the program area staff, the volunteer coordinator, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

RESPONSIBILITIES

The representative has responsibility for the following items and is encouraged to collaborate and delegate in order to involve more individuals in our shared ministry, to develop future leaders, and increase our potential for providing programs by involving more ideas, participants, and energy.

- Identify volunteer needs and develop job descriptions in collaboration with all program and administrative areas.
- Coordinate with pledge campaign and membership to elicit volunteer/service pledge
- Secure assignments and connect volunteers to leadership areas with needs
- Maintain volunteer database/tracking and records (coordinate with Membership)
Recognize and support volunteer achievement
- Work with PC, board and nominating committee to promote ongoing leadership development

7.3.12 Denominational Affairs Delegate

The Denominational Affairs delegate is an appointed member of Program Council with a 1-year term beginning on March 1. Program Council delegates have no term limits, but must maintain their status as voting members of MVUUF to retain their position on the Program Council.

PROGRAM AREA MISSION

The denominational affairs area mission is to create awareness and encourage involvement with the larger Unitarian Universalist community and educate the congregation about the actions and issues of the MidAmerica Region and UUA. This will be achieved through collaboration among the program area staff, the denominational affairs delegate, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

RESPONSIBILITIES

The representative has responsibility for the following items and is encouraged to collaborate and delegate in order to involve more individuals in our shared ministry, to develop future leaders, and increase our potential for providing programs by involving more ideas, participants, and energy.

- Inform the congregation of district and UUA activities
- Encouraging congregational participation in district and UUA activities
 - MVUUF representation at district meetings and workshops
 - MVUUF representation at UUA General Assembly
- Elicit information and feedback from the congregation for district and UUA decision-making purposes (such as the Commission on Appraisal or Commission on Social Witness)
- Encourage members to seek leadership roles in the district or UUA
- Solicit financial support for the district and UUA for programs such as the Chalice Lighter program

7.4 Committees of Program Council Areas

7.4.1 General

Appointments: Representatives shall appoint committee chairs within their jurisdiction and shall report all such

appointments and changes to the Board. The Committee Chair recruits members for the committee.

Committee Chairs must be voting or associate members.

The Committee Chairs will call meetings as needed, and will see to it that all members of the committee are advised of the meeting.

7.4.2 Recommendations for Committees

Each program representative is advised to work with a committee, both to develop the ministry of each program area and to develop leaders. The following recommendations will promote transparency in committee work and decision making.

Each committee of the Program Council (PC) or board will have a charter. The details of the charter will be determined by the full committee or the committee chair, appropriate PC representative or board member and any appropriate staff member. All charters should contain a committee mission and goals that align with those of MVUUF.

Committees should consider the following operating guidelines as part of their charters:

- Chair: PC representatives or Board members will appoint chairs in their own area unless otherwise noted in the bylaws. The committee chair reports to that MVUUF leader.
- The charter will specify a term limit for a chair and a plan for turnover (e.g., selecting and training a chair-elect the year before the current chair ends his/her term)
- Membership: Charters will specify a number (or range) of members believed to be ideal to complete the work of the group.
- The charter will specify term limits for committee members (e.g., 2 or 3 years) with a plan for turnover and filling vacancies. Terms may change on the church calendar (July 1) or another predetermined date.
- Members of a committee shall decide on and agree to expectations for participation, such as attendance at meetings (minimum of half). These expectations should be included in the charter.
- Members will recruit and train replacements for positions, attempting to reflect the Fellowship's diversity.
- Members are encouraged to chair or co-chair an event for the committee and/or fill a necessary role for the group (e.g., secretary, treasurer, process observer, meeting chair, publicity). Staff may serve as nonvoting ex officio members.
- A sub-committee or task force may be formed to address short-term goals (two years or less).
- Meetings: All group meetings shall be open except for meetings that address sensitive issues requiring executive session (e.g., meetings of the Personnel Committee, Nominating Committee, Committee on Ministry, or a group determining award recipients).
- Decision Making: The committee charter will establish procedures for making decisions and changing the charter (e.g., consensus, voting).
- Members are the committee's decision-makers. Non-committee members may observe and speak but may not vote on decisions.
- Votes on significant decisions may not be taken by phone or email.
- Record Keeping: All meeting times shall be published on the MVUUF calendar.
- Minutes and attendance of meetings shall be recorded and available upon request for review by the members and appropriate PC representative, board or staff member, and members of the congregation.

7.43 Meeting Multicultural Protocol

The purpose of this protocol is to open up a time and space towards the end of our fellowship meetings to reflect and discuss how this particular meeting might be perceived by a person of different background. The protocol's success is dependent on individuals who have developed particular multicultural sensitivities to have the courage to speak up and for the rest of us to suspend judgment and to listen, consider and maybe make some changes to our sensitivities, way of thinking and communicating.

TOWARDS THE END OF EACH MEETING RESERVE TIME TO REFLECT ON WHETHER THE MEETING JUST HELD MAYBE SUBTLY, MAYBE UNKNOWINGLY, WOULD REPEL PEOPLE WITH A DIFFERENT CULTURE OR BACKGROUND FROM THE MAJORITY.

- Was there any action or word that communicated or implied anything that might cause anyone of a different culture, socio-economic class, race, ethnic background, age, ability, sexual orientation or gender identity to feel offended, devalued or left out?
- If so, how perspectives, decisions, and communications could be modified so that all would feel fully included in our fellowship.
- Consider how power within the group affected the discussions and decisions of the group and the impact they might have on the larger congregation. Consider that those present have the power and responsibility to represent voices that might not be represented.

8 Financial Committees

The following are the standing financial committees identified in the bylaws. The Treasurer may form additional committees as needed. The treasurer nominates chairs of those additional committees for Board approval.

8.1 Finance Committee

The Finance Committee advises and assists the Treasurer in MVUUF financial operations as needed. The Treasurer shall nominate a Finance Committee chair for Board approval. The Treasurer and Finance Committee chair may appoint additional members to the Finance Committee as needed. The Finance Committee chair and all appointed members of the Finance Committee are MVUUF officials.

8.2 Audit Committee

PURPOSE. The Audit Committee Internal shall conduct annual audits of MVUUF financial records. The auditors are officials of MVUUF and shall have access to all financial records of MVUUF. At a minimum, internal audits should determine, according to appropriate auditing practices, whether or not:

1. Financial transactions and associated documentation are current, complete, and accurate.
2. MVUUF financial policies and procedures are being followed.

MEMBERS. The Audit Committee is at least two MVUUF voting members appointed by the Board for a one-year term coinciding with the MVUUF fiscal year.

ELIGIBILITY. To be eligible to serve as an Audit Committee member, a member shall:

1. Have appropriate audit training and background, to the extent that such persons can be found among MVUUF members to willingly serve in the role.
2. Not have served as a Board member, Program Council representative, or paid staff member during the time period that is the subject of the audit.

3. Not have any real or apparent conflict of interest with regard to finding deficiencies or reporting audit results.

ASSISTANCE. The Treasurer, Bookkeeper, office staff, and all other persons with relevant MVUUF financial responsibility shall assist the auditors as necessary.

EXTERNAL AUDITS. An external audit may be requested by the Board. The Audit Committee shall facilitate an external audit as directed by the Board.

8.3 Endowment Fund

8.3.1 Purpose

The Endowment Trustees are responsible for:

- Monitoring the MVUUF endowment fund.
- Recommending fund management policy and decisions to the board.
- Facilitating the implementation of the fund management and decisions of the board.
- Reporting on the status of the endowment fund at regularly scheduled congregational business meetings and to the board as requested.

8.3.2 Trustees

Three Endowment Trustees are elected by MVUUF at congregational business meetings. Endowment Trustees are officials of MVUUF and are nominated by the Nominating Committee or during open nominations at a business meeting. The standard term of office for Endowment Trustees shall be staggered three-year terms beginning on July 1, with one seat to be elected each year. The congregation shall elect members to fill vacant seats of unexpired terms as needed at congregational business meetings.

8.3.3 Authority

Use of endowment funds are determined by the board and the congregation.

Not more than once per fiscal year, by majority vote, the board may choose to spend the endowment fund's income (capital gains, interest, dividends) from the current fiscal year for any purpose. The congregation may choose to spend any amount of the endowment fund for any purpose (subject to other restrictions in these bylaws, such as restrictions on real estate and capital improvement transactions). Approval requires two-thirds majority votes taken at two congregational business meetings no less than sixty days and no more than 252 days apart.

Any net income of the endowment fund not withdrawn or requested to be withdrawn by the board within any fiscal year of the fellowship shall be added to and become part of the principal of the endowment fund on June thirty of each year.

8.3.4 Agreement

The congregation, Board, and Endowment trustees shall honor the MVUUF Endowment Fund agreement that established the Endowment Fund, dated 14 June 1992.

9 Nominating Committee

See Bylaws.

10 Committee on Ministry

10.1 Purpose

The Committee on Ministry is responsible for providing feedback to the Minister(s), Board, Program Council, and congregation regarding the overall health of the congregation's ministry. The committee also serves as a confidential communication channel between the Minister and the members of congregation.

- The committee shall meet as needed, but no less than four times per year, to review the ministerial-congregational relationship.
- The committee will keep the minister advised of situations and concerns within the congregation as they affect relations between the minister and fellowship members.
- The committee will report to the Board, Program Council, Congregation, and Minister the status of and/or concerns regarding ministry within the Fellowship and the wider community.
- The committee will assist the Minister in planning continuing education, sabbaticals, and other professional development.

The Committee, the Board, and the Minister will participate in a review of the Minister's goals and priorities on an annual basis.

10.2 Members

The committee is composed of four MVUUF voting members who serve one-year terms beginning March 1. Committee members must maintain their voting status and may not hold any another elected position in the Fellowship while serving on the committee. All members are limited to three consecutive terms.

- One member is appointed by the Board.
- One member is appointed by the Program Council.
- One member is appointed by the Minister.
- One member is elected by MVUUF at the regular January congregational business meeting.

11 Library Collection Policy

The library collection at the Miami Valley Unitarian Universalist Fellowship will consist of books and other media whose subject matter is directly concerned with the mission of this Fellowship and the principles of Unitarian Universalism. Subject areas to be included are:

- Unitarian Universalism, current and historical
- World religions; major, minor, current, and historical
- Emerging spiritual and philosophical belief systems
- Spiritual life and growth
- Philosophy
- Ethics
- Social problems and social welfare
- Psychology as it relates to human understanding and personal growth. Pluralism, peace intercultural education
- Works of fiction and poetry whose subject matter is directly concerned with one of the topics listed above

Materials on the sciences and the visual and performing arts in which the primary subject matter is the relationship of the arts or sciences to one of the topics listed above.

12 Facilities Policies

12.1 General

“Facilities” means the MVUUF building, grounds, equipment, furnishings, and any other MVUUF property.

12.1.1 Room Names

No room of the Fellowship building will be given a name except by action of the MVUUF Board.

12.1.2 Safety Review

The Operations Representative, with the advice of the Operations Committee, shall conduct and document a semi-annual inspection of the building and grounds to review the safety of the facilities; and shall make arrangements for improvements as required. The Operations Representative shall make recommendations to the Board whenever the cost of such improvements exceeds the budget amount approved for that purpose.

12.1.3 Accessibility

It shall be the policy of the MVUUF to ensure compliance with all applicable regulations concerning accessibility, and furthermore to ensure the accessibility for all persons to the maximum extent reasonably possible.

The Operations Representative, with the advice of the Operations Committee, shall conduct an annual evaluation of the facilities’ accessibility; and shall make arrangements for improvements as required. The Operations Representative shall make recommendations to the Board whenever the cost of such improvements exceeds the budget amount approved for that purpose.

12.1.4 Policies Review

At the beginning of each fiscal year, as a minimum, the Operations Representative, with the advice of the Operations Committee, shall review these Facilities Policies, and make recommendations to the Board for changes as required.

12.2 Facilities Usage

12.2.1 Facility Usage – Acceptable Use

The MVUUF building and grounds are to be used for MVUUF business and activities, and may be formally approved and scheduled for private use. The Program Council and Fellowship Administrator are jointly responsible for defining approval and scheduling procedures. Approval and scheduling procedures shall be in accordance with building use policy.

MVUUF business and activities are those functions scheduled and carried out by the congregation, staff, board, program council, formally recognized committees, and groups. Unscheduled meetings for church business, group discussion, or for individual worship, meditation, etc. are allowed as long as they do not interfere with scheduled

uses or violate building-use policy.

12.2.2 Facility Usage – By Members

MVUUF facilities may be used by members for private events, subject to the restrictions applicable to all users, and to the conditions described in this section.

MVUUF members wishing to use the facility for a private event are requested to make a donation to offset the cost of utilities and maintenance. The requested donation amount shall be 50% of the amounts defined in the section entitled “Fees,” except that cleaning deposits and audio-visual fees will be paid in the full amount when required.

12.2.3 Facility Usage – By Non-Members

The MVUUF encourages the use of its facilities by non-profit groups and organizations that have a purpose and philosophy that are compatible with those of the MVUUF. The Program Council determines compatibility. The Minister shall have the authority to make such a determination if the Program Council is not scheduled to meet prior to a group’s first usage of the facilities. However, continuing usage by any group must be approved by the Program Council at their next meeting. That approval will remain in effect until the Program Council revokes their approval, or if the Minister determines that a group has acted in a way that warrants such a revocation. In that case, the Program Council will confirm or reverse the minister’s revocation at their next meeting.

The Program Council may elect to waive any **fee in full or part** upon the submission and approval of an “Application for **Reduced Fee Usage**.” If there is no meeting of the Program Council scheduled prior to the group’s first usage, the Fellowship Administrator shall collect the normal fees. If the application is subsequently approved, the paid fees will be refunded.

Any approved group wishing to use the MVUUF facilities shall first complete a “Building Use Agreement,” which will include a summary of terms and usage policies; and an authorized representative will be required to sign the Agreement. The Agreement will also include an appropriate waiver of liability and/or indemnification agreement, as recommended by a qualified legal advisor to MVUUF, and as approved by the Board. When completed and approved by the board, the summary and agreement form will be attached to this Policy Manual as addenda.

The person(s) requesting use of the facility is expected to be in attendance at the event and act as a responsible representative of the group. Such individual(s) and their organization shall be responsible for any damage or loss to the property caused or occasioned by their usage. An MVUUF representative shall also be present.

Any group not affiliated with the MVUUF, that uses any part of the facility for an activity that involves physical activity, must provide proof of liability insurance.

The facilities of the MVUUF may not be used for any commercial purpose. This prohibition does not apply to short-term events involving individual vendors as for a craft bazaar, artwork on display in the sanctuary, or the sale of audio-visual media by performers or speakers.

Any approved group or organization using MVUUF facilities shall pay a fee to offset the cost of utilities and maintenance in accordance with the section entitled “Fees.” All required fees are to be paid prior to the use of the building, and prior to the issuance of any keys. Failure to pay the fees as required will result in the cancellation of the event.

Any group using the facilities on an ongoing basis will be notified quarterly by letter from the Fellowship Administrator of any fees due at that time. The Fellowship Administrator will notify the Treasurer and the Program Council if any group is more than two months in arrears for any applicable fees.

12.2.4 Alcohol Usage

The consumption of alcohol shall be permitted, within the constraints of all applicable laws at MVUUF functions and private events.

Moderate amounts of alcohol may be served with a meal or as part of the service/celebration. Alcoholic beverages may not be sold and non-alcoholic beverages must be served along with alcohol. The person or group sponsoring the event is responsible for the behavior of persons attending the event (during and after), and must observe the policies set for personal conduct in the Fellowship building.

Alcoholic beverages shall not be stored on MVUUF property, except in a locked location, or otherwise inaccessible to minors. Any adult member or employee shall have the authority to dispose any alcoholic beverage found to be stored in violation of this policy.

12.2.5 Illegal Substances

The possession of illegal substances on MVUUF property is strictly prohibited.

12.2.6 Tobacco Usage

The use of tobacco products inside the MVUUF building shall not be permitted. The use of tobacco products in outdoor locations on MVUUF property shall be permitted provided it does not create an environment that is injurious to others, or reflects negatively on the MVUUF.

12.2.7 Burning of Other Substances

The burning of incense, sage, scented candles or other products, and similar materials is not permitted inside the MVUUF building. The burning, by adults, of non-scented candles and oils is permitted, as is the burning of small quantities of paper as required for ritual purposes, provided that a fire extinguisher is readily available in the immediate vicinity.

12.3 Scheduling

The Fellowship Administrator will be the contact person for scheduling the building and grounds or any part thereof. Scheduled times should also include any required rehearsals, set-up and clean-up time. Scheduling priority will be on a first-come, first-served basis. However, no usage for a member's private event, or by a non-member, will be scheduled if it interferes with previously or regularly scheduled usage for MVUUF purposes.

12.4 Security

In order to provide for the safety of persons using the building, and for protection of the property itself, the following procedures for opening and closing the building shall be observed.

Any person who unlocks any exterior or interior door shall be responsible for ensuring that the door is re-locked

prior to leaving the premises with the exception of regular Sunday programming. Lock-up responsibility following Sunday service is the responsibility of elected leadership. If that individual leaves while the building is still in use by others, he or she shall ensure that a new “responsible person” assumes responsibility for securing the building; and shall verify that the new person possesses the correct keys for locking the various exterior and interior doors as required. It is the responsibility of the last person leaving the building to physically verify that all exterior doors and interior doors to the office area are locked; that all windows are closed and locked; and that all interior lights are turned off.

12.4.1 Building Steward

The Building Steward (Steward) is a representative of the Fellowship who will provide information and supervision to and for those renting the Fellowship for a wedding or party where food is present or candles are used.

The Steward is to be of assistance to the renter by assisting with any questions/issues in regards to the facility that may arise. These issues include, but are not limited to: the heating and A/C system, the location of items in the Fellowship, and demonstrating the unlocking of the front doors.

The Steward will NOT assist in the set-up, tear-down, or cleanup of the facility, nor will he/she act as the AV technician. The Steward and A/V technician are two different Fellowship representatives.

The Steward is a representative of the Fellowship and can halt/cancel the event at any time if the rental agreement is violated.

Property damage will be assessed by the Steward at the event and reported immediately via email to the Operations Manager. Email will create a timely paper trail in the event of any disputes. The Steward will collect the building key at the end of the event. If the key is not collected for any reason, then the key deposit will be forfeited. To assess the status of the facility and retrieve the key, the steward will be present on the facility 60-minutes prior to the scheduled end of the event.

If the event is canceled without notice, the Steward will receive half the amount of the fee that would normally be paid to the Steward for the type of event scheduled.

The building steward shall be a MVUUF member or staff, able to perform all tasks/duties listed in this job description and must be punctual and reliable.

If the event is canceled without notice, the steward will receive half the amount of the fee that would normally be paid to the steward for the type of event scheduled.

12.4.2 Keys

Any facility user must make arrangements with the Fellowship Administrator to pick up and return keys for a single or short-term event and to pay a key deposit if necessary.

Keys are to be distributed by the Operations Representative or the Fellowship Administrator to Officers, Board Members, Program Council Representatives and others, as needed. Access to the Office area shall be restricted to those whose duties require such access, and office keys shall be returned when that access is no longer needed. The Operations Representative shall periodically review the list of key holders and verify that key assignments are consistent with the needs of the key holders. The Operations Representative will request the return of office

keys and any other keys from individuals whose duties no longer require access to the fellowship and/or office area.

A deposit will be charged to all non-members who receive keys in accordance with the deposit schedule included in the section entitled "Fees." Deposits will be refunded upon return of the keys to MVUUF. MVUUF members will not be charged a key deposit.

12.4.3 Emergency Building Closing

In the event of severe weather, the outbreak of a potentially highly infectious disease, or some other condition that would make it hazardous for people to travel to MVUUF or gather there, the Minister and the Board President may decide to close the Fellowship. The President will make the final decision after respectfully receiving and considering the advice of the Minister.

For a Sunday morning service, this decision shall be made no later than 8:00 a.m. that morning. Once made, the decision shall be communicated immediately to local television and radio stations, posted to MVUUF-News, announced on the message on the office answering machine, and (when possible) posted on the front doors. Should the Minister or President be unavailable when the decision must be made, a second Board member should be consulted to participate in the decision with the role of the decision maker they are replacing (Vice President, Treasurer, Secretary, At-Large Trustee, Program Council Chair).

For other all-Fellowship events (e.g., a concert or special lecture), the decision will be made by the event organizer, in consultation with the Minister and Board President. The closure should be publicized as above.

For events involving a smaller group of regular attendees (e.g., a committee meeting, or choir rehearsal), the event organizer shall make the decision and communicate it through the channels normally used by that group.

12.4.4 Gun Free Policy

It shall be the policy of the Miami Valley Unitarian Universalist Fellowship that, unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance on the premises at 8690 Yankee Street, Washington Township, Ohio 45458, per Ohio Revised Code 2923.136.(B)(6). This policy prohibits concealed carry weapons.

12.5 Housekeeping

12.5.1 Clean-Up

Facility users are responsible for cleaning up after their event. For meeting rooms this includes returning furniture to its original arrangement, removing trash, etc. If kitchen usage is included, cleanup also includes washing and storing dishes, properly storing or disposing unused food items, cleaning countertops, sweeping the floor, cleaning any spills, and removing trash to the dumpster.

12.5.2 Sanctuary/Gathering Space Usage

Any group using the Sanctuary or Gathering Space shall ensure that it is ready to use for the next Sunday services. The spaces must be free of any trash, dishes, etc.; the floors reasonably clean; and the chairs arranged in their standard configuration. This may be accomplished by the users themselves, or by making special arrangements in advance through the Fellowship Administrator for the custodial staff to ready the spaces for services. If the

latter option is selected, the user shall pay in advance the full amount of the custodial fee defined in the section entitled “Fees.”

12.5.3 Kitchen Usage

The kitchen will not be used by individuals for private use.

12.5.4 Refrigerators

Refrigerators are provided for the convenience of members and guests. Items kept in a refrigerator should be labeled with the date stored and the name of the group or individual responsible for it. No food item should be stored unless there is a reasonable probability that it will be consumed before it is likely to spoil. Any adult member or employee has the authority to dispose any item that is unlabeled, or has been stored for an excessive period of time.

12.6 Grounds Usage

12.6.1 Labyrinth

The MVUUF grass labyrinth, located on the south lawn, is available for quiet meditation and group activities. The labyrinth is open to the public but may be reserved for private use through the Fellowship Administrator. Labyrinth users are asked not to alter the labyrinth and to stay on the cut path so as not to disturb the plants.

12.6.2 Outdoor Fires

Outdoor fires will be permitted only for Fellowship religious ceremonies or for cooking fires that receive written approval from the Operations Representative on a form that includes rules, the Fellowship group, event date and time, and name of the responsible MVUUF member. Such fires must comply with local fire regulations. Such fires must be confined to a device or container built for that purpose, which prevents damage to the ground. Such fires must also be kept at a minimum of 30’ from any part of the building; must have a working water hose on site, must be monitored at all times by an adult member; and must be completely extinguished and the container cooled before being left unattended. The responsible person shall ensure that any ashes or debris are properly disposed of. The Washington Township Fire Dispatch Center must be notified at least 24 hours prior to any outdoor fires.

12.6.3 Playground

The MVUUF provides a play area for the enjoyment of the children of its members and guests. Parents and guardians are responsible for ensuring that their children are using the playground and its equipment in a manner that is safe for themselves and others.

12.6.4 Trees

The climbing of trees on the MVUUF property is not permitted. This prohibition is intended for the safety of the individual and the protection of the trees.

12.7 Fees

The Operations Representative, with the approval of the Board, will establish fees. The schedule of fees will be kept on file in the Fellowship office.

12.8 Donations of Furnishings

The Operations Representative, with the advice of the Operations Committee, shall have the authority to accept or refuse any donation of furniture, equipment, kitchen articles, artwork, or other furnishings. The Board may override any such determination.

When requested by the donor, a letter of thanks stating the value of the item will be sent to the donor for tax purposes.

Donated items that are no longer needed by the MVUUF, may be disposed in any manner deemed appropriate by the Operations Representative.

12.9 Renovations

The Operations Representative, with the advice of the Operations Committee, shall have the authority to approve or reject any proposed substantive change to the building or grounds, including, but not limited to, the addition or removal of attached items; changes to the exterior or interior color schemes; and exterior plantings. Approval shall not be unreasonably withheld and the Board may override any such determination.

12.10 Wetland

The Operations Representative shall convene a Committee of qualified and interested persons to monitor and manage the condition of the wetland. It shall be the policy of the MVUUF to maintain the wetland as near to its natural state as possible. We will endeavor to enhance the habitat by restoring native species and excluding invasive species to the maximum extent reasonably possible. It will be the long-term goal of the MVUUF to make the wetland accessible to all, with minimal disturbance to the natural habitat by constructing a boardwalk that does not negatively impact the wetland environment.

12.11 Art Gallery

Decisions regarding appropriate art for the ChaliceLight Gallery should be in keeping with the Purposes and Principles of the Unitarian Universalist Association and the Fellowship's bylaws. In particular, the principle that honors and affirms the worth and dignity of every human being should serve as a basic guideline. Thereby, artwork that honors and lifts up the human form, or the human spirit is approved. Art that degrades the human body, or human beings, is not deemed appropriate. At least two qualified members of the congregation should be consulted when works that may not meet these guidelines are being considered for a showing in the gallery.

12.12 Service & Emotional Support Animal Policy

MVUUF allows service animals to be brought on site by people with disabilities, including those with mental disabilities or in need of emotional support. MVUUF defines service animals as those animals (usually dogs) that are individually trained to perform tasks or offer emotional support for people with disabilities.

No other animals are allowed on the fellowship property. When it is not obvious what service the animal provides, MVUUF staff or leaders may ask if the animal is a service or emotional support animal.

MVUUF expects these animals and their handlers to meet the following expectations:

- These animals remain with their handlers while on campus.
- These animals do not sit on church furniture.
- These animals are harnessed, leashed, or tethered, unless these devices interfere with the animal's work or the individual's disability prevents using these devices. In that case the individual must maintain control of the animal through voice, signal, or other effective controls.
- These animals cannot be disruptive, including, but not limited to, whining, barking, grumbling, growling, or making other noises. An exception may be if the whining is an alert, such as to notify a handler who is experiencing a panic attack or drop in blood sugar.
- Handlers are expected to clean-up an waste left by the animal.
- If an animal does not follow these expectations, the leader of an event has the ability to ask the handler to remove the animal. Subsequently, the leader should notify the Minister and Board President of the incident. Although an event leader can initiate removal of an animal for a single event, only the MVUUF Board may initiate a prolonged ban of an animal from MVUUF.

We recognize that some people have allergies or aversions to animals; we will work to find a way to address this as the need arises.

This policy does not only apply to worship services but also to any on-site event (indoors or outdoors). The Program Council may make exceptions to this policy to accommodate unique events and situations.

13 Memorial Garden

Since the early 19th century the grounds of Unitarian Universalist congregations have often served as places of burial and memorial to honor deceased members and friends. In keeping with this tradition, Miami Valley Unitarian Universalist Fellowship (MVUUF) will establish a Memorial Garden as a service to the congregation.

Oversight of the Memorial Garden is the responsibility of the Memorial Garden Committee, a standing committee of the Operations program area.

The Memorial Garden will provide a place for the burial or scattering of the cremated remains of MVUUF members, families and friends, installation of memorial nameplates, as well as provide a quiet location for memory and reflection. The Memorial Garden committee must approve burial or scattering use by non-MVUUF members, families and friends. Visitation of the Memorial Garden is open to all.

MVUUF members, families and friends may register in advance to use the Memorial Garden by completing the application form, agreeing to abide by the Memorial Garden Procedures and Policies. MVUUF members, families and friends may also apply for the burial, scattering of cremains or installation of nameplates for previously deceased members, families and friends in the same manner. There is a non-refundable usage fee for each individual applying to use the garden.

The non-refundable usage fee will be set at \$300 (subject to periodic review). It includes burial or scattering of cremains, installation of a commemorative bronze nameplate and care of the grounds. Nameplates will be mounted on a larger Memorial Plaque serving as a central focal point of the garden.

Members may choose only to bury, scatter cremains or to install a nameplate, but the usage fee will remain \$300.00 for each individual.

Copies of the application form are available in the MVUUF office and completed applications will be permanently

kept there.

A written acknowledgement and receipt for each application and payment will be issued and recorded by MVUUF, and burial, scattering or nameplate installation may occur at any future time upon notification of death by the applicant's family.

Burial of cremains must be done without container or with a biodegradable container only at a designated Memorial Garden site. Each site will be 2 feet square and its location, plus the name of the deceased, date of birth, date of death and date of burial, will be recorded on a grid map and in a Memorial Garden Book of Record maintained by the Fellowship Administrator in the MVUUF office. Cremains will not be retrievable, and permanent cremation urns are not permitted. Specific burial sites may not be reserved in advance.

Cremains may also be scattered anywhere on the MVUUF grounds subject to the approval of the Memorial Garden Committee and the same information without a site location will be recorded in the Book of Record. The same information will also be recorded in cases when only a name plate installation is requested.

An appointee of the Memorial Garden Committee will prepare any burial site.

Burial or memorial services in conjunction with the burial or scattering of cremains or the installation of a nameplate will be arranged separately with the MVUUF minister. Private ceremonies in the Memorial Garden must be scheduled in advance with the MVUUF administrator.

Temporary structures may not be erected during these events, benches may not be moved and the garden must be left in its original condition. Only natural flowers or wreaths will be used to mark burial sites and will be removed after 48 hours.

Plantings for the Memorial Garden will be the responsibility of the Memorial Garden Committee and MVUUF and no planting will be permitted without the prior written approval of the committee.

The ordering and installation of commemorative nameplates for the Memorial Plaque will be the responsibility of the Memorial Garden Committee and no other nameplates will be permitted.

The Memorial Garden will be an ongoing MVUUF project and a Memorial Garden Fund will be listed as part of the MVUUF annual budget. Usage fees will be deposited only in this fund which will be reserved solely for use by the Memorial Garden Committee to construct, maintain or expand the garden as needed and to install commemorative nameplates.

The Memorial Garden usage fee may be reduced or waived at the discretion of the Memorial Garden Committee.

Financial donations to the Memorial Garden Fund are welcome at any time. Checks should be made out to MVUUF, indicating "Memorial Garden Fund" on the notation line. Donations will be noted in the Memorial Garden Book of Record.

14 Communication Policies

14.1 Speaking for the Fellowship

14.1.1 Speaking to Media, General

Only the Minister, President of the Board, or Communications Representative may speak to the media on behalf of the congregation as a whole. When time permits, the Minister, President of the Board and the Communications Representative will meet prior to such an interview to establish the congregation's position. On matters of great consequence, the Board will be convened to establish such a position statement.

14.1.2 Requests from Outside MVUUF

Any requests by outside groups for a speaker from the Fellowship will be handled by the Minister, President, or Communications Representative.

14.1.3 Additional Social Witness

According to the UUA's Social Justice Empowerment Program Handbook, "The purpose of social witness is to make public by word or deed the convictions of an individual or organization regarding a particular issue." Certainly, Unitarians, Universalists, and (since 1961) Unitarian Universalists have a long history of taking public stands on public issues, both as individuals and as an organization. However, when an organization takes a public stand, it may be seen to represent the position of all the individuals who constitute the organization, and that requires careful and deliberate actions to ensure that it does in fact represent them.

The steps outlined below are not intended to restrict the existing policy about speaking to the media on behalf of the Fellowship. Instead, they are intended to be used when members wish to engage the congregation in social witness.

- People may identify themselves as members of MVUUF in ways that do not directly state or imply that they represent the whole congregation.
- Speaking for the whole Fellowship might take a number of forms, including those identified as social witness by the UUA: participating in demonstrations, vigils, and marches; writing letters to the editor; passing resolutions; press releases and/or press conferences; organizing or participating in petition campaigns.
- Any public activity intended to represent MVUUF as a whole should be undertaken only after engaging in a series of discussions that involve a significant portion of the congregation. At each stage of the discussion, two questions should be raised: (1) Would any members feel that this action would fundamentally misrepresent their views? (2) Should this action be brought formally to a congregational meeting?
- Discussions should be deliberate and public. For example, an individual member wishing to propose that we engage in social witness in a way that would imply representation of MVUUF as a whole should begin by engaging with the appropriate committee(s) at MVUUF, then with the program council, and then with the board, which will determine whether to take the proposal to a congregational meeting. Along the way, discussions should be disseminated by all available means—publicly posted minutes of the various groups, articles in the Forum, postings on MVUUF-Discussion, and so on.
- After appropriate discussion has taken place and a proposal comes to the board for approval, the board will determine whether it is in the best interests of the Fellowship to hold a congregational vote. If a vote is held, the board will also determine, on a case-by-case basis, what percentage majority is needed in the congregational vote for an activity to go forward. The board should consider the depth of feelings on both sides of an issue and whether a particular action is likely to divide the congregation, create hard feelings, or cause members to feel alienated from the Fellowship. The more likely an issue is to be divisive, the higher the bar should be set for congregational approval.
- When the board determines that a congregational vote is not needed, the board will make the decision.
- Any action undertaken should not jeopardize MVUUF's 501(c)(3) status.

14.1.4 Joining an Organization

MVUUF membership in an outside organization needs particular attention. As with any other form of social witness, the possibility of joining an organization should be discussed widely. Discussions of the decision should flow from the individual or group recommending the action to the appropriate committee, the program council, and the board, with broad congregational discussion along the way. Any dues payments should follow policies that define constraints on spending by the board and should be included in the annual budget and voted on by the congregation.

14.2 Email Groups

14.2.1 MVUUF Electronics Media Communication Groups – Descriptions

The four MVUUF email groups and the two MVUUF Facebook pages named below serve the entire Fellowship. The Communications Representative will be given list owner status and have primary responsibility for the maintenance and oversight of these groups, working in close collaboration with the other owners and the moderators of each group.

MVUUF-News. This is a moderated email list for general announcements and news directly pertaining to MVUUF or of general interest to the members of MVUUF. Any member of the list can submit a MVUUF-related announcement. Policies for MVUUF-News appear below. The Communications Representative assigns moderators.

MVUUF-Bulletin Board. This is an un-moderated list for participants to list items that MVUUF members might find interesting or pertinent. Policies for the MVUUF Bulletin Board appear below.

MVUUF-Program Council. Open to all members of MVUUF. All current and elected Program Council members and Board members are subscribed. Program Council members post reports, agendas, minutes, and any other relevant correspondence here. This is an un-moderated list, and follows the Policy for Other MVUUF Email Groups. The group membership is reviewed at least annually (in February) by the Communications Representative and/or Board Secretary to ensure all current Board and Program Council members are on the list, and that all other list members are current MVUUF members.

MVUUF-Board. Open to all members of MVUUF. All current and elected Board members and Program Council members are subscribed. Board members post their reports, agendas, minutes, and any other relevant correspondence here. This list will deal with current topics concerning Board. This is an un-moderated list, and follows the Policy for Other MVUUF Email Groups. The group membership is reviewed at least annually (in February) by the Communications Representative and/or Board Secretary to ensure all current Board and Program Council members are on the list, and that all other list members are current MVUUF members.

Miami Valley Unitarian Universalist Fellowship—Main Facebook Page. This is a moderated Facebook page for general announcements and news directly pertaining to MVUUF or of general interest to the members and friends of MVUUF. As a public page, anyone can post an announcement or link to the page's wall, but only moderators can post on behalf of the page. The Communications Representative assigns moderators.

MVUUF Beloved Community Facebook Group. This is a closed discussion group with limited moderation with the goal of creating a supportive online community for personal and congregational sharing. Moderators are assigned by the Communications Representative and can confirm membership requests. A Covenant of Right Relations will be established and posted in the description of the group.

Other Electronic Media Communication Groups. Many other Electronic Media Communication Groups have been set up in connection with a variety of committees, classes, and other groups at MVUUF. Owners/creators of these communication groups are asked to follow these guidelines:

- To set up a new Electronic Media Communication Group associated with MVUUF, ask the Program Council representative or Board member responsible for the area to notify the Communications representative of the decision to establish a new group.
- Give ownership status to two or more people in the group. Make the Program Council Communications Representative one of the owners, unless it would be in conflict with group membership restrictions (e.g., Women's Group) or a need for confidentiality (e.g., personnel or search committees). For groups with restricted membership, provide the Communications Representative with contact information for directing membership inquiries and other questions to the appropriate person.
- Provide a set of guidelines or covenant for group members. Guidelines should be consistent with policies for other MVUUF Electronic Media Communication Groups. A sample covenant appears below.
- Once the MVUUF group served by the communication group is no longer functioning, notify the appropriate member of the Board or Program Council, along with the Communications representative, and delete the communication group.

14.2.2 Policies for MVUUF-News

The news and announcement list for the Miami Valley Unitarian Universalist Fellowship, Dayton, Ohio

1. LIST MEMBERSHIP

- a. Anyone can subscribe to MVUUF-News, and any subscriber can post to this list.
- b. Subscribers must provide their full name and location when subscribing to the list.
- c. All postings will be moderated to ensure their appropriateness (see below).

2. MODERATION/OWNERSHIP

- a. The Communications Representative will be designated as the list owner and will be responsible for direct oversight of this list. The Communications Representative will designate at least one additional owner and may designate additional moderators, who can approve pending messages, approve pending members, invite and add members, and remove members and reset bouncing members.
- b. Official list moderators will be asked to guide list members, either on or off list, to meet the list's guidelines.

3. POSTING GUIDELINES

- a. The following types of messages are appropriate for MVUUF-News:
 - Official announcements from the Board, staff, or committee and program chairs about upcoming events and meetings, decisions, changes of policy, updates, reminders, etc.
 - Occasional announcements of denominational affairs. (For complete, up-to-date information, visit the UUA website: <http://www.uua.org>.)
 - Announcements of momentous moments in the life of members and friends of the Fellowship (births, marriages, deaths...). Announcements of non-MVUUF-sponsored events that are likely to be of interest to a large portion of our membership (community rallies, speakers, etc.). Authors should clearly indicate in the subject line that the event is not sponsored by the MVUUF and identify the sponsoring or hosting organization. Moderators may edit the subject line to conform to this guideline.
- b. Postings not appropriate for MVUUF-News include the following:
 - Discussion or comments concerning MVUUF-News announcements (unless it is a clarification of the original announcement).
 - Comments and opinions on local, national, and international politics and social issues.

- Fundraising requests or announcements inconsistent with Fundraising and Donations policy.
- c. All posts must be signed with the author's first and last names.
- d. All forwarded messages or links must include some explanation from the author about why this information is being forwarded.
- e. Refrain from posting/forwarding emails in HTML, as this creates for many a junk appearing email list, as the email list is in text format. If forwarding a message that is in HTML (lots of graphics and pictures), Please type out the pertinent information and include a link to the appropriate website.
- f. Moderators may ask an author to revise a posting to conform to the above guidelines or may forward a message to MVUUF-Bulletin Board if it is better suited to that list.
- g. Duplicate messages should not be posted to the News and Bulletin Board lists.

14.2.3 Policy for Other MVUUF Email Groups

MVUUF Email list for Unitarian Universalists in the Dayton, Ohio, area, and for those interested in discussion related to UU principles and purposes.

1. LIST MEMBERSHIP

- a. Anyone can subscribe to the various other MVUUF email lists in accordance with their posted guidelines.
- b. Subscribers must provide their full name and location when subscribing to any email list.
- c. List members are asked to self-moderate and give constructive feedback to each other about inappropriate or unwelcome posts. All other MVUUF email lists will be generally un-moderated, but it may be put on temporary moderated status if self-moderation does not occur. An individual list member may be placed on posting moderation or even removed from the list after several attempts have been made to redirect perceived hurtful posts or repeated disregard of the list guidelines. The decision to put the list or an individual on moderated status will be made by the list owner in consultation with the moderators. If an individual is placed on moderation or removed, the list owner will communicate that information privately, along with an explanation of how the original message violates the group guidelines. Members who are placed on moderation or removed from this list may request Program Council review of actions taken.

2. MODERATION/OWNERSHIP

- a. The Communications Representative will be designated as a list owner for each email group. The second owner will be a member appointed by the members using that Yahoo group. Other moderators may be appointed as required/deemed necessary for each particular email groups function.
- b. Official list moderators will be asked to guide list members, either on or off list, to meet the list's guidelines.

3. POSTING GUIDELINES

- a. **NAME**—All posts must be signed with the author's first and last names
- b. **FORWARDED MESSAGES**—All forwarded messages or links must include some explanation from the author about why this information is being forwarded.
- c. **UU PRINCIPLES**—All posts should be respectful of our UU Principles:
 - The inherent worth and dignity of every person;
 - Justice, equity and compassion in human relations;
 - Acceptance of one another and encouragement to spiritual growth in our congregations;
 - A free and responsible search for truth and meaning;

- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part.
- d. **DIRECT REPLY TO INDIVIDUAL**—An author requesting specific feedback from a small number of individuals should give a personal email address and direct responders to reply off list.
- e. **INAPPROPRIATE POSTINGS**-
 - Offensive or disruptive messages, including those containing sexual implications, racial slurs, or any comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability, will result in moderated status or removal from the list.
 - Requests for personal economic assistance are prohibited. A person in such need should direct their request to the Minister.
 - Fundraising requests or announcements inconsistent with Fundraising and Donations are prohibited.
- f. **CONSTRUCTIVE DISSENT**—Dissent and disagreement are part of the democratic process, but authors are asked to do so in the spirit of reaching greater understanding and stimulating constructive discussion about a topic. Writers should refrain from personal attacks in expressing disagreement.
- g. **DOUBLE POST**—Duplicate messages should not be posted to the News and Discussion lists.

14.2.4 Sample of Behavioral Agreement for Email Groups

(To be sent when a new member joins an email list; can also be sent monthly for some lists automatically.)

Mailing List Behavioral Agreement

"I will send emails that are directly related to the topic of the list.

When posting, I will add value to the discussion or not post at all. I will not forward virus warnings, chain letters, or humor that does not specifically relate to the topic of the list.

I will send email that everyone on the list can read and open.

Plain text can be read by everyone. I will remember that some people will not be able to see images, color, special fonts, and other HTML effects but will see an unreadable mess instead. Some lists do not accept attachments. When I send attachments (including Word files) to the lists that accept them, I will also paste the message into the body of my message because many email programs cannot process attached files.

I will respect other people's privacy, feelings, and opinions and will use appropriate, positive language.

I will think carefully before posting, especially if I am upset. When dealing with a sensitive issue, I will conduct the conversation face-to-face and not on the list. List owners and moderators may use their discretion when deciding whether my messages are problematic. If I persist in posting offensive or harassing messages, the list managers may ban me from the mailing list.

I will post on this list only what I would be comfortable saying in front of the entire congregation.

Once I hit send, I cannot take it back.

I understand that participation in MVUUF's email lists is a privilege and not a right.

List participants who violate this agreement may be put on moderation or removed from MVUUF lists. These decisions are delegated to the list owner and moderators but may be reviewed by the Program Council upon request."

14.3 Surveys

The Board must approve surveys of the general congregation.

15 Youth Religious Education

Definitions:

- "regular programming" refers to Sunday morning classes
- "special programming" refers to classes and programs outside of regular Sunday morning classes
- "child/children" refers to children ages 0 to 14
- "youth" refers to youth ages 15 to 18, or current high school students
- Director of Religious Education (DRE) refers to the paid staff member who coordinates and/or delegates all child and youth RE programming
- Lifespan Religious Education (LRE) Representative refers to the volunteer member of the Program Council who serves as liaison between the RE program and the Program Council
- Youth Religious Education (YRE) Committee refers to the committee of volunteers who assist in coordinating regular and special programming as delegated by the DRE
- Youth Religious Education (YRE) Committee Chair refers to the designated committee chair who is responsible for calling monthly meetings, creating the meeting agenda, and running the meetings
- Religious Education Assistant (REA) refers to the paid staff member who assists the DRE on Sunday mornings and is acting DRE when the DRE is off or unavailable

The mission of Youth Religious Education at MVUUF is to help children and youth learn, internalize, and apply the UU Principles, live ethically and justly, be spiritually fulfilled, be able to make informed decisions about their own beliefs and practices, and be able to articulate their faith.

Those with many beliefs or no belief, of any race, ethnicity, gender, or sexual orientation are welcome in Religious Education (RE) programs.

Youth Religious Education programming will be available for children of members, friends, and visitors on Sunday mornings. Age-specific YRE groups may meet at other times (e.g., Our Whole Lives Sexuality Education, Youth Group) and a schedule and description of such opportunities will be available and publicized by the DRE.

All Youth RE programming shall be coordinated and/or delegated by the DRE. The Youth Religious Education Committee reports to the LRE representative.

There will not be any fees charged for regular YRE classes. Special programming may require a fee (e.g., OWL). Scholarships are/will be made available for families who contact the DRE.

Any youth attending church-sponsored activities off MVUUF property shall have written permission to do so from a parent or guardian.

Registration of children for religious education is required. Visitors are highly encouraged to complete the visitor registration form. Children may attend regular programming as visitors up to three times, without registration. If a child attends more than three times, a parent or guardian should fill out the registration form. Permission for youth to attend regular programming without a responsible adult in the building must be granted by the DRE.

Money collected from the Youth RE classes shall go to a social action project or charity to be determined by the children in YRE, using democratic process to decide.

15.1 Age Levels

Regular YRE programming is designed for children who will be age 3 or older by September 30 of the church year. Younger children will be cared for in the nursery.

The DRE and the YRE Committee designate age levels for regular YRE classes as deemed appropriate based on registration.

When appropriate, parents may consult with the DRE regarding the appropriateness of the assigned class for a particular child. Changes in class placement are at the discretion of the DRE.

15.2 MVUUF Youth Group

MVUUF Youth Group accepts membership from individuals who are fourteen years old by September 30 of the church year and are in ninth grade, through age 18, or high school graduation, whichever comes later.

15.3 Youth and Children Safety Policy

15.3.1 Communicable Disease Policy

In order to prevent the spread of disease, children with contagious illnesses should not be left in childcare or in YRE classes.

If a child has any of the following signs, s/he is considered to be contagious to other children:

- Temperature of 100 F or above in the past 24 hours
- Skin rash, diarrhea, nausea or vomiting in the past 24 hours
- Evidence of lice infestation
- Excessive coughing
- Sore throat
- Red/seeping eyes

If a child becomes ill during RE, s/he will be isolated from the other children. Someone will inform the guardian so that they may take care of their child and take the child home. If a child has a chronic, non-communicable illness, the parent/guardian should inform the childcare provider/teacher so that the condition is not treated as contagious.

15.3.2 Volunteer Applications

All staff and volunteers working with youth and children (under 18 years old) must complete an application form and supply two references. The references should be people who have known the applicants for at least three years, preferably in relation to previous work with children or youth. A photo copy of government-issued photo identification, such as a drivers' license, must be attached to the application.

15.3.3 Background Checks on Staff/Volunteers

Volunteers who have direct responsibility for youth and children, which includes but may not be limited to regular classroom teachers and worship coordinators, must have been members of the fellowship for at least six months prior to service. (Exception will be provided for prior service in YRE in past three years in another UU congregation.) In addition, all volunteers in these positions must either submit to or present a current background check prior to service. Acceptable background checks that may be submitted in lieu of checks initiated by MVUUF are those administered by a public agency.

Background checks will be valid as long as the teacher/volunteer is actively volunteering, but the right to re-check at any time is at the discretion of MVUUF. If a teacher/volunteer is re-entering after three or more years of not being involved with youth a new background check will be initiated.

In accordance with Ohio Senate Bill 187, volunteers who have “unsupervised access to children” (i.e., indoors, only one adult is present in the same room as the child; outdoors, only one adult is within 30 yards of the child or has visual contact with the child) must be informed that they might be required to provide fingerprints and undergo a criminal records check (background check).

15.3.4 Adult: Child Ratio and Adult Qualifications

At least two persons shall supervise youth and children at all times during planned programming. At least one of the two supervisors must be an adult. An approved teenager may provide additional supervision. Teenagers may only be approved as youth and child supervisors by joint agreement of the Director of Religious Education and Religious Education Representative to the Program Council. One of the adults must have a background check on file with MVUUF. The other may be a parent, or volunteer if a second screened volunteer is not available. In the event that an adult must be alone with a child or youth, the door must be open and light on, and, whenever possible, the two should move to a populated area or have another adult join them.

15.3.5 Monitoring the YRE Area

One person shall be available and regularly monitor the RE Wing walking the length of the hall, checking in classrooms at least every 15 minutes, and being available for needs that may arise. If two staff members are present on Sunday morning, one should be monitoring and the other accessible in the prep room or close at hand for consultation or back-up if the first should be needed and not able to monitor the safety of the RE wing. If a second staff member is not available, an adult volunteer should be recruited to assist with this function.

15.3.6 Drivers

Volunteer drivers for all church-sponsored field trips and CONs are to be 21 years or older. Whenever possible, two adults will be in the vehicle; however, this is not always attainable. A parent or guardian must give written permission for children/youth to ride with volunteer drivers.

15.3.7 Use of Flames

The use of real flames in YRE classes younger than fourth grade is allowed only with the expressed permission of the DRE. When flames are used, they should be placed in a stable position away from the children’s activity area and extinguished after their purpose is served. Flames must not be used without adult supervision.

15.3.8 Snacks

Snacks may be provided in YRE classes but are not a regular feature of the class. If snacks are provided,

attempts are made to accommodate any special dietary requirements. Parents/guardians are responsible for notifying the DRE of any allergy or special nutritional needs.

15.3.9 Abuse Reporting

According to Ohio law, persons whose duties bring them into contact with children (under age 18) are expressly required to immediately report instances of suspected child abuse or neglect to the local Children's Services Bureau. Failure to report is a fourth-degree misdemeanor.

15.3.10 Illegal Substances

Consistent with our building policy, no illegal substances will be allowed on MVUUF property. Use of tobacco products by children under 18 is prohibited.

15.4 General Behavior Policy

We would like to have every student enjoy the most positive RE classroom environment possible, and will work with students, teachers, and parents to ensure that this is achieved. In order to ensure a safe and educational experience for children in YRE, each classroom shall have a list of rules/expectations agreed upon by students in the class. If the rules are broken, the results will be:

Re-direction of child to acceptable behavior within the classroom, when appropriate. The child will be given acceptable choices to make within the classroom. (If necessary, the behavior will be discussed with parent/guardian after class.)

The teacher will evaluate the behavior and the impact/possible impact on other students.

If the mis-behaving child is a safety concern and/or disruptive to the rest of the class, the teacher will seek assistance from the DRE or REA. (If the child is a risk to others, the other children will be sent to another classroom at this time. If the teacher is not able to leave the classroom, a child/ren will be asked to get the DRE.)

DRE will facilitate problem solving in order to allow the child to participate in the class, whenever possible.

If a resolution does not seem possible, a parent/guardian will be contacted in order to help with problem solving.

If a child/youth exhibits consistent, ongoing misbehavior, (or is unable to behave in an acceptable manner due to individual circumstances such as developmental, emotional, or other special needs), the DRE may work with that child and their parent/guardian to create a written behavior contract outlining specific steps that teachers, supervising adults, and child care providers must follow when the child misbehaves. Whenever possible, developmentally appropriate, concrete behavior goals will be set for the child/youth to work toward during class. This document shall be agreed to and signed by the DRE, the child, and their parent/guardian, and serves to ensure 1) the respectful, consistent and appropriate treatment of the individual child and 2) respect and consideration for the other children and adults present. The steps in this contract will be shared with volunteers and child care providers on a need-to-know basis.

If the child is unable to control their behavior or comply with the terms of the behavior contract or poses a risk to the safety of others, the DRE may remove the child from the situation. The child will be required to stay under the direct supervision of their parent/guardian for the remainder of the class, program, or event.

As provided in the MVUUF Bylaws, Section D: Involuntary Removal for MVUUF, Part B Conditions, Subsections 3 and 4, if the behavior seriously diminishes the appeal of Sunday RE programming to other

children/youth or volunteers, and appropriate, less extreme measures for correcting the behavior have been attempted and have not achieved acceptable results (e.g., behavior contract), the child/youth may be barred from Sunday RE programming and/or MVUUF entirely.

16 Child Care and Child Supervision

All childcare provided at MVUUF must be sponsored by MVUUF in accordance with approved childcare policies. Privately arranged supervision of children, paid or unpaid, cannot take place on MVUUF premises. Children must be supervised at all times when on MVUUF premises.

Any childcare providers arranged by/for programs of the MVUUF will be paid from the child care line item, unless the program area chooses to designate their own budget for them.

16.1 Child Care Availability

Childcare is available on Sunday mornings between 9:20 AM to 11:00 AM for parents/guardians who are in the building, and attending adult RE.

Childcare, Other than Sunday Morning

Childcare shall be made available for parents/guardians who are participating in MVUUF-sponsored adult groups (e.g., Choir, committee meetings), within limits of the budget.

Childcare coordination (processing requests for care, scheduling with childcare providers, communicating contact information to group leader and provider, as well as background checks and payroll management) will be provided by the Congregational Coordinator. The Congregational Coordinator will be provided a list of potential childcare providers after they are hired (by the Administrator).

Child care ratios will be the same as for daycare centers in Ohio:

Age of Children

Infants (birth-under 12 months)

Infants (12 months-under 18 months)

Toddlers (18 months-under 2 ½ years)

Toddlers (2 ½ years-under 3 years)

Preschool (3 years)

Preschool (4 and 5 years)

School-Age (K-11 years)

School-Age (11-14 years)

When there is a combination of ages within a group of children, the age of the youngest child determines the Staff/Child ratio.

Staff/Child Ratio

1:5 or 2:12 in same room

1:6

1:7

1:8

1:12

1:14

1:18

1:20

At least one childcare provider will be a paid adult. The additional child care provider may be a paid adult, volunteer adult, or paid youth.

Requests for Child Care

Childcare requests shall be submitted to the Congregational Coordinator at least one week in advance. A Program Council Representative, Board Member, or Staff Member must approve each request.

Requests shall include date and times when child care is needed, event leader's name and phone number, number and ages of children, and any special needs that are anticipated.

Personnel Policies

Childcare providers will be paid at a rate determined by the DRE based on experience, qualifications, and performance (\$8-\$10/hour).

If a job is cancelled by MVUUF with less than 48-hours notice, the provider will be paid a minimum of 1.5 hours.

Supervision

Supervision of childcare providers will be the responsibility of the DRE. The DRE will not physically supervise other than on Sunday mornings, but will interview, recommend hiring to the minister, and provide feedback to the childcare providers and the Congregational Coordinator and Administrator. Parents/guardians are encouraged to check in on their child/ren in childcare, and provide feedback to the DRE for times that child care is provided outside of Sunday morning.

16.2 Child Supervision

Children ages 0-14 years must either be in programming or under the immediate supervision of their parent/guardian at all times.

Children are expected to attend planned programming or be with their parent/guardian between 11:00 AM and 12:15 PM.

At times when programming is not available, children age 10 and under must be in childcare if they are not with their parent/guardian. Children 11-14 years must either be in YRE programming or under immediate supervision of their parent/guardian.

“Under immediate supervision of their parent/guardian” means:

- That the parent/guardian and child are participating in MVUUF-sponsored activities
- The child is visible to the parent/guardian or activities leadership for the majority of the time at MVUUF, and is not out of sight for longer than 10 minutes
- The parent/guardian must respond to resolve complaints and concerns about the behavior of the child

17 Adult Religious Education Classes

An Adult Religious Education class is a group of MVUUF members and friends who wish to meet on a short-term basis to achieve a specific educational objective. The group shall have a defined curriculum or educational plan. The LRE Representative or the Adult RE Chair, in consultation with the minister, will approved this plan. Examples of this type of group are the Build Your Own Theology class, a Bible study group with a defined curriculum, or a class learning a set skill on a short-term basis.

The following requirements shall be applied to Adult Religious Education classes:

- The approval process shall include review of a statement including the purpose, expected length of existence, and suggested leadership/coordinator of the group.
- At least one of the ARE group leaders/coordinators of the group must be a member of MVUUF.
- If not meeting at 9:30 AM—11:00 AM on Sunday, groups will coordinate child care, according to Child Care and Child Supervision (see Policy 16).
- Groups will be subject to bylaws and policy regarding behavior, safety and building use, as are all members.
- ARE classes will coordinate class room reservations with the Administrator; if there is a conflict with YRE class room use, the DRE will be consulted.
- Money donated by the Adult RE classes will go to the general fund.
- Special programming may require a fee (e.g., OWL).

Those with many beliefs, or no belief, of any race, ethnicity, gender, or sexual orientation are welcome in Religious Education (RE) programs.

18 Interest Groups

Approved interest groups may form under the auspices of MVUUF and are entitled to meet free of charge, use MVUUF's communications channels, and expect support from MVUUF's leadership. These groups shall fall under an appropriate designated program area and shall be coordinated by the elected and appointed leadership of the Program Council and its committees.

Definition of MVUUF Interest Group: An interest group is a group of MVUUF members and friends who wish to meet on a regular, long-term basis. These groups shall have a defined purpose. The Program Council will approve the group and their leadership/coordinator. Examples of this type of group are the Community Class or the Women's group.

19 Social Action

The Social Action Representative is responsible for promoting the spiritual growth of our members through facilitating their involvement with communities beyond our Fellowship. The Social Action Representative is responsible for encouraging advocacy and social action by our members that seek to put our UUA principles and purposes into action impacting local, national, and global communities.

The Social Action Committee coordinates all Social Action activities in the Fellowship. Its purpose is to promote the spiritual growth of our members by facilitating their community involvement consistent with the UUA principles and purposes.

The Social Action Representative and Committee are entrusted with Fellowship funds for effecting positive social change in local, regional, national, and global communities. For the use of these funds, the following rules apply:

- All donations shall be consistent with the values expressed in the UUA Principles and Purposes.
- The Social Action Committee must approve all donations from the Social Action budget and any expenditure not provided for within the Social Action line-item budget.
- Expenditures that do not exceed the appropriate line item in the Social Action budget may be made by the person responsible for that sub-group without prior approval by the Committee. The Social Action Chair should be notified of the expenditure as soon as possible. These expenditures should be noted in the monthly activity or project report.
- All reimbursements must bear the signature of the Social Action Representative before being submitted for payment.

The Social Action Committee, its sub-groups, and the Social Action Representative will submit regular monthly reports within one week following a monthly meeting or significant activity. Sub-groups of the Social Action Committee will submit these reports to the Social Action Chair.

The Social Action Committee will submit a copy of the minutes of its monthly meeting to the Social Action Representative.

The Social Action Representative will submit a report regarding the Board's discussions, motions, and policies

affecting the Fellowship's social action programs to the Social Action Committee.

20 Worship

- There will be a service each Sunday at 11:00 A.M.
- A time of coffee and conversation will be held after the Sunday service.
- The children may spend the first 15 minutes of the Sunday service with the rest of the congregation.
- In an effort to maintain an attitude of worship during the service, any written materials distributed or circulated during the service must be approved by the minister or speaker seven days in advance.

21 Financial Policies

21.1 Introduction

Policies may only be changed by the MVUUF Board. Procedures may be changed at the discretion of the Treasurer in conjunction with the appropriate committee and staff members. The Treasurer shall be responsible for communicating changes to all affected people and keeping the procedures documentation up to date.

21.2 Administration

- The fiscal year shall be July 1 through June 30.
- The method of accounting shall be cash receipts and disbursements.
- All transactions shall be posted accurately and in a timely fashion. Reports to the Board or various committees shall reflect all activity to the date specified in the report.
- The Board shall approve the selection of all custodial institutions used for the depositing of church funds. The Board Officers (President, Vice President, Treasurer, and Secretary) shall be designated as authorized signers on each church account.

21.3 Expenditure Authority

Staff members, Program Council representatives, and committee chairs have spending authority, limited to the remaining amount in their budget line item(s) of the congregation-approved MVUUF annual operating budget.

In cases where both a staff member and a Program Council representative have spending authority for budget line item(s), they shall collaboratively determine how their authority shall be shared. They may share in any mutually agreeable manner, for example:

- Subdividing the authority for their budgeted area (i.e., this part shall be managed by the staff member, that part shall be managed by the representative)
- Requiring prior agreement for all expenditures within certain subdivisions or over a certain dollar amount.
- Assigning all authority to the staff member (or the Program Council representative) for the duration of the fiscal year.

21.4 Role of the Bookkeeper

The Bookkeeper shall, at a minimum:

- Have appropriate training, qualifications, and experience in standard accounting procedures.

- The job description for the Bookkeeper shall be defined and periodically updated through cooperative efforts of the Treasurer, the Finance Committee, the Personnel Committee, and the Bookkeeper.
- Take direction from the Treasurer.
- Prepare and deliver monthly financial reports to the Treasurer, including at least an income statement (showing monthly and year-to-date actual figures against budgeted figures), balance sheet, and a general ledger of each month's transactions.
- Support any audits of the finances of the MVUUF and support any state or federal tax/expense reporting requirements.

21.5 Internal Audit

At the first Board meeting of each fiscal year, the Board shall appoint a team of at least two members to conduct an annual internal audit of the MVUUF's finances. New appointments shall be made each year.

- To be eligible to serve as an auditor, a member must not have served as a Board Member, Program Council representative, or paid staff member during the time period that is the subject of the audit.
- The audit shall be conducted and completed within the first three months of each fiscal year, and cover all twelve months of the prior fiscal year.
- The auditors shall check, on a sampling basis, at least the following:
 - o That financial transactions are documented appropriately and accurately, including necessary approvals and assignment to appropriate budget line items.
 - o That financial policies and procedures are followed.
- The auditors shall have access to all financial records of the MVUUF.
- The Bookkeeper, Treasurer, and all other members of the Finance Committee shall assist the auditors as necessary.
- The auditors shall deliver a short report to the Board documenting the range and depth of the audit, along with any findings or recommendations. The report is due no later than three months after the start of the fiscal year.

21.6 Insurance

The MVUUF shall carry insurance designed to cover at least the following risk categories: property, general liability, employee liability, sexual misconduct and Ministerial liability.

Insurance coverage shall be reviewed every even-numbered year by the Finance Committee to assure that adequate coverage is carried. The Finance Committee may change insurance carriers or coverage within the confines of the budget limitations.

21.7 Health Care Reimbursement Account Policy

All full-time and part-time non-contractual employees, defined elsewhere in this policy manual, are eligible for a health care reimbursement account. The amount available for each employee shall be in the Fellowship's annual budget. Funds not used in the MVUUF fiscal year will not carry over to the next year. Policies governing reimbursement are detailed in the MVUUF Personnel Manual.

21.8 Bank Accounts

MVUUF officers (President, Vice President, Treasurer, and Secretary) are authorized to sign checks, make withdrawals, and conduct other financial transactions to/from bank accounts related to MVUUF's general operations. The Treasurer may authorize any MVUUF member or staff member to make deposits to, but not

withdrawals from MVUUF bank accounts.

Two authorized signatures shall be required on all checks or withdrawals from the MVUUF's operating funds. Check signers are responsible for verifying the purpose of each check. No one may sign another person's name to a check.

The MVUUF shall use two-signature checks for payments from the operating funds. Mechanisms that bypass the two-signature check system shall not be used, unless otherwise noted in these policies. The MVUUF shall not use online banking tools that permit the bookkeeper (or other authorized persons) to make manual online payments.

Automated payments may be set up only for major recurring expenses. The Treasurer has the authority to determine if an expense meets the "major recurring" criterion. The Board specifically authorizes automated payments to be set up for the following expenses:

- Monthly payroll expenses
- Monthly mortgage payments

21.9 Credit Card Usage

MVUUF will use the small business credit card program offered by PNC Bank. The regulations for the operation of the account are set by the bank. The bank will set up an account for MVUUF and will then set up a sub-account for each cardholder. Each sub-account will have a credit limit set specifically for that account. The credit limit for MVUUF shall be the aggregate of the limits of the sub-accounts.

The card holders shall be the Minister, the RE Director and the Fellowship Administrator. A member of the Board will be signatory on the account. The Board will set the limit for each sub-account with input from the staff members involved.

Credit limits shall be set as follows:

Minister	\$2000
DRE	\$700
Administrator	\$300
Total Liability	\$3000

The Board will review the credit limits biannually or at the request of one or more of the card holders subject to agreement by the board to conduct a review.

The signatory or designee (another board member) will have on-line access to the credit account. The board member will be able to monitor expenses by sub-account on a daily basis. The signatory will have administrative responsibility on the account. This responsibility will allow that person, with approval by the Board, to cancel a sub-account card or change the credit limit on a card.

The credit account bill shall be paid in full each month by check. This payment method will give the check signers an opportunity to review the account statement. No credit card bill is to be paid by any means other than check.

Credit cards are to be used for MVUUF business only. In addition, because the credit card allows one to commit MVUUF funds to an expense before it has been approved by checking account signatories the following will apply:

- If card users are uncertain as to whether an expense is appropriate or will be approved by the responsible board members, they should request prior approval from a board member.
- Professional expenses related to travel, training et., shall be approved by the supervisor via the disbursement form process and board members shall be notified when to expect major expenses to appear

on the account.

- No auto-payments will be set up using the credit card.

The signatory on the credit card shall change when the signor is no longer a board member. The signatory will be changed at or near the same time the checking account signatories are changed.

Because the regulations for the credit card allow an over-the limit charge of up to 10% of the limit with an associated fee involved, it is the responsibility of each card holder to ensure they do not exceed the limit on their cards.

Should a cardholder's use of the card fail to conform to this policy, the following shall apply:

- Any expense for use or benefit of someone or something other than MVUUF itself: the cardholder shall reimburse MVUUF prior to the payment due date within the time period in which the expense occurred. Should a reimbursement not be possible in that timeframe, the employee shall be responsible for repayment as well as any finance charges that ensue.
- Any time the credit limit is exceeded the cardholder shall reimburse MVUUF for any and all fees that apply. Should the overage for any reason result in finance charges or fees beyond the time period in which the overage occurred, the cardholder shall be responsible for those costs as well.
- Any use that would constitute fraud or otherwise exceed the guidelines of this policy are subject to Board action up to and including loss of privilege to use credit card and termination, depending on the Board's interpretation of the severity of the act.
- In addition to what has been covered so far, repeated overruns or misuses of the card as defined herein, are subject to penalties as deemed appropriate by the Board.

Anyone who accepts the responsibility of being a cardholder shall sign an agreement allowing MVUUF to withhold from said person's paycheck any amount which is owed MVUUF but not paid in a timely fashion as indicated herein. Such withholding shall be limited to what is allowed by law; e.g., a paycheck for hours worked may not fall below minimum wage on an hourly basis.

Per Board Policy, holders of MVUUF credit cards shall sign this agreement prior to receiving a credit card.

Agreement for Use of an MVUUF Credit Card

I the undersigned, agree to use the MVUUF credit card that is issued to me in an appropriate manner and within the guidelines of the Credit Card Policy. My signature below indicates that I have received a copy of that policy.

I, the undersigned, further agree that should I use the MVUUF credit card inappropriately and/or in a way that creates charges and/or fees as noted in the Credit Card Policy, MVUUF may withhold from my paycheck any amount outstanding that is not paid by me within a timely manner (as defined by the policy).

I understand that the amount to be withheld will be determined by agreement between the MVUUF Treasurer and me. Should we fail to reach an agreement the MVUUF Treasurer may withhold what the treasurer thinks is appropriate with the stipulation that in no case would my average hourly wage in any pay period fall below minimum wage.

Signed

Date

21.10 Activities Financial Management

The Activities Representative is responsible for maintaining complete and accurate records for all income and expenditures related to activities events. The authority of the Activities Representative to spend money on an activity (such as an event) or activities-related investment (such as a volleyball net) without prior Board approval is limited to \$500.

A line item in our operating budget to handle Activities expenses is provided. The amount identified in this line item will be created following the regular annual budget development process.

To handle Activities-related purchases and reimbursements for purchases, the Activities Representative may access the petty cash fund maintained by the Administrator. All requirements for the use of this fund must be met, including providing receipts for all reimbursement transactions which then can be logged by specific line item in the budget. Advances from the petty cash fund may be done with the appropriate request form completed. All expenditures will be posted from the petty cash fund to the appropriate line items on a monthly basis. These expenditures can be offset by any income received and unspent.

Asking for specific financial donations for participating in activities events is discouraged. At the same time, however, in preparing for events, donations of money, or food, or other items is allowed. Any financial donations must be identified and logged by the Activities Rep upon receipt. Receipts for the use of these donated funds need to be submitted along with the donations log. Any unspent donations will be added to the petty cash fund.

The Treasurer, in consultation with the Finance Committee, is empowered to implement details of this policy that are not specifically addressed here. The Treasurer may suspend the use of the petty cash fund for activities expenses at the Treasurer's discretion, with confirmation by the Board of Trustees at the next Board meeting.

21.11 Concert Guarantees

The Music Representative has the authority to sign a contract to book concerts at MVUUF. The Music Representative may delegate this authority may be delegated by the Music Representative to the chair of the particular concert being booked. The details of this policy are as follows.

- The Music Representative may use the profits from concerts to fund a restricted account on MVUUF's books called the "Concert Fund." All profits from such concerts shall be deposited to the Concert Fund.
- The Bookkeeper shall keep an updated balance of cumulative contributions and distributions. The balance does not reset to zero at the start of a new fiscal year. The balance of the Concert Fund is capped at \$500. If cumulative contributions and distributions from the Concert Fund ever exceed \$500, any balance over \$500 shall be transferred by the Bookkeeper to the MVUUF general fund.
- The Music Representative's authority to obligate the MVUUF is limited in the following ways.
 - At no time shall the outstanding total obligation exceed \$500 (whether that be for one concert or many) without prior approval of the Board.
 - If there are not funds in the MVUUF annual operating budget specifically designated for concert guarantees, then the Music Program Representative shall not obligate the MVUUF for more than the current balance of the Concert Fund at any given time (whether that be for one concert or many).

- o If there are funds in the MVUUF annual operating budget specifically designated for concert guarantees, then the remaining funds in this budget line item may be added to the current balance of the Concert Fund to arrive at the “Sum of Concert Funds Available.” The Music Representative shall not obligate the MVUUF for more than the “Sum of Concert Funds Available” at any given time (whether that be for one concert or many). The \$500 maximum still applies unless prior approval of the Board is obtained.
- This policy is enacted to facilitate the spiritual / cultural enrichment of the MVUUF. The intent is to provide a funding mechanism by which an ongoing series of concerts can be self-funding and self-sustaining, separate from the MVUUF annual operating budget. Because fundraising beyond this self-sustaining level is not a motivation behind this policy, profits that raise the Concert Fund balance above \$500 shall go into the MVUUF general fund and not be used for targeted purposes without 1) the prior consent of the Board, and 2) complying with policy relating to Fundraisers and Targeted Donations.

21.12 Long-Term Investment Accounts

Long term investment accounts, as might be held with Vanguard or Fidelity to invest in mutual funds or other investment instruments, are to be set up so that withdrawals must be made in the form of a direct deposit to the MVUUF checking account or a check made out to MVUUF. Statements shall go to someone not authorized to make withdrawals, such as the Bookkeeper. The Bookkeeper shall review and balance all investment accounts (money market, savings, etc.) of MVUUF’s investment accounts and include the appropriate information in the monthly financial reports. A copy of investment account statements shall be sent to the Treasurer for review.

The Finance Committee shall periodically recommend investment alternatives to the Treasurer. Investment changes must be approved by the Board.

21.13 Conversion of Non-Cash Financial Gifts

The Treasurer is authorized to accept and shall promptly convert stocks, bonds, and financial instruments, and credit the donor’s pledge account in the net amount.

21.14 Endowment Fund

The Endowment Fund shall be managed by the Endowment Trustees elected by the MVUUF, in cooperation with the Treasurer. The Endowment Trustees shall be guided by the agreement establishing Miami Valley Unitarian Universalist Endowment Fund. This agreement is contained in the bylaws. The Endowment Fund Agreement shall be modified only in accordance with the terms stated within the Agreement.

21.15 Fund Collection and Disbursement

21.15.1 Fund Collection and Deposit

The Treasurer, in cooperation with the Finance Committee and office staff, shall define appropriate procedures for the secure collection, storage, recording, and deposit of funds collected at MVUUF events such as worship services, fund raisers, social events, activities, or other events in the building for which funds are collected.

21.15.2 Disbursements

Disbursements shall be made only with a Disbursement Request form signed by the appropriate Staff Member, Program Council Representative, or Committee Chair or other person(s) designated by the Treasurer.

Documentation in the form of receipts or other approved record, along with adequate explanation of the expense, shall be attached. The documentation shall identify to which budgetary line item the expense shall be charged.

21.15.3 Capital Expenditures

Capital Expenditures are expenditures on buildings, building improvements, furniture, or other durable goods that can be expected to have greater than a five-year useful life. All capital expenditures require Board approval.

The Operations Program Representative or any two Board Officers (President, Vice President, Treasurer, or Secretary) may authorize emergency capital expenditures, such as major repairs for which the timeliness of the repair is essential.

21.16 Fundraising and Donations

21.16.1 Fundraising

The fundraising activities in this section are separate from the annual pledge drive or individual contributions and gifts to MVUUF. Fundraising is any activity that invites a broad spectrum of MVUUF members to donate money or items, or that encourages them to volunteer time and effort for the primary purpose of raising money.

The following fundraisers are approved as a matter of policy.

- Sharing the Offering (funds Social Action giving and MVUUF operations)
- Service Auction (funds MVUUF operations)
- Spring Garage / Garden Sale (funds MVUUF operations)
- Fall Craft Bazaar (funds MVUUF operations)
- Grocery Cards (funds MVUUF operations)
- Guest At Your Table (funds UUSC)
- Minister's Discretionary Fund (funds confidential economic assistance)
- Men Who Cook (funds MVUUF operations)

21.16.1.1 Social Action Fundraising

Fundraising for social action causes is typically organized by the Social Action Committee for coordination and monitoring purposes. Proposals for social action fundraising should be directed to the Committee.

The Social Action Committee may conduct fundraisers to benefit the MVUUF's social action programs throughout the year. The Social Action Committee shall work collaboratively with the Fundraising Committee to ensure that fundraisers are timed to minimize overlap or conflict with other fundraisers that have already been approved. These funds are kept in restricted accounts.

A board-approved percentage of the non-pledge weekly offering will be donated to a social action concern. Members of the Social Action Committee are responsible for designing and administering the process used to select the charity or concern. These funds are kept in restricted accounts.

Individuals who wish to raise funds for a social action cause that is not coordinated by the Social Action Committee's efforts may make occasional use of the MVUUF-Bulletin Board email group and the MVUUF Beloved Community Facebook page. These causes can never include elected officials or political parties.

21.16.1.2 Private Causes

Individuals may make occasional use of the MVUUF-Bulletin Board email group and the MVUUF Beloved Community Facebook page to share information and raise funds for private causes (for example scouts, schools, sports, etc.). Fundraising for these private causes is permitted at MVUUF on an occasional person-to-person basis. There will be no public fundraising for private causes, e.g., no announcements will be made nor tables set-up in the Gathering Space for such solicitation.

21.16.1.3 YRE Fundraising

YRE groups may conduct fundraisers to benefit YRE and charitable programs. YRE groups shall work collaboratively with the Fundraising Committee to ensure that fundraisers are timed to minimize overlap or conflict with other fundraisers that have already been approved. These funds are kept in restricted accounts.

21.16.1.4 Special Collections

In rare situations of an urgent nature, the minister or other Fellowship representative (i.e., a board member or the Social Action Representative) may request a special collection to respond to that need. For example, a special collection might be requested following a natural disaster or other serious impact on a specific community. Special collections will be authorized by the Board President or other officer and a Social Action leader (Chair of Humanitarian Giving, Social Action Chair or Social Action Representative), who will confer about the appropriateness and timing of such collections. If the special collection is authorized, all non-pledge money collected that morning will be donated to the urgent need.

An accounting of income and expenses shall be submitted according to Fund Collection and Deposit policy and procedures.

21.16.1.5 Private Economic Need

Any solicitation of funds for personal economic assistance should be directed to the Minister, who may use the Minister's Discretionary Fund to support such needs. Individuals in need shall not solicit funds directly from the congregation.

21.16.2 Fundraising Committee

The Fundraising Committee chair is appointed by the Treasurer. The Fundraising Committee:

- Recognizes that part of living a spiritual life is to live a generous life, and is inclined to give members frequent opportunities to be generous.
- Is responsible for planning and implementing periodic fundraisers to support the MVUUF operating budget. Recruits chairs for each fundraiser, and provides chairs with training, guidance, and assistance as needed. Empowers chairs to be innovative, and is supportive of chairs in times of need.
- Reports fundraising activities and their results to the Treasurer, Program Council and the Board.
- Recommends fundraising policies and procedures to the Treasurer and the Board for approval.
- Has the authority, as delegated by the Board, to approve (or not approve) all fundraisers not elsewhere approved in MVUUF Policy. Any group that wishes to appeal a decision of the Fundraising Committee may seek approval from the Program Council (if and when such a body exists) or the Board (if the Program Council does not exist).

21.16.3 Pledge Campaign Committee

The Pledge Campaign Committee chair is appointed by the Treasurer. The Pledge Campaign Committee is responsible for planning and implementing the annual pledge campaign to raise funds to support the MVUUF operating budget.

21.16.4 Annual Pledges

Information about individual membership pledges shall be treated as confidential and shall only be made available to persons with a need to know and use the information. Included among these persons are at least the following: the Treasurer, Pledge Committee members, the most senior Minister, Bookkeeper, and the Fellowship Administrator.

The Finance Committee shall supervise the maintenance of pledge records and ensure that pledge statements are provided to members as appropriate.

21.17 Targeted Donations

Individual members or small groups may make targeted donations, which are unsolicited donations of money or items to the MVUUF designated for a specific purpose other than the MVUUF's general operating fund or a social action program.

Acceptance of targeted donations shall be approved in advance by the council, committee, or staff person who would ordinarily be responsible for purchasing or using the item/service being donated. This policy is to ensure that 1) donations are not imposed upon reluctant recipients, and 2) individuals or small groups do not impose major decisions upon the MVUUF through their targeted donations.

If a targeted donation would affect a broad community, then the aforementioned council, committee, or staff person shall obtain prior approval from the Program Council. For example, items that would become a long-term, easily-noticed part of the Sanctuary, Gathering Space, Founders Room, Administration Office, Kitchen, Library, or landscaping affect a broad community. Items that require periodic non-trivial care/maintenance (costing either money or volunteer time) on an ongoing basis shall also be regarded as affecting a broad community. The board, councils, and committees are encouraged to give the MVUUF an opportunity to comment prior to final acceptance or rejection of broadly-affecting targeted donations.

A record of a targeted donation shall be provided by the donor to the bookkeeper so that the donation can be properly tracked as both an income and as an expense charged to the most appropriate budget line item. The Office Manager and Bookkeeper shall define the process for submitting such a record. This policy is to ensure that the actual cost of operations is a matter of record for future budget planning.

The Fellowship Administrator shall provide a receipt for the donation upon request of the donor.

Targeted donations are not counted towards the fulfillment of annual pledges.

If a solicitation to contribute to a targeted donation is made to the general membership (such as through the monthly newsletter, the weekly bulletin, email newsgroups, Sunday service announcements, or displays in the main lobby), then the activity falls under the umbrella of fundraising, and all fundraising policies, including prior approval, apply.

Items donated to the MVUUF become the property of the MVUUF. The Board or the Board's delegate may

decide what to do with the item.

21.18 Minister's Discretionary Fund

This fund is for charitable assistance to persons who have a short-term economic need. The Minister directs use of these funds. In the interest of protecting the privacy of those receiving assistance, audit records of disbursements need not identify recipients.

These funds shall not be used to benefit the minister or the minister's family.

Funds are raised in an annual solicitation in December. Funds should be dispersed within about twelve months of the time they are donated, rather than saved from one year to the next.

The Minister may take responsibility for a Ministers' Discretionary Fund checking account. This account is to be used to directly pay recipients from the Fund.

- Money collected for the Fund shall be promptly deposited into the account.
- The Minister is responsible for maintaining complete and accurate records for the account. The checkbook register is to be carefully maintained, and payment records are to be maintained in such a way that facilitates an independent annual audit. The Minister or their delegate shall prepare a written report to give to the Bookkeeper to track the Fund balance in the MVUUF monthly income statement and balance sheet. This report shall consist of at least the information contained in the checkbook register for the month being reported upon: payments made, deposits made, and balance. The report need not disclose the identities of the recipients. The Minister may, at the discretion of the Board, be held personally responsible for any bounced checks.
- When the Minister leaves their position at the MVUUF, the Minister shall reconcile the account and return all records and the unused checks to the MVUUF. The Minister may, at the discretion of the Board, be held personally responsible for making up for any shortfall.
- Authorized check-signers shall be the Minister and all other persons who are authorized to sign checks for MVUUF operating expenses. Only one signature is required.
- The Treasurer, in consultation with the Finance Committee, is authorized to implement details of this checking account policy, such that they comply with the policy stated here. The Treasurer may suspend the use of this account at the Treasurer's discretion, with confirmation by the Board at the next Board meeting.

21.19 Financial Planning Policy

21.19.1 Annual Operating Budget Planning

The following policy shall be used to determine the MVUUF's annual operating budget.

- Staff members who have discretionary spending authority (Minister, DRE, Choir Director, Office Manager), and each Program Council Representative, in conjunction with their respective committees, shall submit an itemized budget recommendation for their respective areas to the Treasurer and Finance Committee Chair. The Treasurer shall give at least one month advance notice of the due date for inputs.
- The Finance Committee shall use the budget recommendations, along with a recent history and forecast of non-discretionary expenses, to build a comprehensive budget draft. The draft should be presented to the Program Council and the Board for review, revision and approval in March of each year. Depending

on their workload, the Program Council and/or Board may need to schedule special meetings to address the draft budget separately from all other MVUUF business.

- The draft budget should be completed in time to be used as input to the Annual Pledge Campaign; typically early April.
- The Annual Pledge Committee shall run a pledge campaign in April - May of each year.
- The Finance Committee shall report the results of the pledge campaign to the Program Council and Board by the end of May each year.
- The Program Council shall make its recommended revisions to the draft budget and forward the draft to the Board for review, revision, and approval.
- The Board shall present the finalized budget for the upcoming fiscal year to the congregation for approval at the June congregational business meeting.

Approximate Timeline of Events:

1 February: Treasurer requests budget input from all program areas. It is presumed that any outgoing program representatives will work cooperatively with their incoming counterparts to prepare budget inputs.

1 March Budget inputs received from all program areas.

1-8 March Treasurer and Finance Committee compile all inputs into a draft budget.

March 8 - 25 Program Council and Board approve a draft budget.

April-May Pledge Campaign Committee uses draft budget as input to pledge goals.

May 15 – 25 Program Council and Board uses Pledge Campaign results to finalize a budget to present at the June Congregational Business Meeting.

June Congregational Business Meeting approves the budget.

21.20 Financial Procedures

Financial procedures may be determined collaboratively by the Treasurer, the Finance Committee, office staff, or the most relevant committee. Procedures do not require approval of the Board or the Program Council. Financial procedures must comply with all bylaws (which are determined by the congregation) and policies (which are determined by the Board).

21.20.1 Cash/Check Deposit Procedure

Whenever checks and/or cash are collected for deposit to the MVUUF, the following procedure shall be used.

Two members shall be responsible for properly counting and recording.

Counters shall add up the amount of all checks using a calculator with tape (or other method that shows each check amount individually) and record each check amount and the sub-total of the checks. Cash shall be recorded as a separate sub-total.

The sum of checks and cash shall be recorded, and these records along with all cash and checks shall be sealed in a deposit envelope.

The counters shall record the event (Sunday Service, YRE Bake Sale, etc.), the date, the dollar amount, and their names on the outside of the envelope. This sealed envelope shall be deposited into the deposit safe.

21.20.2 Event Fund Collections Procedure

When an MVUUF event that includes the collection of donations or door fees intended to offset the event's expenses, the following procedures apply:

- The event chairperson (or their delegate) shall be responsible for the collection of funds, payments of fees or reimbursements, and the deposit of any surplus to the MVUUF's general fund.
- The collected funds shall be counted and recorded by the event chairperson and one other member. The record of the collected funds shall include the names of the persons who counted.
- Payment of expenses, including fees, honorariums, or reimbursements shall only be made after an appropriate receipt, invoice, or other document has been submitted to the event chairperson. The event chairperson may make such payments from collected proceeds after proceeds have been counted and recorded.
- The event chairperson shall submit documentation to the bookkeeper that shows at least the following:
 - Total funds collected, and the names of people who counted.
 - Funds paid out, itemized and with receipts/invoices attached.
 - The budget line item into which surplus funds should be paid.
- Surplus funds shall be deposited using the Cash/Check Deposit Procedure.
- Program areas that maintain their own checking accounts shall follow separate policies and procedures, as described in the policies that authorize their checking accounts.

21.20.3 Bank Deposit Procedure

Funds in the deposit safe shall be deposited to the appropriate bank account at least once per week.

Deposit envelopes shall only be opened if at least two people (at least one of which is a member and not paid staff) are present to assist with and confirm the accuracy of the bank deposit.

Funds in each envelope shall be counted, and the total compared against the attached documentation. Any discrepancies shall be reconciled. If a discrepancy cannot be reconciled, the office staff person and the assisting member shall promptly notify the Treasurer, the Finance Committee Chair, or the Board President, along with the persons who prepared the deposit envelope.

The office staff person and the assisting member shall prepare the bank deposit according to bank procedures.

All records of the deposit shall be forwarded to the bookkeeper.

21.20.4 Donation Recording

When a donation is received without a direction to put it toward a pledge (either for Operations, Capital Campaigns, or requested One-Time Gifts) or specific activity (such as a fundraising drive), a form is completed by the Fellowship Administrator. This form will include information such as the date of receipt, the donor (or that it is an anonymous donor), intended use (see categories below), notified leader, date of notification, and the method used for notification (email, internal mailbox system, etc.). This form will notate if a formal letter of thanks (with IRS wording) is required, sent, when, and by whom. If the formal letter is not required (such as it will be provided

by a third party), notation will indicate if an acknowledgement is sent, when, and by whom.

Categories for notification purposes:

- Any gift to religious education (outside of fundraising)—Goes to LRE Rep
- Any gift to social action needs (outside of fundraising)—Goes to Social Action Rep
- Any gift to endowment fund—Goes to Endowment Committee Chair
- Any unrestricted, unsolicited one-time gift—Goes to Treasurer

No other restricted financial donations are accepted by the Fellowship without formal Board approval, at which point the Treasurer would also be the point person.

22 Registered Sex Offender Policy

The safety of our children, and all who participate at MVUUF, as well as our commitment to Beloved Community, are high priorities in our Fellowship. However, we understand that at times, these two values may come into conflict when a known sex offender would seek participation at our Fellowship. In order to ensure the safety of our community, and particularly the children, a member of the MVUUF ministerial staff (DRE, Minister, DRE Assistant, Congregational Coordinator or Administrator) will periodically check the Ohio state database of convicted sex offenders to determine if any registered sex offender is part of, or has recently visited, our community. In the event that a registered sex offender is attending, or wishes to attend MVUUF, the sex offender policy outline that follows will be implemented in order to balance that person's need for, and right to, compassionate ministry, with the congregation's need for, and right to, safety, security and clear communication.

In the situation in which a known sex offender is seeking participation or a current participant is revealed as a sex offender, the MVUUF Board has approved the following policy:

A response team consisting of the Minister, Director of Religious Education, the President of the Board, and several members of our congregation who may have an expertise in this area would be established. The purpose of the team would be to gather information, using the resources available, to make a decision of possible inclusion into our community on a case-by-case basis. Following the guidelines outlined in the UUA Safe Congregation materials and the current requirements of our liability insurance provider, this team will inform the congregation when they become aware of a sex offender attending the Fellowship. The team will then proceed to evaluate this request for limited participation.

The assessment may include:

- Whether or not the individual self-disclosed to the Minister
- The willingness of the individual to work with the Minister and the response team to determine the limits of their participation at MVUUF
- The Minister contacting the treatment provider or the parole officer
- A risk assessment done by a qualified therapist with the outcome being a low risk factor for recidivism
- A signed agreement between the person asking for inclusion and the response team on the limits of participation

In considering the balance of safety and welcoming, there is not a guaranteed right to participate, but we strive to reach the best decision for the congregation and the individual.

23 Absentee Voting Policy

23.1 Congregational Meeting—Absentee Voting

Voting members can request an Absentee Ballot by submitting a written request (email acceptable) to the Fellowship Administrator at least 7 days prior to the scheduled Congregational Meeting.

The Fellowship e Administrator will mail an Absentee Ballot with a list of all items called for a vote with yes/no/abstain options to select for each item, and a place for the Voting member to print and sign their name. A return envelope should also be included, with instructions that the ballot needs to be sealed in an envelope and labeled “Absentee Ballot submitted for Congregational Meeting on (date),” and returned to the Office Administrator by noon on the Friday prior to the scheduled meeting.

Sealed ballots will be given to the Board Secretary and only opened at the Congregational Meeting. The Board Secretary will need to confirm that the person submitting the Absentee Ballot is eligible to vote and that the ballot has been signed by the Voting member. The vote will be considered valid, counted, and included in the vote tally, providing no amendments have altered the original called question for that specific vote. The total number of votes received by Absentee Ballot should be recorded in the minutes.

Appendix 1 MVUUF Building Rental Use Handbook

INTRODUCTION

Miami Valley Unitarian Universalist Fellowship (MVUUF) members and friends come together as a congregation at our facility at the address of 8690 Yankee Street, Dayton, OH 45458. Although the building exists for worship and other Fellowship functions, it is not used continuously. During idle periods, building space may be made available to individuals and groups that further the collective ideals and principles of the Fellowship, as a place of celebration or sacred significance, or for individually determined private events.

As owner, MVUUF is responsible for the building's day-to-day operation. This entails administrative and operating expenses associated with the building usage. When the building is used for non-MVUUF functions, a fee must be paid to cover the underlying usage costs. This document, along with the Building Usage Fee Schedule herein, provide valuable information about using our wonderful facilities.

VISION STATEMENT

We strive to embrace every mind, body, and spirit — without exception.

MISSION STATEMENT

We covenant to practice compassion, forge connections, and pursue justice.

By using our facilities, you are agreeing to be bound by all policies contained in this booklet. We hope our facilities meet your needs and, as always, we always welcome you to join us for Sunday worship.

CONTACT INFORMATION

Welcome to MVUUF! As a building user - we want you to be familiar with our building use policies. Please take the time to review the information contained in this booklet.

Our church address is:
8690 Yankee Street,
Dayton, OH 45458
(937) 436-3628

As a user of our facilities, your primary contact person for any questions regarding use/rental of the building is the Fellowship Administrator. The Fellowship Administrator is responsible for the day-to-day activities relating to building usage.

You can contact the Fellowship Administrator at:
(937) 436-3628
admin@mvuuf.org

Office hours are Monday through Friday from 9 am until 3:30 pm, with some exceptions.

Overall responsibility for building use policy has been delegated to the Operations Representative with assistance from designated Building Stewards, MVUUF's Program Council and MVUUF Board.

Your Designated Building Steward is

Name: _____

Phone: _____

Email: _____

BUILDING RENTAL USAGE POLICY

SPECIAL BUILDING USAGE

Long-term rentals (more than two consecutive weeks) will be negotiated on a case-by-case basis with the Operations Representative collaborating with the Program Council. MVUUF reserves the right to assure that usage is consistent with our Mission and will approve all rental requests accordingly.

BUILDING RENTAL USAGE FEE SCHEDULE AND POLICY

This fee schedule is NOT applicable to MVUUF-sponsored activities. For non-MVUUF functions, there is a two-tiered rate structure for facility rentals:

- **Members of MVUUF** (as defined by MVUUF Bylaws and Policies) life passage ceremonies (wedding ceremony, child dedication, memorial service, etc.)
- **General Rentals** (including MVUUF Friends and non-member/outside users' weddings and private events). This includes the fee for a Steward, required at all non-member events. A Steward is not required if the event occurs during normal business hours and the Administrator is available. Custodial fees may be added.
 - Rates based on four (4) hour time blocks. Use of longer than four (4) hours will be charged additional fees as indicated in the chart.
 - Please schedule your reservation to include the time you need for setup and clean up.
 - Full payment must be received thirty (30) days prior to the event.
 - **Building Use Fees DO NOT include fees for the A/V Coordinator, nor fees for the Minister.** These fees are separate from the Building Facility Rental and must be arranged for with the individuals providing those services.
 - A Security Deposit of \$50 will be required and may be refunded if the building is left in satisfactory condition as determined by the Operations Representative (for MVUUF Member rentals) and/or by the Steward (for General Rentals).
 - A Reservation Deposit of 25% of the total Building Rental Fee is needed to ensure reservation spaces and dates.
 - Reservation Deposits are refundable with a two-week cancellation notice.
 - If a cancellation is made without notice due to snow, storms, federal emergencies, etc., Security and Reservation Deposits may be reimbursed upon approval from the Operations Representative and/or Program Council.
 - MVUUF will not be responsible for any fees incurred by the Renter from outside contractors in the event of a cancellation for any reason.
 - Kitchen items, tables, and chairs not associated with a room may be used with a one-time fee of \$25 per event.

SCHEDULE OF FEES TABLES

Rates are based on four (4) hour time blocks.

MEMBERS OF MVUUF

Event with Food

Event without Food

Space to be Rented	Cost		Cost
Entire Building	\$300	*	\$250

Gathering Space	\$100	*	\$75
Sanctuary	\$100	*	\$75
Kitchen	\$75	**	Not Applicable
Founder's Room	\$50	**	\$25
Classrooms	\$50	**	\$25
Labyrinth	\$25	**	\$25

* Any additional hour or part of an hour is \$30 an hour additional.

** Any additional hour or part of an hour is \$10 an hour additional.

FRIENDS AND NON-MEMBERS OF MVUUF

Event with Food

Event without Food

Space to be Rented	Cost		Cost
Entire Building	\$450	*	\$400
Gathering Space	\$150	*	\$125
Sanctuary	\$150	*	\$125
Kitchen	\$125	**	Not Applicable
Founder's Room	\$100	**+	\$75
Classrooms	\$100	**+	\$75
Labyrinth	\$25	**	\$25

* Any additional hour or part of an hour is \$50 an hour additional.

** Any additional hour or part of an hour is \$10 an hour additional.

☐ + If a Steward is not required, deduct \$10.

ADDITIONAL SERVICES

Any damage caused by an outside contracted company will be the Renter's responsibility.

Audio-Visual (A/V) Services:

MVUUF A/V equipment (microphones, playback devices, projection equipment, etc.) may be used only by authorized MVUUF A/V Technicians. Services may be arranged for the fee of \$50 the first hour (starting with reception) or part thereof plus \$35 for each additional hour or part thereof. Reservation must be made 30 days in advance. The Technician is paid directly with the full payment due the day of the event. The Technician is NOT a DJ and does not play for receptions. An outside DJ may be used at the Renter's expense but the contracted DJ may NOT use MVUUF equipment or accesses other than electrical.

Custodial Services:

Services may be arranged for the fee of \$50 the first hour or part thereof plus \$35 for each additional hour or part thereof. Reservation must be made 30 days in advance. The Custodian is paid directly with the full payment due the day of the event. Outside contractors not permitted.

Floral Services:

Services must be arranged by Renter from an outside contractor. Access to the Fellowship must be during normal business hours or within the rental time period.

Use of Piano:

Use must be agreed upon prior to event through the Fellowship Administrator.

Catering:

Services must be arranged by Renter. If the Catering Service wishes to use the kitchen, the kitchen space must be included in the rental agreement. Use of MVUUF tables must be arranged in advanced.

Outdoor Canopies:

Services must be arranged by Renter. Any damage caused by an outside contracted company will be the Renter's responsibility.

Basic Wedding Package**Members: \$450/Non-Members: \$550**

Fee includes:

- Use of all spaces and rooms except for the kitchen area for four (4) hours.
- Use of the Fellowship for an additional one (1) hour rehearsal time on an additional day, provided it fits within already-scheduled Fellowship events.
- The Steward's fee.
- Custodian to assist with clean-up of wedding (sweep/mop, and take out the trash ONLY).
- A sound recording of your wedding on CD (sound only, not video).
- Use of additional tables and chairs.

Fee does NOT include:

- Minister's fees.
- Musician's/Accompanist's fees.
- A/V technical fees.
- Full custodial clean-up fees.

Fellowship Wedding Package**Members: \$750/Non-Members: \$900**

Fee includes:

- Use of the entire MVUUF building and facilities for eight (8) hours
- Use of all spaces and rooms including the kitchen area.
- Use for an additional one (1) hour rehearsal time on an additional day provided it fits within already scheduled events.
- The Steward's fee (if applicable).
- Full custodial clean up.
- A sound recording of your wedding on CD (sound only, not Video).
- Use of additional table and chairs.

Fee does not include:

- Minister's fees
- Musician's/Accompanist's fees
- A/V Technician fees

BUILDING RENTAL USE AGREEMENT

Any group using the facilities for non-MVUUF purposes are required to sign the appropriate Building Rental Use Agreement for usage of the building to be authorized. Persons signing the Use Agreement must be at least 18 years of age.

The MVUUF Fellowship Administrator shall provide the appropriate Agreement and will be responsible for confirming that the Agreement has been signed, all payments made, and that all deposits or properly credited costs are retained.

RULES GOVERNING USE OF FACILITIES FOR GENERAL RENTALS

The following Rules and Guidelines apply to all users of our Facilities. By using our facility you agree to be bound by the following. Please initial where indicated by • :

Non-Discrimination:

- Groups or individuals requesting use of MVUUF facilities may not prohibit attendance on the basis of race, sex, creed, social class, age, disability, or sexual orientation/gender identification. Invitation only events (i.e. weddings, ceremonies of life, etc.) will be honored and not classified as discriminatory.

Facility Use & Clean Up:

- There are to be no unsupervised children under the age of 15 in the Fellowship at any time. Minors using the facilities must be accompanied by appropriate adult chaperones who shall be responsible for the actions of the minors and follow the guidelines for underage individuals at MVUUF. If childcare is needed, space must be reserved in advance. Users must provide their own consumable supplies (diapers, wipes, crayons, paper, etc.).
- Facility use fees do not include custodial services. Users should expect to find MVUUF's spaces clean upon arrival and are required to leave it as found. Use of cleaning supplies such as brooms and mops will be available to use.
- All lights and appliances must be turned off upon leaving the building.
- Users are expected to provide their own equipment and consumable supplies such as paper plates, napkins, plastic utensils, etc. Use of kitchen items (serving platters, plates, silverware, pantry items, etc.) must be arranged in advance. Users are required to ensure proper cleaning and appropriate putting away of any kitchen items used.
- All trash must be taken to the outside dumpster or otherwise removed from the Fellowship property.
- Please recycle plastics, glass and aluminum. Recycling bins are located in the kitchen. Place all other trash outside in the dumpster.
- Users may not disfigure the facilities in any way, including but not limited to putting nails into walls, harming the paint or structure of the building, affixing or removing anything from the walls or doors of the space, chairs, piano, nor altars. No scotch, duct or masking tape may be used on the walls. If user needs to hang something on the walls, "Command Hooks" or blue tape should be used.

- The sound system in the sanctuary is not to be used unless its inclusion is specifically identified in the Building Use Agreement, an agreement is made with an MVUUF approved A/V Technician is made, and the specified fee is agreed upon.
- The Grand Piano is used by special arrangement only prior to the event. There is to be nothing other than sheet music to be set on any part of the piano (including but not limited to decorations, flowers, and pictures). If the piano needs to be moved, you must have two people to move it and returned to the proper place after the event. The cover needs to be folded in on itself unless being used (so no debris gets attached to the felt lining).
- Choir risers may be moved under the direction of the Steward/Operations Representative and must be replaced appropriately after event is completed.
- There is to be NO glitter, confetti, silly string, rice/seeds, nor small beads, inside or outside the property including but not limited to the parking lot, wetland area, and labyrinth areas. Bubbles may not be used in rooms where the flooring is tiled but may be used outside the building.
- MVUUF's facility has been declared a scent free area. There is absolutely no use of scented candles, incense, or any artificial air/scent enhancers. The fragrance from flowers and naturally occurring scents is not included in this.
- Smoking may be politely enjoyed away from windows and doors in the front of the Fellowship with use of the appropriate cigarette disposal device provided. Any refuse found behind building will be a forfeiture of deposits. It will be the responsibility of the user to inform guests of this requirement and respond appropriately when there is a violation.
- Any properties left after the function will be placed in MVUUF's lost and found in the office and disposed of after one week.
- Any damage caused by an outside contracted company will be the Renter's responsibility.
- Moderate amounts of alcoholic beverages may be served with a meal or as part of the service/celebration. Alcoholic beverages may not be sold and nonalcoholic beverages must be served along with alcohol. The person or group sponsoring the event is responsible for the behavior of persons attending the event (during and after), and must observe the policies set for personal conduct in the Fellowship building.
- Any advertising/publicity of any type of an event must be submitted to Administrator for approval two (2) weeks prior to public distribution.

**MIAMI VALLEY UNITARIAN UNIVERSALIST FELLOWSHIP
BUILDING USE RENTAL AGREEMENT**

This agreement is entered into between the Miami Valley Unitarian Universalist Fellowship (hereafter referred to as "MVUUF")

and _____ (hereafter referred to as "Renter").

Renter Information:

Person responsible: _____

Telephone: _____

Email: _____

Address: _____

MVUUF and Renter agree to the following terms:

The Building Use Fee shall be a total of \$_____ and paid in full by the date of _____ as dictated by BUILDING RENTAL USE HANDBOOK.

Renter agrees to pay a Security Deposit of \$50 to be returned if there is no damage or waste to any of MVUUF's property as dictated by BUILDING USAGE FEE SCHEDULE.

MVUUF agrees to provide the Renter with the following space(s) circled:

Classrooms # _____
Founder's Room
Gathering Space
Kitchen
Nursery
Sanctuary

to be occupied by Renter/User only on the following day(s): _____.

Description of event:

Number of people expected to attend: _____

- Renter agrees to obey the Rules Governing Use of Facilities for General Rental attached to this Building Rental Use Agreement.

- Renter agrees to hold harmless and unconditionally indemnify Miami Valley Unitarian Universalist Fellowship, its officers, directors, employees and agents, against and for all liability, cost of defense, expenses, claims and damages which Miami Valley Unitarian Universalist Fellowship may at any time suffer or sustain or become liable for by reason of any accidents, damages, or injuries either to the persons or property or both of Renter, its members, affiliates, invitees, agents or employees in any matter arising from the Renter's use of the Miami Valley Unitarian Universalist Fellowship property. This Indemnity specifically includes an indemnification by the Renter of Miami Valley Unitarian Universalist Fellowship, its officers, directors, employees, and agents for their own negligence including any act or failure to act of Miami Valley Unitarian Universalist Fellowship, its officers, directors, employees, and agents and for any claim arising there from under this Agreement during or after the agreed upon rental event.
- Renter agrees to vacate the premises promptly, and to leave the premises, including all furniture and other equipment on the premises, in the same state of cleanliness, position, and state of repair as existed when Renter entered the premises, normal wear and tear excepted as according to the Rules Governing Use of Facilities Agreement and approval of appointed Steward.
- Renter agrees to pay for any damages caused to building, furniture or fixtures, and agrees to replace or reimburse MVUUF for any other items not belonging to Renter that are used, consumed, or destroyed by Renter, their guest(s), or those contracted by Renter.
- Renter agrees that it will include MVUUF as an additional insured under Renter's policies of insurance and that its insurers agree to waive any right of subrogation against MVUUF should Renter decide that a policy is warranted.
- Renter is financially responsible for any charges resulting from False Fire Alarms perpetrated by a member of their group.
- Renter agrees not to sublease the premises.
- Renter understands and agrees that the use of the premises does not and should not imply sponsorship by MVUUF of Renter's activity or event.
- Moderate amounts of alcoholic beverages may be served with a meal or as part of the service/celebration. Alcoholic beverages may not be sold and nonalcoholic beverages must be served along with alcohol. The person or group sponsoring the event is responsible for the behavior of persons attending the event (during and after), and must observe the policies set for personal conduct in the Fellowship building.

Other terms and conditions are as follows: _____

SIGNATURE:

 Agent for Renter

Date: _____

 MVUUF Administrator

Date: _____

MIAMI VALLEY UNITARIAN UNIVERSALIST CLEAN-UP CHECKLIST

(This form must be completed and given to assigned Building Steward)

NAME (Please print) _____

DATE _____ EVENT _____

___ Wipe off all tables used. If table cloths were used they must be taken home, washed and returned.

Number of table cloths taken home _____.

Date of expected return _____.

___ Make sure all chairs, tables and other furniture are returned to original location. Please use seating chart for chairs in Sanctuary or ask the Building Steward.

___ Vacuum all carpeted areas where food was served or taken, or if there is anything on the carpet as a result of a project or activity.

___ Sweep and mop all hard floor areas where food was served or taken, or if there is anything on the floor as a result of a project or activity.

___ Wash, sanitize, dry and put away any dishes used.

___ Wipe kitchen counters and tables if used.

___ Pour liquids into sinks, not the trash.

___ Empty the trash into the big dumpster at the back of the building. Please empty the restroom trash and any rooms that were used including but not limited to the Founder's Room and Nursery. Trash bags are located in the Kitchen Pantry or please ask Steward for assistance.

___ Check to be sure all knobs on stove and oven are off.

___ Check all the classroom doors to ensure closed.

___ Turn off all interior lights. Make sure all dimmer sliders are clicked completely off. Ensure bathrooms (Men's, Women's and Family bathrooms) lights and water are off.

___ CHECK TO BE SURE THAT ANY CANDLES USED ARE EXTINGUISHED! Clean up any wax that was spilled.

___ Check to make sure that all thermostats are on unoccupied settings per posted instructions.

___ Ensure all doors inside and out are secure.

___ Check here if you spilled any liquids which you weren't able to completely clean up.

Where? _____

What? _____

___ Check here if any damage to the building or equipment occurred

Where? _____

What? _____

Any other issues or concerns:

SIGNATURE:

Agent for Renter

Date: _____

Date: _____

Appendix 2 MVUUF Use & Care of Building Spaces

USE AND CARE OF BUILDING SPACES

You have reserved a room/rooms at the Miami Valley Unitarian Universalist Fellowship. ***We rely on you to return the space to its original condition or better. Thank you!***

ARRIVING

Doors: The front and rear doors of the Gathering Space can be set to “unlocked” with a hex key found on the adjacent windowsill. Push the bar in, then insert and turn the clockwise.

Temperature: If the temperature is not suitable, please refer to posted directions. Before leaving, please reset thermostats to unoccupied settings per posted directions. In the Sanctuary, both thermostats at the back of the room will need to be adjusted. The Founders’ Room thermostat also controls the left side of the Classroom Wing. A thermostat in the first room on the right controls the right side of the Classroom Wing. The thermostats that control the Gathering Space, Library, Kitchen and Office cannot be adjusted.

Furnishings: If you need to move furniture or other items, please note their position and replace them there. Some find it useful to take a picture first.

CLEANING UP

If you have arranged with us for you to pay for our provision of custodial services, the specific arrangements will be noted in your rental agreement, including which of the following you are responsible for and which of the following will be provided by us. If you are not paying for extra custodial services then you are responsible for all of the following:

Surfaces and Floors: Please clean up all spills. There is a broom in the kitchen pantry and small carpet sweeper in the Sanctuary storage closet. If needed, a vacuum and wet mop are in the Custodial Closet just inside the Women’s Restroom. The front door key unlocks this closet.

Linens: Soiled linens should be washed in unscented detergent and returned as soon as possible. Clean linens can be folded and put away. Tablecloths and napkins are in the cabinets on the southeast end of the Gathering Space. Dishtowels are in the drawer to the right of the kitchen sink. Available paper products are for use at Fellowship sponsored events, but not provided for private events. Availability is inconsistent so you should verify in advance that you’ll have what you need.

Trash and Recycling: Trash is taken out on Monday morning. If trashcans are full, please empty them in the dumpster behind the kitchen and replace the bags with new from the pantry. We do not have recycling pickup. Please take any recyclables with you for home pickup or drop off at the solid waste transfer station. If you are unable, place them in the recycling containers in the kitchen. Or, feel free to empty and return these containers as well. Paper and cardboard can be placed in the Paper Retriever dumpster at the far end of the parking lot.

Kitchen: Please wash and put away any dishes you use. If you run the dishwasher, turn the magnet to “clean” so it’s clear that the dishes are ready to put away. Do not leave dirty dishes in the sink! Clean food/drink spills from surfaces and the floor to deter pests, but it is not necessary to mop.

Restrooms: If the restrooms are in need of toilet paper, it can be found in the Janitor's Closet (located in the Women's Restroom).

LEAVING

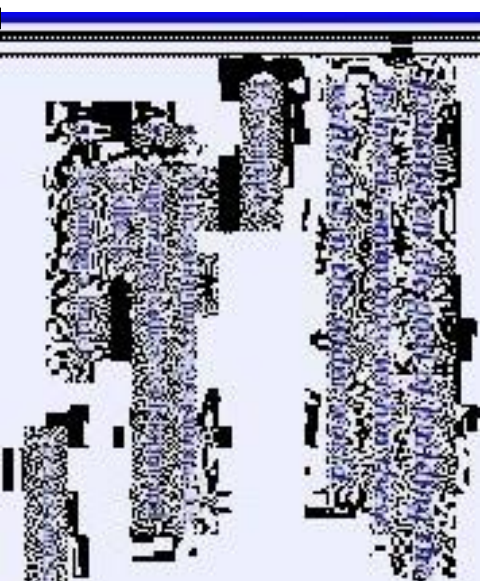
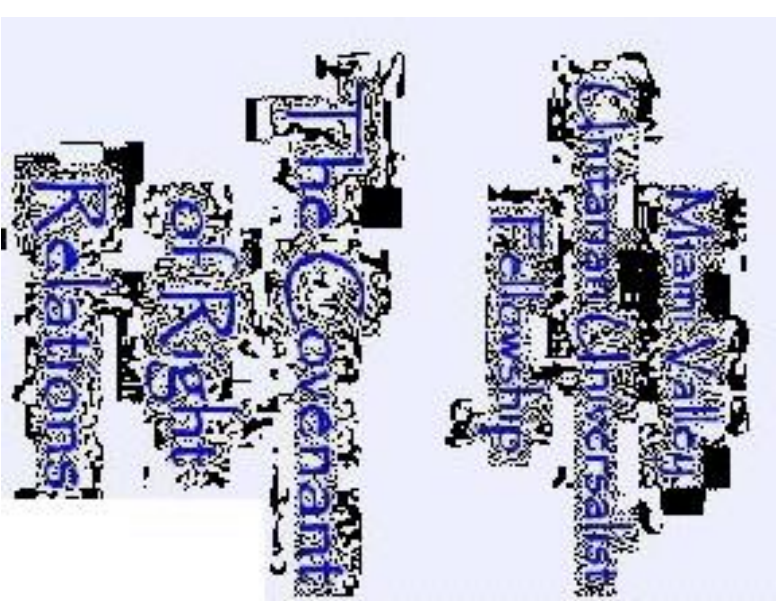
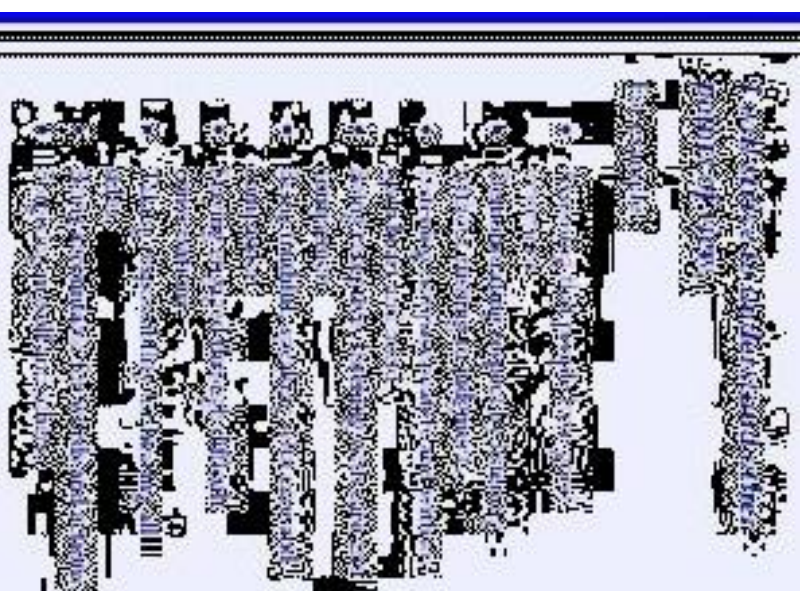
Lights: All lights (including restrooms) should be turned off, except for the front entry. The slider-switches need to "click" to be completely off.

Blinds: If you are in a room with blinds on the windows, please pull them down when you leave to help minimize our energy usage.

Doors and windows: Check that all doors and windows are securely closed and locked. Pull all doors tight and verify that they won't open. The front door is tricky. After setting both doors to lock with the hex key, push in the left door push bar while you pull the door shut to latch it. Exit through the door on the right and close it last. Check to be sure both doors stay closed. These security procedures are critical for the safety of our employees, members, and guests.

Outdoor Fires are not permitted on the premises unless you have made arrangements with the administrator. The Fire Department requires prior notification. Fires must be at least 30 feet from any part of the building, with a working hose ready nearby, and never left unattended by an adult.

For all policies regarding MVUUF Facilities, see Section 12 of the Policy Manual:
http://www.mvuuf.org/governance/policy_manual.pdf



I enter this sacred space, I will do my part to create a loving, welcoming environment. I

promise to respect and nurture others in their spiritual journeys. I will speak with directness and empathy, especially in times of disagreement. I will strive to understand other points of view, focusing on the goal of building a beloved community within these walls and in the wider world.

I enter this sacred space, I will do my part to create a loving, welcoming environment.

Accepting and embracing diversity, recognizing that people can be different in many ways, such as:

- ethnicity
- religion
- beliefs
- age
- economic status
- ability
- gender identification
- sexual orientation
- race

I promise to respect and nurture others in their lifelong spiritual journeys.

see example



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Encouraging people to actively
facilitating acquainted with others.
Treating students as fellow learning
members in conversation.

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Respecting traditions and early
traditions.
Observing and spiritual flows
Observe personal boundaries.
Honoring confidentiality.
Recognizing, encouraging, and
appreciating the contributions and talents
of other members.
Challenging each other to grow.
Remembering that everyone is both
student and a teacher in the search
for meaning.

being gentle
Here:
being confident as an
and explore a new
being every effort to
speak openly and
using ourselves and
generators.
being personal as in
social media.

being the observer
in our ongoing people
being for mutual respect
identity.
when feeling hurt, speak
and who caused the hurt
asking for my own expe
riencing, using "I" st
at her "Your" statemen
or an action affects me (I
am blaming another) you
connecting with the Rye
initiative when needed.

List of Changes

20060201	Document reformatted, but content reflective of the document, last updated 20050716.
20060206	Removed comments and editorial notations; Table of Contents added.
20060214	Financial Policies section updated as approved by the Board on 20060119.
20060217	Minister's Discretionary Fund section updated as approved by the Board on 20060216.
20060220	Personnel Policies updated as approved by the Board on 20050507 and Benefits Policy approved by the Board on 20051218.
20060329	Operations Policies updated as approved by the Board on 20051117.
20060427	Appendix A (Position Descriptions for Paid Staff) updated as approved by the Board on 20060420.
20060825	Numerous changes were approved by the Board and incorporated. Most were needed to more closely align this document with the transition to the Program Council governance model.
20060828	Board/Program Council Organizational Chart added.
20061002	Financial Policies regarding Expenditure Authority (9.13), Concert Guarantees (9.15), and Disbursements (9.10).
20061105	Font changed to Arial to improve readability.
20070326	Email Groups policy added as approved by the Board on 20070315.
20070420	Affiliate Groups policy added as approved by the Board on 20070419; document re-ordered to more closely match the order of topics in the MVUUF Bylaws document.
20070525	Pension eligibility benefit clarified per Board decision of 20070524.
20070622	Affiliate Groups policy revised as approved by the Board on 20070621.
20070716	Updated governance organization chart added.
20070720	Pension benefit increased to 8.0% (from 7.9%) per Board decision on 20070719; leadership positions descriptions added (new section 7.2.1).
20070827	Director of Religious Education, Religious Education Assistant, and Childcare Provider job descriptions amended and Child and Youth Safety policy added as approved by the Board on 20070823.
20070921	Targeted Donation policy was amended per decision by the Board on 20070920.
20071116	Safety policy amended per the Board decision of 20071115.
20110421	Substantive reorganization of Policy Manual approved; changes include: removing personnel policies and creating separate manual; removing the Endowment Bylaws as they require congregational votes to change; combining and arranging items for logical flow; streamlining Program Council position descriptions; removing the Organizational Chart for web posting only.
20110818	Social Action Representative description was revised and changed from Social Concerns; combined Public Relations and Internal Communications Representative positions into one Communication Representative.
2012	Credit Card policy adopted.
201310	Childcare policy revisions.

201311	Removed Affiliate Groups; clarified language about relationship between lay leaders and staff performance reviews.
201312	Replaced “Heartland District” with “MidAmerica Region”; replaced “Trustees” with “Board members”; removed reference to Program Council participating in staff performance reviews;
	removed references to Email Discussion list.
201402	Removed references to “Oversight” from all Program Council Representative descriptions and replaced with general statement of “Responsibilities”; added language on building lock-up to section 12.4.
20150617	Added Sexual Offender policy per Board decision of 20150416; added Right Relations brochure.
20160322	Revisions to Communications policies (14.2.2 and 14.2.3); revisions to Fundraising and Donations (18.16.1, 18.16.1.1, 18.16.1.2, 18.16.1.3, 18.16.1.4, 18.16.1.5); Table of Contents.
20160405	Revisions to Credit Card Usage (18.9); addition of Donation Recording (18.20.4); Table of Contents.
20160608	Added “Absentee Voting Policy” (20) and “Congregational Meeting—Absentee Voting” (20.1).
20161213	Revision to LRE Policy (15-16.2); MVUUF Adult Religious Education Classes (17); Interest Groups (18); Table of Contents.
20171004	Revisions to Alcohol Usage (12.2.4).
20171004	Added MVUUF Building Rental Use Handbook (Appendix 1) and MVUUF Use & Care of Building Spaces (Appendix 2).
20171115	Addition of Membership Certification Timeline to Membership Policies (3); updated Table of Contents; updated List of Changes.
20180730	Update of Outdoor Fires Policy 12.6.2; updated List of Changes.
20190722	Revisions to Building Use (Appendix 1 & 2); Addition of word to Covenant of Right Relations (5.1); Added 7.4.3 Meeting Multicultural Protocol; Added Gun Free policy (12.4.4); Revised Table of Contents; changed all “Office Administrator” to Fellowship Administrator; corrected all misspellings and grammatical errors noted.
20190725	Added section 5.4 Inclusive Programming (Aug 21, 2014 Board mtg); revised and added subsections to section 14.1 Speaking for the Fellowship (June 21, 2012 Board meeting); corrected page numbers in Table of Contents as needed.
20220420	Added Section 12.12 Service & Emotional Support Animal Policy.