

UNITARIAN UNIVERSALIST CONGREGATION OF CHARLOTTESVILLE

POLICY MANUAL

(Procedures and forms included)

May 2022

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I. ORGANIZATIONAL STRUCTURE

A. BOARD RESPONSIBILITIES/PROCEDURES

1. RESPONSIBILITY FOR CANVASS

POLICY I.A.1: It is the responsibility of the Board of Trustees that the annual canvass is a success.

PROCEDURE:

- To accomplish this, the Board of Trustees will take a leading role in the annual Pledge Drive and leadership in the Pledge Drive is recognized as an important responsibility for each Board member as a consequence of being elected to the Board.
- As a first step in taking a leadership role, the Board will ensure appointment of the Pledge Drive chair(s) and a canvass committee at least six months prior to the Pledge Drive.
- As a second step, the Board will meet with the canvass committee and will participate in the planning of the Pledge Drive.
- It is not intended that the role of the Board be limited to these two steps; further ideas for leadership roles for the Board and its individual members are expected to be developed as an outgrowth of the Board's meetings with the Pledge Drive committee.

Revised 8/2009

2. REVIEW OF CHURCH BY-LAWS, POLICIES AND GOVERNANCE

POLICY I.A.2.a: POLICY REVIEW TEAM

Members of the Policy Review Team will be appointed by the Board of Trustees. One member must be a Board member, and the other two must be non-Board members serving two-year terms. Members of the Policy Review Team will not serve more than two consecutive two year terms.

- 1. The Policy Review Team shall ensure that current copies of the bylaws and the Policy Manual are maintained.
- 2. The Policy Review Team shall ensure that 2 copies of the current Policy Manual are located in the church office, one of which shall remain in the office at all times and the other is available for congregants to borrow.
- 3. The Policy Review Team will be responsible for assuring that the current bylaws and Policy Manual are available on the church website.
- 4. The Policy Review Team will be responsible for updating the Policy Manual following each Board meeting if needed.

POLICY I.A.2.b: The Board shall adopt a Policy Manual which states the important policies and procedures of the Church as approved by the Board from time to time. The Policy Manual shall include provisions assuring that Board Members are familiar with the bylaws; Church officers are familiar with the bylaws and Policy Manual; and Council and committee chairs are familiar with pertinent portions of the bylaws and Policy Manual.

Approved 12/2010

POLICY I.A.2.c: The Board shall establish a procedure for suggested changes, additions, and deletions to the Unitarian Universalist Congregation of Charlottesville (UUCville) Policy Manual.

Rationale: The Policy Manual supports the UUCville Bylaws by fleshing out the responsibilities and tasks related to them. Because church operations are somewhat fluid and need to fit the current tides and practices, there are times when policies can and should be added, changed, or deleted.

Background: Approval of the UUCville Policy Manual is the responsibility of the Board of Trustees. Therefore, policy changes to that document must be approved by that governance body.

However, the members of the various councils, committees, and task forces also have strong involvement in the operations of the church. Thus, the policies need to both guide and reflect the work of these groups.

Procedures for Amendment to the UUCville Policy Manual

- Who: Any task force, committee, or council of UUCville may make recommendations for policy change. Any UUCville member or group may make recommendations for policy changes through the appropriate council or committee.
- How:
 - A. Each request for policy change must be in writing and include the following information:
 - 1. Policy number and section Where in the Policy Manual a change is requested
 - 2. Rationale Statement of why a change is needed
 - 3. Changes
 - a. Suggested wording for changes or additional policy
 - b. Wording of any policy where deletion is requested
 - B. Approval/Support Endorsement of policy change recommendations is required.
 - 1. The committee or group which supports this change shall be specified. Signature of the chair is required.
 - 2. The affiliated council which supports this change shall also be specified. Signature of the chair is required.
 - 3. The sponsoring council's chair will share the newly proposed policy change with all other Council Chairs for review in order to assure that proposed changes are

not in conflict with the operations or activities of any other council, committee, or group within the council structure.

- C. Signed council-sponsored recommendations shall be forwarded to the Vice President, who will add the policy to the Board's agenda for final approval and inclusion in (or deletion from) the UUCville Policy Manual.
- D. Policy recommendations from Board-appointed task forces shall be submitted in writing directly to the Board-liaison or the Secretary of the Board for final approval and inclusion in (or deletion from) the UUCville Policy Manual. Suggested policies shall include the criteria found at "A" above.
- E. Following Board approval of policy changes, the Secretary shall ensure inclusion of the changes in the master copy of the current UUCville Policy Manual. The Secretary shall ensure notification of the staff and all Board-appointed task forces of the approved policy additions or changes. The Vice President will notify all councils, committees, and groups of the approved policy additions or changes. The Secretary shall ensure the publication of changes on the church website, and on the bulletin board in the main church hallway.

Approved January 13, 2011

POLICY I.A.2.c: The Church's Bylaws, policies and general governance structure shall be reviewed at least every seven (7) years from May 1, 1997.

PROCEDURE:

• The Board shall appoint a task force at least four (4) years to review and make recommendations concerning any necessary changes to the Church's By-laws, policies, and general governance structure.

Approved 11/2019

POLICY I.A.2.d – Personnel Manual. The Board of Trustees recognizes the important role of the Personnel Committee and charges the Personnel Committee with the upkeep of a Personnel Manual, which is separate from the UUCville Policy Manual.

Approved June 2012

PROCEDURE:

- The Board shall review and give final approval of additions and changes to the Personnel Manual made by the Personnel Committee or others.
- The Personnel Manual shall be reviewed at least every three years by a team composed of representatives from the Personnel Committee, the Board of Trustees, and the Minister(s).
- A copy of the Personnel Manual shall be available in the office for member and staff review, upon request.

3. SUBMISSION OF REPORTS AND ACTION ITEMS TO THE BOARD

POLICY I.A.3: Material related to a Board of Trustees Meeting shall be distributed to Board members in advance of the meeting.

PROCEDURE:

- Everything for each Board Meeting must be submitted to the Board Secretary by noon one week to the day of the week prior to the regular Board Meeting.
- The Board Secretary will bundle all submissions and forward them on to the Board via email.
- Each Board member is responsible for reviewing and bringing the packet to the meeting.

Approved 6/2011

4. MINUTES, RECORDS AND REPORTS OF THE BOARD OF TRUSTEES

POLICY I.A.4.a: All official statements by the Board shall state the numerical vote of the Board.

Approved 8/1974

POLICY I.A.4.b: All UUCville financial records and minutes are the property of the Church. Original copies of all records kept by the Secretary shall be kept on the church premises.

Approved 12/2010

POLICY I.A.4.c: The Financial records shall be open to audit as directed by the Board, except for individual pledge records.

Approved 12/2010

5. DELEGATES TO THE UUA GENERAL ASSEMBLY

POLICY I.A.5: The Board of Trustees shall recruit and select the official UUCville delegates for the UUA General Assembly using the following guidelines and procedures.

- Delegates shall be active members of UUCville.
- Any member seeking appointment to UUCville delegate status must speak directly to a member of the Executive Committee of the Board or must send a letter to the Board President expressing interest and qualifications.
- Delegates shall be appointed/approved by the full Board of Trustees.
- The number of delegate appointments is determined by the Bylaws of the Unitarian Universalist Association of Congregations.
- Delegates shall be responsible to inform themselves about the agenda items prior to voting.
- Should input from the congregation be beneficial to the representation of the church members (example: election of a new UUA President), the UUCville delegates shall

attend any formal congregational conversation(s) in order to become informed of the general preference of the group.

Approved

B. RESPONSIBILITIES of CHURCH OFFICERS

POLICY I.B.1: General duties of the Board and its officers are defined in the UUCville Bylaws at Articles V, VI, and VII.

PROCEDURE:

 Administrative procedures and job description specifics shall be clarified and updated by the office holder and given to the Nominating Committee by February of the year in which their term ends.

Related Documents and Forms:

Administrative Policies, Procedures and Job Description of Board Officers:

POLICY I.B.1.a: Administrative policies, procedures, and job description of the President

- The President shall serve as a voting member both on the Executive Committee and on the Board of Trustees.
- With the Executive Committee, the President shall ensure that the Board fulfills its
 obligations, including leadership in the annual canvass, as well as the appointment
 of Board liaisons, Board representatives, and other assignments as required.
- The President shall serve as Chair of the Congregational meetings, the Board meetings, and the Executive Committee meetings.
 - The President will work closely with the Director of Administration and Finance to ensure that Congregational Meeting information is distributed in a timely manner, following all policies and procedures outlined in the UUCville Bylaws and Policy Manual.
 - The President will delegate tasks to Board members to ensure the smooth implementation of the Congregational Meeting.
- The President shall collaborate as an equal partner with the Minister(s) in the direction of UUCville and in carrying out the vision and policies of the congregation.
- The President is allowed to accept unconditional non-monetary gifts up to \$500 on behalf of the church. (See POLICY V.A.7.c)
- The President shall identify financial analyst (s) as needed, who will then have access to pledge and contribution data. (See POLICY V.B.1)
- At the conclusion of the term as President, the President will assume the role of Past President.
- The President shall serve no more than two consecutive two year terms.

Approved November 2019

POLICY I.B.1.b: Administrative policies, procedures, and job description of the Past President

 The Past President shall serve as a nonvoting member both on the Executive Committee and the Board of Trustees, and assist the President as requested.
 Approved November 2019

POLICY I.B.1.c: Administrative policies, procedures, and job description of the Vice President

- The Vice President shall serve as a voting member both on the Executive Committee and on the Board of Trustees.
- Each year the Vice President will attend that the first meeting of each of the Church Councils to facilitate the election of the Council Chairs.
- The Vice President shall act in place of the President if the President is unable to perform the duties of that office.
- In September the Vice President will distribute a list of each of the Church's committees with the name of their chairpersons. The list will be forwarded to the members of the Board of Trustees and all staff members and posted on the church website.
- The Vice President will ensure that each Council Chair has access to an updated electronic copy of the <u>UUCville Bylaws</u> and the current <u>UUCville Policy Manual</u> at the beginning of each term of office and/or program year.
- The Vice President will convene regular meetings of all the Council Chairs. The
 agenda shall include sharing and brainstorming about common concerns and
 special issues, providing support for the council governance structure, coordinating
 council-sponsored events, and proposing or endorsing policies and actions to the
 Board of Trustees.
- The Vice President will post approved Minutes for all Council Chair meetings on the UUCville website.
- The Vice President will summarize major council/committee actions in a monthly report to the Board.
- The Vice President will help forward general communications/information from the Board of Trustees to the Council Chairs and their respective committees and groups and will serve as liaison between the Councils and the Board.
- The Vice President will support the Director of Administration and Finance in the development of the Master Calendar.
- The Vice President will support the Treasurer and the Finance Committee in the annual budget by forwarding information about the process to all councils and their respective committees and groups.
- The Vice President shall serve no more than two consecutive two-year terms.

Approved November 2019

POLICY I.B.1.e: Administrative policies, procedures, and job description of the Treasurer

- The Treasurer shall serve as a voting member of the Executive Committee and the Board of Trustees.
- The Treasurer shall also serve as a voting member of the Finance Committee and shall act as a liaison between the committee and the Board.
- The Treasurer shall provide a current financial statement including an income statement and balance sheet indicating the church's financial position at each Board meeting and at each Finance Committee meeting. In addition, the Treasurer shall provide a current financial statement at each Congregational meeting.
- Each year the Treasurer, in consultation with the Finance Committee, shall provide
 the Board with a draft church budget and revisions to the budget as needed for the
 next fiscal year.
- The Treasurer may appoint an Assistant Treasurer or Controller with the advice and consent of the Board. The Assistant Treasurer shall perform delegated duties and, in the absence of the Treasurer, assume the duties of the Treasurer, except for voting at Board meetings.
- Each month the Treasurer shall review the church bank account statements, reconcile the Church accounts, and consult with the DAF concerning any unusual checks or expenditures.
- The Treasurer, in consultation with the Finance Committee, shall ensure that there are appropriate checks and balances and safeguards with respect to the handling of all church moneys and other fiscal assets.
- As one of those safeguards, the Treasurer shall not have authority to write checks or to deposit money received by the church.
- The Treasurer shall notify the Board whenever any expense line item in the budget has exceeded the budgeted amount by more than \$200. The Treasurer shall not allow any item to exceed its budgeted amount by more than \$500 or 100 percent of the budgeted item, whichever is less, without the express authorization of the Board.
- The Treasurer shall serve no more than two consecutive two-year terms.

Approved November 2019

POLICY I.B.1.f: Administrative policies, procedures, and job description of the Board Secretary

- The Secretary shall serve as a voting member both of the Executive Committee and on the Board of Trustees.
- The Board Secretary shall work with the Director of Administration and Finance to assure that each church Officer and Board member receives a current copy of the church's Bylaws and Policy Manual at the beginning of their term of office.

- The Board Secretary shall take, keep, and preserve accurate minutes of the Board and Congregational meetings. The draft board agenda shall serve as the record of the Executive Committee meetings.
- The Board Secretary shall disseminate draft Board minutes to all members of the Board for approval. Once approved the draft minutes are posted under current news on the church website. Upon approval at the next Board meeting, the approved minutes are posted to the Board page on the church website.
- The Secretary shall make the agenda of the Board meeting public when the Board Packet is distributed.
- The Board Secretary shall work with the Director of Administration and Finance to notify members of congregational meetings.
- The Board Secretary shall serve on the Conflict Resolution Committee.
- The Membership Tracker shall keep and report the membership roll.
- The Secretary shall serve no more than two consecutive two-year terms.

Approved November 2019

C. CHURCH COUNCILS

1. Structure and Organization

POLICY I.C.1: All church committees and groups shall be assigned to one of the UUCville Councils by the Board. Exceptions are made for Board-appointed task forces or committees and congregationally elected committees who report directly to the Board. A limited number of non-governance enrichment groups are not the responsibility of the Councils, as determined by the Board.

Purpose: To provide a governance structure which includes committees and groups based on goals, functions, and interests.

Rationale: All groups are responsible to the church and its multiple missions. However, there are far too many committees and groups for every one of them to report independently to the Board of Trustees. Therefore, the Councils serve as the first tier in the organizational structure for many of the committees and groups.

Applies to: All UUCville committees and groups, with the exception of Board-appointed task forces or committees, congregationally elected committees, and selected non-governance enrichment groups.

PROCEDURE:

- The Councils shall orient and support their committee chairs and assist in problem solving. They shall coordinate the contributions from each of these groups with the goal of providing a comprehensive offering which fosters the community of UUCville members and friends and ensures the most effective use of Church resources.
- The principle duties of the Councils shall be to facilitate the exchange of information among its constituent committees. In performing this duty, the Councils shall have

authority to approve job descriptions of new committee and revisions of present committee job descriptions, propose budgetary requests and coordinate joint committee activities and the calendaring of church events.

- Each Council shall hear all matters reported to it by its constituent committee for the purpose of discussion and resolution. However, if a committee requests, the Council shall pass the committee's proposal to the full Board for consideration, either with or without a recommendation for approval or rejection.
- A representative from each of the assigned committees and groups shall regularly attend council meetings, as requested by the chair.
- The voting members of each Council shall be the chairs (or representatives designated by the chairs) of such committees.
- The council members shall work together with their committees and councils to design and implement programs, procedures, and activities which enhance the objective of a specified area of church governance.
- Minutes of Council meetings shall be distributed for approval to Council members within 2 weeks of the meeting. Approved minutes shall be sent to the Board Vice President and the Director of Administration and Finance, as well as the Council members.
- Councils may propose changes to the UUCville Bylaws or the UUCville Policy Manual either collectively or individually. All council-sponsored bylaw or policy recommendations shall be clarified and forwarded to the Board through the Council Chairs and the Vice President.
- A council may be discontinued or reconfigured by the Board.
- Each committee or group will submit a written annual statement of purpose which identifies its leadership, participants, and the objectives.
- New committees or groups shall be assigned membership in one of the existing councils according to their objectives.
- Councils will support the committees and groups by providing guidance, encouragement, and cooperation. Committees (and groups at the request of the Council Chair) will support the council by sharing successes and/or needs.
- The Vice President shall serve as the representative of the Executive Board with direct responsibility for council management.
- All council requests for Board approval of policies, special requests, endorsements, etc. will be added to the Board's agenda by the VP or the council liaisons.

- The Council will decide if certain committees or groups need to consolidate or to sub-divide in order to enhance efficiency to better meet the goals of the council.
- The Councils will determine if each committee meets the criteria for committee or group status. When a committee or group's termination is needed, it will be managed by the council to which it is assigned.

POLICY 1.C.2: Job Description for council chairs

- Each council shall be made up of groups and committees which share a common area of interest, expertise, management, or concern related to the function and operation of UUCville. Committees and groups shall be assigned to specific councils by common agreement of the Board of Trustees, the Vice President. And the Council Chairs. UUCville shall govern using the Council Structure model.
- 2. The Council Chair shall organize, plan, and run a minimum of three or four meetings of the chairs of the key committees and groups assigned to the council. Some councils will need to meet more often in order to deal with all the business of that council.
- The Council Chair shall assure that minutes are taken at each council meeting.
 Minutes will reflect all outcomes and decisions of the council. Once approved,
 minutes shall be forwarded to the Board Vice President.
- 4. The Council Chair shall coordinate budget requests to the Finance Committee and the Treasurer each spring.
- 5. Any council business which needs input from other councils, or the Board shall be brought to the council Chairs meetings or to the Board Vice President.
- 6. Each Council Chair shall serve as the primary communication link to between the committees/groups under its purview. Memos, notices, and requests for action will be sent to the Council Chair, who will as necessary forward all important information to each of the committee or groups chairs, who will in turn send it to every member of his/her committees and groups. On occasion the feed of information may run backwards from the membership to the council Chairs and then to the VP and Board or the staff.
- 7. Council Chairs will advise their respective Councils to acquire familiarity with the UUCville Bylaw and Policy Manual (both of which are available electronically) and ensure that recommended changes in bylaws and policy manual are developed for approval by Council Chairs and ultimately the board, in accordance with existing policies.
- 8. Council Chairs will encourage leadership development, rotation of leaders, and succession for the key committees and groups within their purview.

D.COMMITTEES AND GROUPS

1. CRITERIA, RESPONSIBILITIES, AND PRIVILEGES OF COMMITTEES AND GROUPS

POLICY 1.D.1: Any group of individuals seeking UUCville recognition and support must meet the criteria for either "committee" or "group" status and adhere to the following criteria, responsibilities, and privileges.

PROCEDURE: Criteria, Responsibilities, and Privileges of Committees and Groups

Criteria:

- 1. A. A committee shall include three or more UUCville Members.
 - B. A group shall include three or more active UUCville participants.
- 2. No UUCville group or committee shall charge for any opportunity/activity, other than fundraisers which have been approved in accordance with the fundraising policies.
- 3. No UUCville members shall be excluded from the activities of any group or committee, with the following exceptions:
 - a. Covenant groups will open for registration only during designated times.
 - b. Social groups may target specific ages/genders.
 - c. Religious education classes will be grouped by age, as determined by the MFD.
 - d. Committees or groups whose composition is specified in the bylaws shall be limited in accordance with those bylaws.
 - e. Committee members are recruited by Committee Chairs.
- 4. Each UUCville committee and group shall reflect the basic tenets and philosophies of the church and be supportive of the church mission.
- 5. Special Committees and Task Forces appointed by the Board or elected by the Congregation shall report directly to the Board as specified in their description and charge.

Responsibilities of groups and committees

- 1. Provide publicity about the activities of the committee or group to the UUCville community through the UUCville communication channels.
- At the request of the appropriate Council, send a representative to that Council meeting for the purpose of collaboration and cooperation with other groups and committees.
- 3. Arrange with the Director of Administration and Finance for building usage for all UUCville activities.
- 4. Take responsibility for the publicity of sponsored events and meetings.
- 5. Submit a formal annual report.
- 6. Prepare and submit a "job description" of the purpose of the Committee or group.
- 7. Adhere to all UUCville policies.

- 8. Expenditures shall be approved in accordance with Finance Committee policies and procedures.
- 9. Written minutes shall be taken consistently in committee minutes except where the nature of the gathering makes minutes inappropriate (e.g., at work parties or purely social gatherings). Copies of minutes shall be disseminated as directed by the Councils or by the Board in its Policy Manual or otherwise.

Privileges of groups and committees

- 1. UUCville committees and groups may arrange to use UUCville building or campus space for regularly scheduled gatherings, or sponsored events when reserved through the Director of Administration and Finance. UUCville will provide this space in compliance with rental and fundraising policies.
- 2. UUCville committees and groups may advertise their social, worship, education, and advocacy and/or service and support opportunities in the UUCville communication channels.

Approved 5/13/201010

Related Documents and Forms: Application for New Committee/Group

APPLICATION FOR NEW COMMITTEE OR GROUP in UUCVILLE COUNCILS

1. Name of Proposed Committee/Group:	
2. Names, emails, and phone numbers of three UUCville Members or Supporters (for or three UUCville Members (for Committees) who support this application and intend participate in this committee/group. 2	. ,
3. Purpose of the Group/Committee:	

- 4. Which aspect of the UUCville mission is this purpose fulfilling?
- I.2 Mission. Unitarian Universalist Congregation of Charlottesville is a church of the liberal tradition rooted in the heritage of Unitarian Universalism and dedicated to the belief that in every individual there are extraordinary possibilities.

WE ARE committed to the individual and collective pursuit of spiritual growth, social justice, and life-long religious education and understanding.

WE FOSTER an open and free community in which we share our gifts, care for one another, and honor our differences.

WE SEEK to have a lasting influence on local, national, and global programs that promote equity and end oppression.

5. Leadership: Designate the contact/chair for this group/Committee (must be UUCville member if Committee; UUCville participant if group).
6. Designate a backup contact person
7. What resources of UUCville do you anticipate using? (include publicity needs, space needs, budget, etc.)
As Leader/Contact Person for this new group/committee, I agree to ensure that we will meet our responsibilities to UUCville, and we will adhere to UUCville policies in our activities. I understand that approval of this committee/group can be withdrawn by the Council at any time.

PROCEDURE: FOR TERMINATING A GROUP OR COMMITTEE Reasons for Termination of a Council Group or Committee

- 1. Request of the Committee Chair or representative in writing to the Council
 - a. At its next regularly scheduled meeting, the Council will discuss and either approve the request or take other action, which could include combining the committee/group with an existing one or reforming it.
 - b. Board and staff will be notified of the action of the Council.
- 2. Failure to complete an annual report on deadline
 - a. Upon failure to complete an annual report by the deadline, despite repeated reminder to do so, a letter could be sent. (Sample letter in Appendix I)
 - b. Every effort will be made by the council members to contact members of the group/committee to determine its true status and encourage them to continue recognition over the summer.
 - c. If the motion to deny continued recognition is approved, the Board and staff will be notified, so that publicity and space requests can be denied.
- 3. Violation of a UUCville policy, specifically fund-raising, fiscal, or in use of space.
 - a. The issue will be placed on the next agenda of the Council for discussion. A representative or chair of the committee/group will be invited to attend.

b. The Council may determine to discontinue the group/committee, reform it or combine it with another. If so, the Board and staff will be notified so that publicity and space will no longer be available to the group/committee.

Related Documents and Forms:

Sample Letter for Termination of Committee/Group

Dear Committee/Group Chair and/or Members: A requirement of all church-affiliated groups is that they file an annual report with the congregation. We have not received your y your continued recognition.

report and can only assume that your committee/group is either no longer meeting or has no leadership willing to file the report. In either event, the congregation may find it difficult to continue to provide support (including meeting space and/or publicity) for your group. The Council is responsible for recognizing groups and committees under its purview. At our next meeting, probably in September, we will consider a motion to deny your group continued recognition as an approved committee/group within the Council. Should that motion be approved, your committee will need to complete (and have approved) a new application for committee/group before UUCville resources would become available to you. On the other hand, if you wish to continue your current status, a representative of your committee/group may appear before the Council and appeal the motion to deny your continued recognition.

Please feel free to contact any member of our Council to discuss this action. We are anxious for your group to continue, but also aware of our obligation to the congregation.

Signed: Council Chair

2. ANNUAL REPORTS

POLICY I.D.2: All councils, committees and task forces shall submit an annual report of activities and accomplishments.

PROCEDURE:

- The Vice President shall issue a call for annual reports 5 weeks prior to the annual business meeting.
- Each council-related committee or group shall assure that a written Annual Report of the committee's activities is filed with the Council Chair, the Director of Administration and Finance, and the Board Vice President prior to the church's annual business meeting.
- Each Board-appointed committee or Task Force and each congregationally elected committee shall assure that a written Annual Report of activities is filed with the Board Vice President and the Director of Administration and Finance prior to the church's annual business meeting.

Approved 12/9/10

3. BEST PRACTICES OF COMMITTEES AND GROUPS TO ENSURE ONGOING

LEADERSHIP The following "best practices" are strongly suggested, but not mandated:

- Committees should have co-chairs serving staggered terms. The outgoing cochair should mentor, instruct, and share records and procedures with the incoming cochair. In addition, co-chair positions should rotate among members of the committee.
- Each committee should find an appropriate time of the year, depending on the work
 that it does, to take stock. This should take two forms. First, the group would reflect
 on how the committee's job descriptions may need to evolve to better fit the needs of
 the church in the coming year. Goals for the year and specific roles for individuals
 should be discussed. Secondly, members would deliberately choose to either "reup," or exit before burning out.

Approved November 2013

4. COMMITTEE/GROUP COMMUNICATION WITH THE BOARD

POLICY I.D.4: The normal channel of communications from committees and groups to the Board shall be through the Council structure, which in turn, should report to the Board via the Vice President. Board-appointed and congregationally elected committees and Task Forces shall communicate directly with the Board. Committee chairs are free to discuss pressing concerns directly with Board members.

Approved 12/9/10

5. DISTRIBUTION OF COMMITTEE MINUTES

POLICY I.D.5: Minutes of committee meetings shall be distributed to committee members before the next meeting.

Approved 12/9/10

E. BOARD-APPOINTED TASK FORCES and AD HOC COMMITTEES

1. GENERAL REQUIREMENTS

POLICY I.E.1: Each Board-appointed task force and ad hoc committee shall have a clear charge, with responsibilities and expected outcomes, prior to appointment. PROCEDURE:

- Most Task Forces and Ad Hoc committees will, by design, be time-limited in their responsibilities.
- Task Forces and Ad Hoc committees are not directly aligned to a council and shall report directly to the Board.
- It is up to the Board to determine if financial support is required for the success of a given Task Force or Ad Hoc committee.

Approved 12/9/10

2. MINISTERIAL SEARCH COMMITTEE

POLICY I.E.2: A Ministerial Search Committee shall be elected at a congregational meeting, when needed. (Refer to Bylaws – regarding nomination and election.)

PROCEDURE:

- An initial budget for the Search Committee shall be approved at the congregational meeting which elects the committee.
- The Search Committee shall meet within 30 days after its election and choose a chair and secretary from among its members.
- The search shall follow the procedures suggested by the UUA Department of ministry, including its recommendations on nondiscrimination.
- The Search Committee shall make interim reports to the Board and the congregation.
- In the case of the resignation of a committee member, the Board may appoint a replacement to serve until the next congregational meeting, when the new member shall be elected in a special election.

3. PERSONNEL COMMITTEE

POLICY I.E.3: The Personnel Committee shall report to the Board of Trustees.

4. STANDING COMMITTEES

POLICY I.E.4.a: Standing committees shall be established and maintained to plan and carry out important Church activities and shall implement Church policies as directed by the Board. The purposes and duties of each shall be specified.

PROCEDURE

- Among the functions of the standing committees in fulfilling the mission of the Church are the following: engage in community outreach, encourage diversity, ensure accessibility of the Church and its programs, prepare an annual budget and advise the Board on financial matters; assist the Board in long range planning; oversee Lifespan Faith Development programs; advise the Board regarding the hiring and managing of Church staff other than the Minister(s); welcome newcomers and inform new members about the activities of the Church; plan and supervise the care and maintenance of the buildings, furnishings, equipment, and grounds; and assist the Minister(s) with Sunday services and plan and execute lay led services.
- From time to time the Councils shall review the duties and job descriptions of their committees which shall be placed in the Policy Manual. Significant changes in these duties shall be reported to the Board.
- Each year the Councils shall confirm the names of the chairs of standing committees from recommendations by the committees and the Nominating Committee. Any limitations on the number of terms a chair may serve shall be approved by the Councils and specified in committee job descriptions.
- All chairs of committees shall be Church Members.

Approved 12/9/10

POLICY I.E.4.b: Committee Chairs shall select their committee members, except for those committees whose members are elected by the congregation or appointed by the Board.

Approved 12/2010

PROCEDURE:

 Chairs shall be held responsible for discharging their committee duties as described in the Policy Manual and for the budgeting, management, and expenditure of Church funds allocated to their committees. Those standing committee chairs, as designated by the Councils and/or Board, or their representatives, shall serve on their appropriate Council and regularly attend Council meetings.

POLICY I.E.4.c: Members of standing committees, except chairs, congregation elected committee members or Board appointed committee members, are not required to be Church Members.

Approved 12/2010

PROCEDURE

- Church staff members are welcome to attend (without the right to vote) all committee and Council meetings.
- Committee chairs shall select committee members unless special provisions have been made. These special provisions may include any or all of the following: appointment of committee members by the Board or a Church Council; specifications of the size of the committee; fixing terms of office for committee members, which may exceed one year; and limiting the length of time committee members may serve consecutively. The appropriate Council must approve all special provisions, and these shall be included in the Policy Manual.

5. REMEMBRANCE GARDEN

ARTICLE I – NAME

Policy 1.E.5a: The Remembrance Garden is a permanent addition to the Unitarian Universalist Congregation of Charlottesville (hereafter referred to as "the Church") prescribed in Article XVIII of the Church bylaws.

Policy 1.E.5.b: The Remembrance Garden Committee (hereafter referred to as "the Committee") shall be a committee of the Unitarian Universalist Congregation of Charlottesville (hereafter referred to as "the Church"), as prescribed in Article XI (or XI-Board Appointed?) of the Church bylaws.

ARTICLE II - PURPOSE: The purpose of the Committee shall be to administer, promote, improve, and enhance the Garden so that it may be used to fullest advantage by the members, relatives of members, and friends of the Church who desire a

memorial for the deceased. It will be a place to scatter or bury ashes; a quiet place to meditate; and a place for memorial services. It shall not be used for purely social occasions.

ARTICLE III - FUNCTION

- 1. The Committee shall maintain and improve the grounds, plantings, and monuments of the Garden consistent with the high standards set by the Committee.
- 2. The Committee shall establish administrative policies and procedures for the garden.
- 3. The Committee shall maintain records of memorialized persons in a Permanent Record Book and in a display of names on a plaque on the inner wall of the Church gallery and, if requested, on a wall of the Garden.
- 4. The Committee shall publicize and promote the Garden as a dignified and appropriate place for memorials.
- 5. The Committee shall hold the funds sent to the Church for Garden memorials in a reserve line item of the Church budget.
- 6. The Committee shall prudently use any Garden funds for improvements for the Garden and are not needed for immediate expenditures related to administration and maintenance of the Garden.
- 7. The Committee shall make an annual financial report of its operating costs and income to the Finance Committee.
- 8. The Committee shall establish other functions from time to time as it deems necessary to fulfill its purpose.

ARTICLE IV - COMMITTEE MEMBERS

- 1. The Committee shall be composed of five persons appointed by the Board on recommendations of the Nominating Committee.
- 2. The terms of office for members shall be three years, with members eligible for one consecutive reappointment. The Board shall stagger terms on the Committee by specifying shorter terms for two members of the first Committee. Those who serve the shorter terms will be eligible for full appointments when their terms expire, and for one consecutive reappointment. After the initial appointments, all appointments shall be for three-year terms.
- 3. Vacancies on the Committee shall be filled by the Board as recommended by the Nominating Committee. A member filling out an incomplete term shall be eligible for a new appointment and one consecutive reappointment.

ARTICLE V - OFFICER

- 1. The Committee, at its first meeting of the year, shall elect its officers: Chair, Secretary, and Fiscal Officer. The committee shall create other offices and subcommittees as it deems necessary.
- 2. <u>The Chair</u> shall fix the times and places of Committee meeting, convene, and conduct them, and act as liaison and spokesperson for the Committee to the Board, the Program Council and the Congregation.
- 3. <u>The Secretary</u> shall make, keep, and distribute accurate minutes of the Committee meetings; maintain a current edition of the Charge from the Board and ensure its distribution

- to Committee members; maintain Committee written records in files; notify members of meetings; maintain the Permanent Record of the Memorials; take care of Committee correspondence; and perform such other duties as the Committee requests.
- 4. <u>The Fiscal Officer</u> shall receive, record, and acknowledge all monies for the Committee. All payments for the Committee shall be by the Church Treasurer. The Fiscal Officer shall make financial reports to Committee meetings and render an annual report to the Church Finance Committee. covering expenditures, and revenues.

ARTICLE VI - MEETINGS

- 1. The Committee shall meet quarterly.
- 2. A simple majority is required to transact Committee business.

ARTICLE VII - DISSOLUTION

In the event of the dissolution of the Garden and its Committee, all monies controlled by the Committee shall revert to the Unitarian Universalist Congregation of Charlottesville. The permanent records shall be deposited in the Church historical files.

II. MEMBERSHIP

A. ELIGIBILITY FOR MEMBERSHIP

POLICY II.A.1: Membership is open to persons aged 16 and over. Individual exceptions are permitted by the Board of Trustees for any person aged 14 or 15 who has successfully completed a UUCville Coming of Age course.

Approved 12/2010

B. MEMBERSHIP COUNT AND REPORTING

POLICY II.B.1: The Membership Committee shall have the responsibility of monitoring the membership roll, working with the Director of Administration and Finance to ensure that changes in member status comply with the procedures defined by the Membership Committee.

PROCEDURE:

- The Membership Tracker shall report monthly to the Board the names of new members and those who have withdrawn from membership or changed their membership status: from active to inactive or from inactive to active and those who have changed from youth member to member.
- The membership roll will be updated annually in order to report membership accurately to the UUA. *The number of members we report each January to the Unitarian Universalist Association shall be the number of active members on our rolls at the time of the January Board meeting

- The Membership Tracker, in consultation with the Pledge Tracker, the Director of Admin & Finance, the Committee, Minister(s), the Director of Faith Development (DFD), and the Membership Committee, shall compile a list of current members who have not pledged or made a financial contribution of record or volunteered or participated in church groups or committees within the past year. After consultation with the minister(s) and DFD, these members shall receive a letter from the Membership Tracker inquiring as to membership intention. Failure to respond to this inquiry shall result in a member status change to archived inactive member. Those responding can choose to remain active Members or become Supporters or can become archived inactive Members. During the annual review of membership, the Youth Members who have been identified as no longer participating in the RE program or as having reached the age of 22 will receive a letter asking about their membership intention. Failure to respond to this letter will result in a youth member status change to inactive member. Those responding can choose to remain active Youth Members (if they are 21 or younger), active Members (if they are over 21), become archived inactive Members or withdraw their membership. The membership list reported to the Board in January shall be recorded in the January minutes of the Board and shall be the official list reported to the UUA.
- Youth from the ages of 16 through 22 may become Members by signing the Membership book. Youth under the age of 16, living within the household of Supporters or Members, who wish to sign the book may do so upon completion of the appropriate RE activity such as the Coming-of-Age program. Members under the age of 22 and included as a part of a household (i.e., not living separately from their parents/guardian) shall be considered youth members.
- Members who wish to become inactive or who wish to be re-activated must make a
 request to the church through one of the following persons: Minister(s), Director of
 Administration and Finance, Director of Faith Development, Membership Tracker,
 Membership Chair, Membership Assistant Chair or a Canvasser. These individuals
 are responsible for notifying the Membership Tracker as soon as possible about the
 request for a Membership status change.

Approved December 2013

C. CONNIE CHEETHAM AWARD FOR EXCEPTIONAL SERVICE

POLICY II.C.1: The Board of Trustees establishes The Connie Cheetham Award to recognize a member of the congregation for extraordinary service and work in one or more areas of the life of the congregation over a period of several years, as embodied by Connie Cheetham.

Criteria for award

 Nominees will have made extraordinary contributions in selfless service to one or more areas of church life. More than one individual can be nominated to jointly receive the award (usually, but not necessarily, as a couple). Nominees will have been a church member for a minimum of seven (7) years.

PROCEDURE:

- A committee of the Board of Trustees will solicit nominations for the award from the congregation at the beginning of each year.
- Each nomination should include a letter describing the specific contributions and areas of service of the nominee and the names of at least two other individuals willing to provide additional information in support of the nominee, if requested by the sub-committee (examples include individuals with whom the nominee has worked or church leaders familiar with the nominee over a period of years).
- The committee will review the nominations and recommend to the Board of Trustees their choice for the recipient of the award at the March meeting of the Board of Trustees.
- The entire Board will vote on the recommendation.
- The award will be bestowed at an appropriate service of worship during the spring.
- Nominations will be solicited annually. However, a recipient need not be selected every year.

Approved 12/9/10

III. PERSONNEL/STAFF

(See Personnel Policy Manual- Appendix)

A. CHILDCARE SERVICES

POLICY III.G.1: Childcare for Sunday worship services and congregational meetings and all church events will be the responsibility of the Minister of Faith Development.

PROCEDURE:

- The use of the line item "childcare" is a determination to be made in conjunction with approval of each annual budget, upon further consideration by the Finance Committee and the Board of Trustees.
- Babysitting for these will be charged to the childcare budget line item.
- Childcare providers at UUCville are paid at a rate determined annually by the MFD.
- The MFD and/or the R.E. assistant shall see to the payment by the DAF for such childcare and shall see that the childcare line item is vouched to the DAF.
- All other childcare is to be arranged by and charged to the particular program or committee requesting the childcare or paid for by the people involved.
- The Director of Faith Development has agreed to maintain a list of approved childcare providers who have been employed at UUCville.

- Any committee or group within the church who is interested in obtaining a copy should contact the MFD.
- New childcare providers must have a background check and fill out a babysitter forms including a tax form so that their names can be added to the approved childcare provider list.
- There must be at least two childcare providers present at all times.
- ALL childcare providers at the church must be given a copy of the guidelines for childcare providers available from the MFD.
- It is important that childcare providers be aware of the limitations in the use of materials and space found in the Lower Hall area.
- If supplies, games, toys, etc. are desired for the children, contact the MFD so that appropriate ones can be supplied.

Approved 11/1989

Related Documents and Forms:

Sub-Contractor Employment Form

B. SUBCONTRACTORS

POLICY III.H.1: Before employment all subcontractors, including but not limited to child care providers and hired musicians, shall fill out a form which will include the information needed for reporting to the IRS and for church record-keeping (name, social security number, address, contact information). This form shall also include a statement indicating that he/she understands that he/she is a subcontractor and not an employee of the church. Each subcontractor must sign this form and, if younger than 18, must have a parent/guardian sign it before payment for service is received.

Approved 6/2002

IV. COMMUNICATIONS

A. ALL-CHURCH COMMUNICATIONS

1. ALL CHURCH COMMUNICATIONS

POLICY IV.A.1.: All-Church communications including emails, with the exception of those associated with congregational meetings and the Weekly Updates, must be reviewed and approved by the Board Executive Committee or the minister(s) or other staff members.

PROCEDURE:

A minimum of one week shall be given for the approval process.

Approved: 4/2009

2. CHURCH SURVEYS

POLICY IV.A.2.: All church-wide surveys within UUCville shall be approved by the Board and all electronic surveys shall be implemented and managed by the Board appointed survey committee.

PROCEDURE:

- Request for approval of a church-wide survey should include purpose of survey and date results are needed.
- Following approval, a minimum of two months is required between submitting text for an approved electronic survey and receiving survey results.

Approved: 9/2008

3. BULLETIN BOARDS

POLICY IV.B.3

PROCEDURE:

- The community events board is open for general posting of events, notices, and services of interest to the congregation and in keeping with UU principles. All items must have a date included or written in. The board will be periodically cleared to make room for additional postings.
- Flyers and other documents shall not be posted on the pillars, doors, or walls of the church.

Approved: 11/2011

B. INFORMATION TECHNOLOGY

1. GENERAL REQUIREMENTS

POLICY IV.C.1: All UUCville computers, printers, application and operating system software, data communication products and networking products shall be acquired, installed, managed, and disposed by the DAF.

Security of Online Access to Data

- Permission to access and use any UUCville system resource shall be controlled by unique identification and authentication.
- Access and use of any UUCville system resource shall be suitable for the user's role. Access to data resources shall be granted explicitly based upon a user's role and their need to view, add, change or delete data.
- Users shall comply with standards for creating and updating passwords and other authentication mechanisms as recommended by the DAF.

User Account Management

- Accounts shall be used by only one unique user.
- Users shall control and are responsible for the activity of their accounts.
- Users shall not access the account of another user without permission or authorization given in accordance with procedures as recommended by the DAF-

Malicious Software Prevention, Detection and Correction

- All UUCville computers, application and operating system software, data communication products and networking products vulnerable to "malware" (i.e., viruses, worms, etc.) shall employ protection measures.
- UUCville computers shall be configured in accordance with security standards for the

operating system and "malware" protection measures in use.

Disaster Recovery Plans and Data Backups

- Users are responsible for their data backup and recovery in compliance with standards and procedures as recommended by the DAF.
- The Director of Administration and Finance is responsible for shared data backup and recovery

Approved: February 2009

V. FINANCE

A. GENERAL MANAGEMENT

1. FINANCIAL RECORDS

POLICY V.A.1.a: All UUCville financial records, minutes, Policy Manuals and Membership Rolls are the property of the Church.

POLICY V.A.1.b: The Treasurer shall give a current financial statement at each Board meeting and congregational meeting. At the end of each fiscal year, the Treasurer shall present to the Board a balance sheet and a statement of income and expenditures for the previous fiscal year.

Approved: 12/2010

2. BUDGET PREPARATION

POLICY V.A.2: Each Spring, the Treasurer and the Finance Committee will prepare a proposed budget for the coming fiscal year, soliciting funding requests from the staff, councils, committees, and others as appropriate.

PROCEDURE:

- This budget proposal is submitted to the Board at or before its April meeting.
- The budget, as approved and/or modified by the Board, will be presented to the Congregation for approval at the annual Congregational meeting.

Revised: 8/2009

3. DEBT REDUCTION

POLICY V.A.3: Debt reduction is formally recognized by the Board of Trustees as being one of the church's primary priorities and should receive recognition as such during the budgeting process.

PROCEDURE:

 Non-earmarked endowment funds may be used to repay member loans according to the following guidelines:

- a) only up to 5% of non-earmarked funds may be removed from the fund each year; and
- b) the decision to use funds for this purpose should be reviewed annually.

Approved: 11/2000 Revised: 04/2015

4. MONEY HANDLING AND CHECK WRITING AUTHORITY

POLICY V.A.4.a: Individuals with primary responsibility for the church finances and/or who handle significant amounts of church money and/or who have check-writing or signature authority in any accounts connected to this Church shall be subject to a (criminal) background check. At a minimum, those individuals shall include the Treasurer, the Assistant Treasurer, the weekly bank depositors, the authorized check signers, and the Chair of the Finance Committee. Requests for background checks will be initiated by the President of the Board or by the full Board. The Director of Administration and Finance will see that the proper form is completed and submit the request electronically. Upon receipt of the electronically submitted report, the envelope will be given to the DAF unopened. The DAF shall review the report and inform the President as to whether any action needs to be taken as a result. The President will initiate any appropriate action resulting from information contained in the report.

Approved: October 2011

POLICY V.A.4.b: UUCville check-writing authority will be vested with the Director of Administration and Finance (DAF) and the current Board President. The DAF is authorized to sign checks up to a limit of \$3000.00 per draft. The Board President will review all DAF issued checks monthly and sign the check receipt. Checks in excess of \$3000.00 will be dual signed by the DAF and the Board President. Reconciliation of the bank accounts will be done by the Treasurer.

Approved: September 2011 Revised: August 2015

5. EXPENDITURES

POLICY V.A.5: Authority to approve expenditures from a budgeted line item or cash account rests with the staff member or committee chair under which the line item falls.

PROCEDURE:

- Authorized persons requesting disbursement from an account must complete an
 expense reimbursement form indicating the amount spent, a description of what it
 was spent for and the account name and number to which the disbursement should
 be charged.
- Non-authorized persons requesting reimbursement must have the expense reimbursement form co-signed by the appropriate authorized person before presenting it to the DAF.

- It is the responsibility of the authorized person to ensure sufficient funds remain in the line item to pay the request.
- Once completed, the expense reimbursement form, with relevant collaborating receipts attached, is given to the DAF for processing.

Approved: December 2009

POLICY V.A.5.a: Any new retreat program within the Church mission, or one with a history of uncertain levels of participation, should not send its registration deposit until it comes to the Finance Committee with persuasive evidence of interest and a substantial accumulation of the required deposit, and the Finance Committee approves the use of Church funds for the proposed retreat program.

Approved March 2013

Related Documents and Forms:

Check Request/Expense Voucher

Check Request/Expense Voucher Instructions

- 1. If you would like to request a check for payment or reimbursement, then you will need to fill out a <Check Request/Expense Voucher> form. (See below.) They are located in the Church Office on the middle shelf.
- 2. Be sure to fill out all the necessary information and attach the appropriate items (i.e., receipts).
- 3. Make sure the form is authorized by the appropriate person.
- 4. Place papers in the DAF's Mailbox.

Unitarian Universalist Congregation of Charlottesville CHECK REQUEST/EXPENSE VOUCHER					
Date:		Comm/Account:			
Check Amour	nt:	Account No.:			
Check Payabl	le To:				
Mail Check	To:				
Explanation:	·				
Requested By	:	Title:			

The section below for office use only. -----
Paid: Date: ____ Check number: ____

1. Attach all relevant receipts. 2. Mail to the DAF at address above or put in DAF's Mailbox.

6. STORE CHARGE ACCOUNTS

POLICY V.A.6: Charge accounts may be opened at a limited number of stores that are regularly used by the church.

PROCEDURE:

- Only a limited number of accounts shall be opened.
- Church charge accounts shall only be used for official church business.
- The Treasurer and the Director of Administration and Finance shall authorize store charge accounts.
- Only a limited number of church members (usually only one or two committee chairs) shall be authorized to use any individual account.
- The Director of Administration and Finance shall administer those accounts.
 Approved 1/2009

7. GIFTS

PREAMBLE

Through the gifts of congregational members and friends, fundraising efforts, facility rentals, and fees, the Unitarian Universalist Congregation of Charlottesville supports its ministries, social action, and operations with:

Annual Pledge Drive

The annual pledge drive is the primary support for the annual operating budget. The importance of this funding source of undesignated pledges cannot be overstated as this is the budget that supports the ministries, administration, and operations of the congregation, including the maintenance and care of the buildings and grounds.

Capital Campaigns

Capital campaigns are singular projects that generally support major improvements to the properties. The campaign is supported by the congregation and approved by the Board of Trustees.

Gifts of Material Goods

Gifts of tangible goods are often contributed in support of programs and for the care of the buildings and grounds. Gifts are also routinely given to support fundraising events and activities.

Time and Talent

The gift of time and talent is the foundation of our community. The congregation lives our ministries and commitment to social action through these gifts, as well as supporting our beloved community and the governance and operations of the congregation.

Planned Giving, and Memorials

Gifts are given through estate and financial giving, bequests in wills and through memorials.

Fee-based Revenue

Fees are collected for rental of the buildings and grounds. Fees may also be collected to support specific programs, classes, and retreats.

Event Fundraising

Revenue is generated through approved fundraising events such as the Yard Sale and Auctions.

Other Collections and Donations

Special collections are made to support approved social actions, the Minister Discretionary Fund, and other approved activities of the congregation. Monetary donations are sometimes made to support specific programs, ministries, and activities.

Remembrance Garden

Contractual donations are made to support the Remembrance Garden.

Endowment Fund and Trusts

The Endowment Fund was established to safeguard principle and generate earnings and growth of funds. The Endowment Fund is primarily funded through bequests and memorials. The Article XIV of the bylaws stipulate the conditions under which the Endowment Fund may be used.

Other Endowment funds support specific programs: The Cheetham Fund supports Religious Education. The Abrahamse Fund supports the music ministry, and the Bristol Trust Fund supports the care and maintenance of the buildings and grounds.

Grants

On occasion a grant is received to support a specific ministry, program or project. The review, approval and management of all grant proposals is defined by the Grant Policy (POLICY V.A.8)

Other Fundraising

Other fundraising activities may be considered through the processes defined in the Policy Manual, Section D Fundraising

Definitions

A contribution to the congregation is either 1) undesignated, which generally supports the annual, congregation approved, operating budget or 2) designated giving, which supports other approved funds or projects of the congregation, which may or may not be part of the yearly budget.

The following terms apply:

Undesignated Gift – A gift that is given without designation or restrictions. The annual operating budget is funded primarily through undesignated gifts.

Designated Gift – A gift that is designated for a specific purpose or established fund. Designated gifts generally are not accepted to support the annual operating budget, except as defined in accordance with section 7.b.

Restrictions – Conditions placed on a designated donation by the donor that dictate how the donation must be specifically used and/or administered.

Purpose

This *Gifts Policy* is established to protect and serve the long-term interests of the congregation, and to properly manage and steward the donated assets and resources to further its mission.

The congregation encourages undesignated gifts, as such gifts give the congregation the greatest flexibility to live our mission, realize the goals of the congregation and honors the covenant of the congregation. Giving for designated funds, projects, and ministries that have been approved by the Finance Committee and/or Board of Trustees through the congregational decision-making process will be considered. The Gifts Policy does not apply to donations given through pledging, approved

collections in support of the annual general operating budget, Remembrance Garden contractual donations, approved fundraising events and activities, approved capital campaign, approved social action collections, or fees for rentals and services.

The policy applies to gifts offered by both individuals and organizations, both within and outside the congregation membership.

Rationale

Sometimes a gift is offered to the congregation which is designated for a particular use and purpose and may have restrictions attached to it. The congregation recognizes the importance of these gifts as an opportunity for additional stewardship and is grateful for the offer of a gift. In some cases, however, the designated gift or the restrictions for its acceptance may not be appropriate. This policy describes the process to be followed when an offer of such a gift is made.

GIFTS POLICY

POLICY V.A.7a: General Provisions

To ensure that a proposed gift conforms to the donor's wishes and the congregation's mission and current needs, prospective donors and their advisors are encouraged to

confer with the Lead Minister, Director of Administration and Finance, Treasurer, or other Board of Trustees member.

Prospective donors should seek assistance from their own legal and financial advisors to determine tax, estate planning and other consequences relating to the gift. Donors will be responsible for their own legal fees and personal tax liabilities.

POLICY V.A.7.b: Bequests, Planned Giving, and Memorials

The congregation is encouraged to designate bequests, gifts through planned giving, and memorials to the Endowment Fund. Bequests, gifts through planned giving and memorial gifts designated for other purposes than the Endowment Fund must be approved for acceptance by the process defined in this policy. Undesignated bequests, gifts through planned giving, and gifts in memory of an individual shall be deposited in the congregation's Endowment Fund. The Treasurer shall be notified of all bequests, gifts from planned giving, and memorials.

POLICY V.A.7.c: Material gifts valued up to \$500.00 may be accepted by the Minister(s), President of the Board of Trustees, Director of Administration and Finance, chairs of committees, councils, and appointed task forces in cases where such gifts are deemed in accordance with their respective functions and tasks. Material gifts valued up to \$500.00 may be refused by the respective party if the gift is deemed unsuitable, impractical, or not consistent with the principles or purposes of the congregation. Gifts through this policy are restricted to no more than \$700.00 per individual in a fiscal year unless approved by the Finance Committee or Board of Trustees. Yard sale and auction items may be accepted by any member of the yard sale or auction committees and are excluded from the monetary limits of this clause.

POLICY V.A.7.d: Designated monetary gifts of up to \$100.00 may be accepted by the Minister(s), President of the Board of Trustees, Director of Administration and Finance, chairs of committees, councils, and appointed task forces in cases where such gifts are deemed in accordance with their respective functions and tasks. Designated monetary gifts valued up to \$100.00 may be refused by the respective party if the restrictions of the gift are deemed unsuitable, impractical, or not consistent with the principles or purposes of the congregation. Gifts through this policy are restricted to no more than \$300.00 per individual in a fiscal year unless approved by the Finance Committee or Board of Trustees.

Policy V.A.7.e: All gifts of material goods valued at greater than \$500.00 (excluding yard sale and auction items) and all designated monetary gifts (see exclusions in Purpose) greater than \$100.00 must be reported to the Treasurer. Monetary gifts not exceeding \$2,000 and material goods not exceeding \$2,000 in value may be accepted by the Finance Committee. Gifts exceeding \$2,000, both monetary and material goods may be accepted by the Board of Trustees, upon recommendation of the Finance Committee. The Board of Trustees and the Finance Committee will use the guidelines set forth in this policy in considering acceptance of a gift.

Policy V.A.7.f: The following guidelines will be considered when reviewing the offer of a designated gift.

- A gift recommended for acceptance by the Finance Committee and accepted by the Board of Trustees must align and be consistent with the congregation's by-laws, policies, and purposes. Gifts must fit with the congregation's mission, goals, programs, and activities.
- A gift may be refused if the gift is deemed unsuitable and impractical for use by the congregation.
- The gift may be refused if it presents significant economic drawbacks. A gift will not be
 accepted that would incur administrative costs exceeding the value of the gift, would be
 excessively burdensome to administer, or have a negative impact on the annual operating
 budget.
- Consideration should be given to the impact of the gift on the congregation as a whole, that the gift does not create conflict, or violate the covenant or Unitarian Universalist principles.
- A gift may be refused if the restrictions on the gift prohibit administration within the by-laws and policies of the congregation, including gifts that violate the terms of the congregation's tax-exempt status. Placing restrictions on gifts is discouraged.
- All gifts become the property of the Unitarian Universalist Congregation of Charlottesville, must remain in complete control of the congregation, and be administered by the congregation. A gift restriction requiring third party administration is reason to not accept the gift.
- Gifts are not accepted by the congregation that are designated to a specific individual.
- When a gift is refused the Board of Trustees may negotiate changes to the designation and/or restrictions of the gift that honor the intent of the donor and meet the criteria of this policy.

Policy V.A.7.q: Retiring Gifts

A material gift is accepted with the understanding that all such assets have a beneficial life span. It shall be solely in the congregation's purview to determine when a gift has become no longer usable due to the cost of repair, obsolescence, the normal "wear and tear" of time or use, or the ability of the item to either function in the capacity for which it was given, or the continued need for item in the current context of the congregation's life. The congregation shall have the right to dispose of said item (including the sale or gifting of said item) as it sees fit.

Policy V.A.7.h: Refunding a Gift

An accepted charitable gift will not be returned to the donor. To refund the gift would be contrary to the basic definition of a charitable contribution and could have possible tax implications to the donor and potentially cause a liability to the congregation.

Effective Feb 1, 2022

8. GRANTS POLICY

POLICY V.A.8

Prior to submittal to a granting agency/organization, all grant proposals and applications must be reviewed and approved by the Finance Committee and/or the Board to Trustees. This policy sets forth the review process for grant proposals and applications, and the management requirements of awarded grants.

Proposals for grant applications will be evaluated by the Finance Committee and Board of Trustees as to their appropriateness, feasibility, potential profitability, volunteer commitment, and coordination with other pre-existing or ongoing efforts by the congregation. The Finance Committee may approve submittal of grant applications not exceeding \$2,000. Finance Committee decisions may be appealed to the Board of Trustees. Submittal of grant applications exceeding \$2,000 must receive approval from the Board of Trustees. For grant applications exceeding \$2,000, the Finance Committee shall first review the proposal and make a recommendation to the Board of Trustees for a final decision.

PROCEDURE

Anyone, including staff, ministry, a committee, council, or congregant, desiring to apply for a grant on behalf of the congregation, must complete the Grant Review Form for submission to the Finance Committee. The Finance Committee or Broad of Trustees may consider and approve the request by email, or it will be considered at the next scheduled Finance Committee meeting. Submittal of the Grant Review Form should be submitted to the Finance Committee in a timely fashion, allowing adequate time for review. If Board of Trustees review is required, the Finance Committee will forward the Grant Review Form and their recommendation to the Board in a timely fashion. The Finance Committee and Board may refuse to accept any grant proposal that is unsuitable, impractical, or inconsistent with principles or purposes of the Unitarian Universalist Congregation of Charlottesville.

If the grant is awarded to the congregation, the Finance Committee must be informed by the submitting party. After the grant award, and at any time during the grant period, if the original purpose(s) of the grant is changed, the Finance Committee must be informed to ensure compliance with the conditions of the grant and that the new purpose(s) is suitable, practical, and consistent with principles or purposes of the Unitarian Universalist Congregation of Charlottesville.

The Treasurer shall report to the Board on a regular basis on the progress of the use of awarded grant funds. All groups/individuals utilizing grant funds for a project or program will report back to the Finance Committee on a quarterly basis on the progress of utilizing the grant funding. A brief close-out report should be given to the Finance Committee within 60 days of completion of the grant period. The close-out report should detail the amount of the award, total expenditures, the outcomes of the grant, and any reports required by the grantor. A complete record of the original grant application, financial records and required reports shall be maintained by the Director of Administration and Finance.

Approved 10/27/2021



Grant Review Form

Date:
Name of the grant:
Granting organization:
Application due date:
Amount of the grant requested:
A brief description of the purpose of the grant. How will the grant funding be utilized by Unitarian Universalist Congregation of Charlottesville?
Are other groups, committees, individuals impacted by this grant? If so, have all parties been included in the planning stage of the program/project funded by the grant?
Does the grant require matching funds? If so, how much match is required and how will the match be met?

Is this a reimbursable grant? Yes No
Does success of the project/program funded by the grant require an ongoing funding commitment via the annual budget? Yes No If yes, describe the ongoing commitment.
Is there a time condition on the use of the grant? If so, what is the time frame to utilize the grant funding?
Does the grant require reporting? Is so, who is responsible for submitting the reports to the granting organization?
Name(s) of person(s)/group(s)/committee(s) requesting to submit a grant application.
Contact information for submitting party.
Additional information the applicant deems important for evaluation.

9. INSURANCE POLICIES

POLICY V.A.9: The Church Liability Insurance Policy, Umbrella Policy and Workers Compensation Insurance Policy shall be reviewed at least once each year.

Rationale: The purpose of the review is to determine that each policy includes all necessary and appropriate coverage, and that the dollar amounts of coverage and deductibles and exclusions are appropriate.

PROCEDURE:

 The review may be conducted by a member of the Finance Committee or other Board-designated church members The results of such review shall be shared with the Board of Trustees and with the Finance Committee.

Approved 1/2009

10. LEGAL ACTION AGAINST AGENTS

POLICY V.A.10: The Board affirms that the Church will pay for legal fees if an agent of the church is sued while acting within the bylaws of the Church.

Rationale: In response to a threat of legal action against a committee chair who excluded a church member from serving on a particular committee, the Board passed the above policy, noting in so doing that the UUCville Bylaws give committee chairs authority to choose the members of their own committees.

Revised 8/2009

11. INTERNAL AUDIT

POLICY V.A.11: At least once every three years the church shall conduct an internal audit or review of its financial management.

Rationale: The purpose of the internal audit is to verify that the accounting/financial system of the church is working satisfactorily, to verify the accuracy of financial transactions and reports, and the reasonableness of the financial policies and practices.

PROCEDURE:

- The internal audit will review the financial statements, accounting records and underlying data
- The examination of church financial records should include, but not be limited to, the following items:
 - Review bank reconciliations to ensure that they were done consistently, in a timely manner, and that bank adjustments or corrections were posted to the general ledger.
 - o Confirm, on a test basis, that cash disbursements are supported by legitimate and approved invoices, vouchers, or other appropriate payment documents.
 - Review the church balance sheets, looking for unreasonable or extreme changes in asset or liability balances over the year, requesting reasonable explanations.
 - Review the income statement, looking for extreme variances from budgeted expenditures and requesting reasonable explanations.

Revised 8/2009

12. EXCESS EXPENDITURES NOTIFICATION

POLICY V.A.12: The Treasurer shall notify the Finance Committee and the Board of Trustees at their monthly meetings of any items that exceed their budgeted amount by more than \$200. No item shall be allowed to exceed its budgeted amount by more than

\$500 or 100% of the budgeted amount, whichever is less, without the express authorization of the Board.

Approved 1/2009

B. MEMBERSHIP FINANCIAL INFORMATION

1. CONTRIBUTION AND PLEDGE INFORMATION

POLICY V.B.1.a: Access to member pledge and contribution data is restricted to those persons who collect Pledge Drive pledge cards; enter pledge and contribution data into the church management system; respond to members' inquiries about their pledge or contribution status; provide financial data analysis and reporting for the Board of Trustees; and administer the church management system.

Rationale: Individual member pledge and contribution amounts are personal and confidential information.

PROCEDURE:

- The following persons may be granted access to pledge and contribution data:
 - Active members of the Pledge Drive Committee as identified by the Pledge Drive Committee Chair(s)
 - Active pledge and contribution data entry volunteers as identified by the Finance Committee Chair(s)
 - Treasurer
 - Minister(s)
 - Director of Administration and Finance
 - o Financial analyst(s) as identified by the President of the Board of Trustees
 - Membership Tracker

Approved: December 2010 / Revised May 2011

Policy V.B.1.b: Upon request from the Membership Tracker and at least once a year, the Pledge Tracker shall compile a list of the names of current members who have not pledged or made a financial contribution of record. The Membership Tracker shall use this list of names for the sole purpose of determining active vs inactive membership for those individuals listed.

Approved May 2011

Rationale: The Membership Tracker is required by the job description and Policy Manual (formerly the Bylaws) to send annually letters to Members who have not pledged or volunteered or participated in UUCville groups or committees within the past two years asking if they wished to continue being active members of the church. Those who do not respond to the letter and those who respond that they no longer wish to be active in the church are made inactive members. Inactive members are either archived or upon request changed to supporter status. The Membership Tracker needs to have access to a list of those who do not pledge or have other contributions of record and access to the volunteer activity information contained in the database. The Membership Tracker does not need to have access to pledge information for those who do pledge. For at least the past ten years this information has been supplied to the

Membership Tracker by the Pledge Tracker in the form of a list of those who have not had contributions of record for the past year and a second list for those who have no contributions of record for the past two years. The Membership Tracker compiles a list of Members who by our longstanding policy needed to be sent the letter inquiring about their Membership status. Each year this list is vetted by the Minister(s) and DFD before the letters are mailed. Without access to the information in the database about Members who have no participatory or financial support, the Membership Tracker is unable to do this job which is essential for keeping an accurate Membership List.

2. ACCESS TO SAFES

POLICY V.B.2: Access to the safes in the Church office and the mailroom is limited to the following positions:

- 1. Director of Administration and Finance
- 2. Active contribution data entry volunteers as identified by the Finance Committee Chair(s)
- 3. Active worship contribution collectors as identified by the Finance Committee Chair(s)
- 4. Minister(s)

Revised 8/2009

C. FINANCIAL POLICIES FOR STAFF

1. CREDIT CARDS

POLICY V.C.1: Credit cards shall only be issued with the authorization of the Treasurer and the Director of Finance and Administration. Church credit cards shall be used only for official church business.

POLICY V.C.2: All expenditures of the Church, including credit card expenditures, must be supported by receipts. Oversight of these receipts will be as follows: The DAF will review the Minister, and DFD receipts. The DFD will review the Assistant RE and DAF receipts. The DAF will review Office Assistant receipts and the receipts of expenditures by church members using church issued credit cards. Issuance of new credit cards must be approved by the Finance Committee. Credit cards must be surrendered upon termination of Church employment.

Approved March 2013

PROCEDURE:

- Church credit cards shall only be issued to the following church staff: the Minister(s), the Director of Administration and Finance, the Director of Faith Development, the RE Assistant, and the Director of Music.
- Only the person to whom the credit card is issued shall use credit cards.
- Credit card holders should make every effort to verify all charges for the previous month on the credit card statement and turn in all credit card receipts to the DAF by the 5th of the month after the credit card statement is received.
- The Director of Administration and Finance shall administer the credit card account.

2. STAFF PROFESSIONAL FUNDS

POLICY V.C.2.a: Any item purchased by a staff member using professional development funds becomes the property of that individual, within the guidelines of an accountability plan for professional expenses.

Revised 8/2009

POLICY V.C.2.b: It is the policy of Thomas Jefferson Memorial Church Unitarian Universalist to provide from church funds the ordinary and necessary expenses of ministry that are incurred for the benefit of the church.

PROCEDURE:

Accountability Plan for Ministerial Expenses

- The church recognizes the professional nature of ministry and recognizes the right of ministers to use professional judgment in incurring ministry expenses within the guidelines set by this policy and the funds allocated for payment or reimbursement of expenses.
- Ordinary and necessary expenses of ministry include, but are not limited to, the following: on-the-job transportation; out-of-town travel for church assemblies, conferences and continuing education; other professional continuing education locally and by correspondence; professional materials (books, magazines, journals, papers, tapes, films, office supplies, etc.); business meals, entertainment and gifts for conducting church business and developing pastoral relationships; dues and fees for memberships in religious, professional and civic organizations; business use of the telephone; professional equipment (communion, office, library, audio-visual, music etc.); professional and liability insurance; legal and professional services; and the purchase and cleaning of clergy vestments. Child care expenses are considered to be ordinary and necessary when incurred to enable both minister and spouse to attend church functions for which the presence of the spouse is expected and is vital to the church's ministry.
- The church, at its discretion, may pay ministry expenses by direct billing to the church, by reimbursement upon receiving reports with receipts and vouchers from the minister, by paying an expense allowance, and by paying an advance for a specific event or activity. Payment is subject to the availability of funds and to the timely and proper accounting by the ministers and staff.
- The minister(s) and staff members are accountable to the church by properly reporting all ministry expenses. Proper reporting includes the filing of periodic expense reports with substantiating records, receipts and personal statements showing dates, amounts, and business purposes.

- When expenses are reimbursed, reporting monthly is encouraged but must be made at least quarterly. When an allowance is prepaid on a monthly basis for recurring expenses, monthly funds are available and approved, or carried forward. Any unused portion of a monthly allowance may be carried forward to apply against expenses incurred the next reporting period. When an advance is given for the expenses of a specific event or activity, an accounting is required within 60 days. Any unused portion of an advance must be repaid to the church within 120 days.
- This policy is established in accordance with Internal Revenue Code and Federal Tax Regulations. It shall remain in effect until amended or rescinded.

Revised: September 2010

D. FUNDRAISING

1. FUNDRAISING: GENERAL POLICY

POLICY V.D.1: Plans for fundraising will be evaluated by the Finance Committee or its designee as to appropriateness, feasibility, potential profitability, volunteer commitment, and coordination with other pre-existing or ongoing fundraising efforts by the church. This fundraising policy recognizes several categories of fundraising, each requiring different levels of authorization.

PROCEDURE:

- a. Internal Fundraising
- <u>Pledge Drive</u>

 —The Pledge Drive is carried out by a separate committee and is
 or should be a year-round activity. All fundraising proposals will be evaluated,
 in part, according to their impact on the Pledge Drive. (Refer also to:
 Organizational Structure: Board Responsibility for Pledge Drive.)
- <u>Building User Fees</u> The present system of building rentals generates continuing income for congregational operations. Major changes, for example no-longer renting rooms in Summit House, would require Board or congregational approval. The Finance Committee or designee will continue to evaluate periodically the use of these properties and submit recommendations to the Board for approval.
- <u>Social Action</u> Social Action collections and initiatives are organized and coordinated through the Social Justice Council. Social Action collections occur on a regular monthly schedule and do not require ongoing approval. Requests for a specific organization to be the beneficiary of the collection must be submitted to the Social Justice Council chair. Plans for other social action fundraisers (except for "emergency requests" which are referenced below) should be reviewed by the Finance Committee or designee since they

may compete with other church fundraising events for the attention and resources of the congregation.

- Annual Fundraising Events Annual events such as Auctions and Yard Sale
 do not need approval each year. The amount from these fundraisers is
 incorporated in the Fundraising line item of the budget. Fundraising for the
 Coming of Age group does not need annual approval as this is part of the
 program's design.
- Other Fundraising Events Other fundraising events can differ based on how much is expected to be raised, what the money is being raised for, from whom the money is raised, and whether a significant amount of seed money is required for startup costs.
- Depending on the schedule of Finance Committee meetings, this review process may take up to one month from the date the request memo is received.
- Any Finance Committee or designee's decision regarding fundraisers may be appealed to the Board for further review.
- The Finance Committee or designee will report to the Board on a regular basis to report on the status of upcoming and recent fundraisers.
- All groups holding fundraisers will report back to the Finance Committee or designee within 60 days after the event with a full written accounting of gross revenues, expenses, and net profit or loss. The Committee would also welcome other comments regarding the event's success (or failure) that might be useful to other groups doing fundraisers.
- The funds raised are disbursed based on what was agreed upon in the Fundraising Application.

b. Projects Sponsored by Individuals

Any individual wishing to propose a church-wide project must first submit a written proposal to the Board, through the appropriate committee or council, if any, outlining the financial implications and tying the project to the mission of the church.

Approved 7/2003

c. Emergency Requests for Fundraising

If there is an emergency request for a collection due to a disaster (hurricanes, floods, acts of terrorism, etc.) or acute pastoral need (individual or family), it will be handled by the Minister(s) and/or the Board.

d. External Group Fundraising

Income generating events planned by outside groups to raise funds for UUCville must be approved by the Finance Committee or designee prior to the event. An Application for Fundraising must be submitted for consideration. The Finance Committee may consider and approve these by email, or the application will be considered at the next scheduled Finance Committee meeting.

Approved 12/2010

e. Sale of Goods by Church Members on Church Property
Sale of items by church members needs to be approved by the Finance
committee or designee prior to the sale occurring. This may occur at a maximum
of three times a year at a mutually agreed upon date(s). Ten percent of the
proceeds of the sale should be contributed to the church and deposited in the
Fundraising income line item.

Revised 8/2009

- f. Sale of merchandise at UUCville
- Musicians who participate in the Sunday morning worship service(s) may sell their concert-related promotional materials, such as CDs, T-shirts, etc., that day in the Social Hall or an alternatively designated area if the Social Hall is not available.
- Musicians who participate in an afternoon or evening concert at the Church may sell their CDs before, during or after their concert.
- In both these situations, 10% of the sales revenue received should be donated to the Church unless the concert was provided as a benefit to support the mission of the Church. (For example, if the musician performed a benefit concert at the church to raise funds for the victims of a hurricane, then no donation would be required.)

Approved 12/2009

Related Documents and Forms:

Application for Fundraising Event (To be submitted at least 4 weeks prior to the event unless a significant emergency)

Any church member or group planning a fundraiser should complete this form describing the fundraiser.

Type of event		
Date of event	Date of submission:	
Contact person/committee		
How will the money from this fundraiser be use	d?	

What other benefits, aside from financial gain, does the church stand to receive from this fundraiser?
Describe the event.
What is the goal amount (desired goal) to be raised?
Will the event target only church members, or the community at large?
How many people are expected to attend/participate in the event?
How much money will be needed ahead of time, and who will put up that money?
What is the total risk of the event (i.e., how much money will be spent in advance of the event, or will be committed to be spent) versus the expected results?
How many people will be required to organize the event? Are there already people committed to volunteer or will more need to be recruited?

Memos for fundraisers expected to raise \$100 or more should be in writing or emailed to a fundraising or Finance committee member for discussion at the next fundraising/ finance committee meeting. For fundraisers expected to raise less than \$100, it is sufficient to call a fundraising/finance committee member or attend a fundraising/finance committee meeting.

Revised: September 2010

VI. BUILDING USE

A. BUILDING USE BY CONGREGATIONAL GROUPS/COMMITTEES/TASK FORCES

1. GENERAL REQUIREMENTS

POLICY VI.A.1.a: The Church shall be kept locked at all times when not in use.

POLICY VI.A.1.b: A Church Master Calendar is developed each year to coordinate major church events and Board, Executive Committee, Council and standing committee meetings.

POLICY VI.A.1.c: UUCville groups, committees and task forces are expected to comply with the Building Rental Policy of reserving space for special meetings and events.

PROCEDURE:

- Setting the Master Calendar normally occurs in the spring for the following Program Year.
- Except as provided for in the Building Rental Policies (i.e., reservations for weddings), other requests for meeting or event space and time during a particular program year will not be considered unless the Master Calendar has been set for that Program Year.
- However, special church-sponsored events which need long-range planning and publicity (e.g., conferences, workshops, etc.) may be added to the calendar further than four months in advance with the approval of the Board of Trustees or the Minister(s).
- The minister has the discretion to modify or cancel non-contracted but scheduled building usage in order to accommodate Memorial Services or other last-minute church-related activities of high priority.

Approved 12/2010 Amended 5/2011

2. COVENANT GROUP LOCATION

POLICY VI.A.2: In order to foster connections among group members, Covenant Groups without children meet offsite, usually at a group member's home or rotating the meeting places at different members' homes. Family Covenant Groups meet at UUCville unless there is a member of the group volunteering the use of separate spaces for the adult meeting and for the supervised children of the group. In special circumstances adult group facilitators may feel that the requirement that groups meet off-site (not at UUCville may be detrimental to the group or may prevent a group from forming. In those circumstances, it is possible for the Covenant Group to make arrangements to use Church facilities for their meetings.

3. ACCESSIBILITY

Policy VI.A.3: The Auction Committee may grant use of church space for donated Auction events.

PROCEDURE: Auction donors wishing to use the facility must make their request in writing to the Auction committee, including the number of participants and a description of the event. The Auction Committee will ensure, with the Director of Administration and Finance, that the requested space and time are available before granting permission for the offering. If insufficient numbers of individuals bid for the offering, as determined by the Auction Committee, the event may be canceled.

4. ALCOHOL POLICY

POLICY VI.A.4: Each committee/group serving alcohol is expected to consider:

- 1. The committee's attitude towards the use of alcohol on church premises.
- 2. The presence of children at a given program, and whether alcohol is appropriate to the event.
- 3. The availability and variety of alternate beverages for program participants.

PROCEDURE:

- 1. The church policy will comply with VA state law in that no alcohol will be sold on premises, that no alcohol will be provided to minors, and that people will not be served alcohol to the point of inebriation.
- 2. A request for donations to offset the cost of the alcohol is acceptable.
- 3. In order to comply with the UUCville insurance provider, outside groups/ organizations may not serve alcohol, of any form, at UUCville unless they obtain separate insurance to cover the event. Insurance coverage must be verified by a UUCville staff member.
- 4. The outside group/organization must also obtain approval from a UUCville staff member to serve alcohol.
- 5. UUCville groups/organizations already have insurance coverage and approval to serve alcohol is not required.

Rationale: The Board of Trustees of the Thomas Jefferson Memorial Church is responsive to the diverse concerns of the church membership and the expressed viewpoints of its members and strives to maintain an open environment with the least restrictive policies. On occasions when divergent views prevent unanimous agreement, the Board attempts to reach consensus on sensitive issues; one such issue is the availability of alcohol at church social functions. The Board recognizes that committees which plan refreshments or food functions, including alcoholic beverages, as part of

their service to the church also accommodate the needs of those who do not use alcohol.

Approved 8/2009 Revised April, 2013

5. TABLING IN THE SOCIAL HALL DURING SUNDAY MEALS

POLICY VI.A.5: On announced Sunday Potluck days, all tables are designated for use at the Potluck

PROCEDURE:

- Committees are requested not to have any "tabling" activities in the Social Hall once the second service begins.
- Committees are asked to remove all their materials from the Social Hall at this time so that the room can be set up for the potluck.

Approved 11/2006

6. MINISTERS' PORTRAITS

POLICY VI.A.6: All settled and interim ministers' photographs shall be grouped together in the Minister's Gallery, and all photographs shall be the same size.

Approved 5/1985

B. OUTSIDE GROUPS' BUILDING USE

1. GENERAL USE

POLICY VI.B.1: The building shall not be used for partisan political meetings but shall be made available for meetings which the responsible officers of the Church find to be for religious, educational, cultural, or recreational purposes.

Applies to: All outside groups or individuals seeking to rent or use UUCville facilities PROCEDURE:

- The Board should be consulted when the Minister or Director of Administration and Finance have doubt as to the propriety of permitting use of the building.
- There is a charge to outside groups to cover the cost of utilities and other direct costs involved in their use of the building.

Approved 8/2009

2. RESPONSIBILITY FOR BUILDING USE FEES

Policy VI.B.2: It is the responsibility of the DAF to set the standard rental fees.

Approved 12/2010

PROCEDURE:

 Rental fees shall be based on comparisons with other church organizations in the Charlottesville area.

- The standard rental fees shall be reviewed at least every three to five years for current accuracy.
- The Director of Administration and Finance (CA) shall handle all "standard" rental agreements and fees for outside groups and weddings.

3. WAIVER OF BUILDING RENTAL FEES

Policy VI.B.3: The standard rental fees may be reduced or waived in the following circumstances:

- a. "Member rates" shall be half the "standard" rental fee.
- b. The Board may waive rental fees for special UUCville, TJD, or UUA events in our buildings.
- c. The Minister(s), Director of Music and the Director of Faith Development have authority to waive the usual rental fees in special situations.
- d. UUCville senior staff shall determine which non-profit organizations qualify for free use of UUCville facilities for meeting space, according to the stated policy on free use of space as monitored by the Social Justice Council.
- e. The DAF may determine a limited number of other events and outside groups who might qualify for "reduced rental rates." These reduced rates shall be the same as the "member rates."

PROCEDURE:

- All waivers must be communicated to and recorded by the Director of Administration and Finance.
- The Director of Administration and Finance shall handle "member rate" rental agreements and fees for UUCville members.

Revised 2/2013

4. BUILDING RENTAL (general)

POLICY VI.B.4.a: The Church facilities may be rented for a fee by organizations, clubs, or associations not sponsored by UUCville. The purpose of uses and events must not be inconsistent with Unitarian Universalist values.

POLICY VI.B.4.b: The Building and Parking Lot Rental Fee Schedule shall apply to all outside renters. Church members may qualify for reduced rental rates.

POLICY VI.B.4.c: The Church facilities may not be reserved or rented by a Church member, group or committee on behalf of an outside group.

PROCEDURE:

- The Church Office maintains a current fee schedule for building use. Weddings and 12-Step Programs are treated separately from other rentals in the schedule of fees.
- Except as provided for in the Building Rental Policies (i.e. Wedding Rentals), requests for meeting or event space and time during a particular program year will not be considered unless the Master Calendar has been set for that Program year.
- The following apply with regard to building use:

FEES:

- Payment of the rental fee and any deposits will be required to reserve the space.
- If the event is canceled less than one month before it is to occur, the rental fee will not be refunded.
- Individuals or groups organized for profit are required to pay the regular rental fee or ten percent of the profits, whichever is the greater amount.
- For ongoing rentals, the rental fee for any month is due by the first day of the month immediately preceding it.
- Rental fees are assessed per unit of time the space is rented, with 8 a.m. to 1 p.m. one unit; 1 p.m. to 6 p.m. one unit; and 6 p.m. to 11 p.m. one unit.
- Any items used by a group but not removed immediately after the event is over will be assessed an additional space rental fee.
- In addition to the rental fee, a key deposit fee is required, which will be refunded upon return of the key and after it has been ascertained that the rooms have been returned to their original condition and that no damage has been done to Church property.
- Security deposits are also required. A mandatory clean-up fee will be assessed for rental of the social hall or sanctuary and for any event where food or alcohol will be served.
- Groups using the facilities on a periodic basis may be eligible for a discounted fee.
- Rental discounts for a limited number of outreach and social action groups are available in accordance with the policy set forth by the Social Justice Council.

AVAILABILITY:

 To better ensure availability of rooms for UUCville groups, there is a four-month limit on confirmed reservations by non-church groups, except for weddings.

- No space is available for outside rental on Tuesday, Wednesday, or Thursday evenings after 5 p.m. or on Sunday before 3 p.m.
- Church facilities may not be used after 11 p.m.
- The church is located in a residential neighborhood and attendees must abide by local noise ordinances and be considerate of local residents.
- Room assignments for rentals are made solely at the discretion of the Director of Administration and Finance.
- Backyard garden space is available only with rental of the social hall and kitchen.
- Reservations for weddings may be made up to twelve (12) months in advance with no extra fees.
- Outside groups may reserve more than four (4) months in advance with pro-rated fees as follows:
 - Twelve months in advance = twice the standard rental fee
 - o Eight months in advance = one and one-half times the standard rental fee

OTHER:

- The following are <u>strictly prohibited</u>:
 - Smoking anywhere inside the buildings or on the playground.
 - Parking anywhere other than in the Church parking lots or in legal street parking spots. Street parking is limited. Any illegally parked vehicles may be ticketed or towed.
 - Removal or rearrangement of artwork, papers, or flyers from church bulletin boards, or of any window treatments.
 - Any movement of the piano, pulpit, or pews in the Sanctuary.
 - Use of thumbtacks, nails, or tape on walls or woodwork. Decorations may not be fixed to the floor, walls, or furnishings.
 - Use of equipment other than tables and chairs (i.e., copy machine, computers, toys, books, classroom supplied, flip charts, TV, VCR, DVD players, etc.)
 - Use of church linens supplies or paper products from the Church cabinets with the exception of trash bags and supplies used for cleanup.
 - Use of the Sanctuary sound system or the piano.

- Any weapons, including permit handguns.
- Fires in the fireplaces or elsewhere on Church property

Other Rules that apply include:

- Alcoholic beverages are limited to beer or wine and may be served only with Director of Administration and Finance approval. When such beverages are served, a non-alcoholic alternative must also be provided. The host(s) assumes responsibility for ensuring that no alcohol is given to underage persons and that guests do not drink to excess.
- Children must be supervised by an adult at all times at every location on our property.
- Written permission must be obtained if children are to use the playground. The playground is not to be used unless specified in the rental contract.
- No rooms other than those listed on the rental contract may be used.
- Users must help preserve the facilities and equipment, straighten rooms after use, turn off lights, and lock all doors after meetings. Unless expressly prohibited elsewhere in these procedures, room furnishings of rented rooms may be moved as needed but must be returned to original configuration before vacating the building. Trash must be removed and taken to the specified outside location. Brooms, mops, vacuums, and cleaning supplies including trash bags are located in the supply closet in the Edgewood Lane hallway. If a group pays the Clean-Up Fee, it will cover the vacuuming of rugs, mopping of floors, and cleaning of bathrooms by a cleaning staff person.
- Use of the Sanctuary piano is not included in the fee for non-wedding rentals.
- Use of the microwave, stove and dishwasher is permitted with Social Hall/kitchen rental. Any Church kitchen equipment must be cleaned and returned to its proper place before vacating the building. There is a fee for using dishes, utensils, etc. Renters must provide their own paper or cloth towels.
- No food or flowers may be left in the church. Renters must bring their own containers for and must remove any leftover food.
- Outside-rented items (tables, chairs, glassware, dishes, etc.) shall not be stored before or after the event without prior written approval and the payment of additional rental fees.
- All advertising (including fliers, newspaper notices, etc.) pertaining to the event must be cleared (in writing) with the DAF.

- In the advertising, for purposes of indicating the location of the event, the Church's name and address may be used in event publicity, but the Church's phone number may not be used.
- No information regarding outside events will be given out by the Church Office.

Revised 9/2011

WEDDING-SPECIFIC RENTAL REQUIREMENTS, RESPONSIBILITIES AND RESTRICTIONS

The General Procedures outlined above apply equally to weddings. However, the following exceptions and additions will apply to Wedding Rentals.

- Rental of the Church for weddings includes use of the Sanctuary for the rehearsal and ceremony and the Church Parlor and Downstairs Kitchen as dressing areas on the day of the wedding. Our Sanctuary seats 200-250 people.
- Use of the piano is included in the rental fee.
- The piano, pews and pulpit may not be moved.
- Use of the Social Hall and Kitchen for a reception entails a separate rental fee.
 The Social Hall can hold up to 200 people.
- Rental of either the Sanctuary or Social Hall requires a setup/cleanup fee that includes table and chair setup and removal, vacuuming, sweeping, and mopping of floors, trash removal, and bathroom restocking and cleaning. For ceremonies involving less than 20 people, the Sanctuary cleanup fee may be waived at the discretion of the Director of Administration and Finance
- Backyard garden space is available only with rental of the social hall and kitchen.
- No other areas of the Church may be used without prior authorization.
- A completed contract and deposit of 50% of the total fees and deposits will hold the space for up to one year. The remaining balance must be paid in full 60 days prior to the event, or the reservation will be canceled. All rental fees are nonrefundable. All payment should be sent or delivered to the Church office.

Revised 9/2011

5. SOCIAL JUSTICE COUNCIL POLICIES ON FREE USE OF UUCVILLE MEETING SPACE

POLICY VI.B.5.a: The Church facilities may be available for free use of meeting space by non-profit organizations upon approval by UUCville senior staff, who shall make

regular quarterly reports of their actions to the Social Justice Council. UUCville chooses to provide space for non-profit organizations, clubs, and associations whose purposes are not inconsistent with Unitarian Universalist values, as expressed in the UUA's seven principles.

POLICY VI.B.5.b: The building shall not be used for partisan political meetings, but may be made available for meetings which the senior staff and Social Justice Council find to be for educational or cultural purposes. Non-profit organizations engaged in certain activities that are supported by the Church may be approved for free use of space.

POLICY VI.B.5.c: The Social Justice Council will review actions granting free use of space by the senior staff at its quarterly meetings or electronically.

POLICY VI.B.5.d: Church facilities may not be reserved for free use by a Church member, group, or committee on behalf of an outside group.

POLICY VI.B.5.e: Any outside group applying for free use of space for purposes of worship will be referred to the Minister(s) for approval, rather than to the entire senior staff.

Applies to: All groups applying for free use of UUCville meeting space.

Rationale: To provide free meeting space for non-profit organizations, clubs, associations whose purposes are not inconsistent with Unitarian Universalist values.

PROCEDURES:

- Requests for meeting space and time during a particular program year will not be considered unless the Master Calendar has been set for that Program year.
- Applications can be made to senior staff, with copies sent to the UUCville Social
 Justice Council. Application forms can be obtained from the Director of
 Administration and Finance, who will identify what space(s) may be available at the
 time(s) requested and indicate that on the Building Use Contract attached to the
 application form.
- If approved for more than a one-time meeting, permission for free use of meeting space at the times indicated will be valid for the remainder of the UUCville program year, which ends on June 30 each year.
- The terms of building use are spelled out on the back of the Building Use Contract. Terms not specific to Weddings apply to free use as well as rental use.
- If the applicant is approved for free use of space, the Building Use Contract will be completed and issued by the Director of Administration and Finance.

AVAILABILITY:

• To better ensure availability of rooms for UUCville groups, there is a four- month limit on confirmed reservations by non-church groups, except for weddings.

Approved February 2012

Related Documents and Forms:

Building Rental Fees Schedule
Wedding Rental Fees Schedule
Application for Free Use of Meeting Space
Building Use Contract
Building Use Terms
Wedding Building Use Contract
Wedding Building Use Terms

Building Rental Fees Schedule can be obtained upon request from the DAF.

Room Property of the Room	Room Capacity	Setup/Cleanup Fee
Sanctuary	200-250	Required
Social Hall & Kitche	n 175	Required
Parlor	30	
Jefferson Foyer	N/A	
Summit House 1	30	
Small Rooms	12	

Revised September 2013

Parking Lot Rental Fee Schedule

Half of the main church parking lot, not the Summit House Parking lot, may be rented, when available, from 1:00pm until 5:00pm, at the rate of \$100 for four hours.

Approved December 2011

Wedding Rental Fees Schedule can be obtained by request from the DAF.

Revised August 2009



Unitarian Universalist Congregation of Charlottesville 717 Rugby Road Charlottesville VA 22903 434-293-8179 office@uucharlottesville.org

Application for Free Use of Meeting Space

Social Justice Council Policies on Free Use of UUCville Meeting Space

The Church facilities may be available for free use of meeting space by non-profit organizations upon approval by the Social Justice Council. UUCville chooses to provide space for non-profit organizations, clubs, associations whose purposes are not inconsistent with Unitarian Universalist values, as expressed in the UUA's seven principles. The building shall not be used for partisan political meetings but shall be made available for meetings which the Social Justice Council finds to be for educational or cultural purposes. Non-profit organizations engaged in certain activities that are supported by the Church may be approved for free use of space. Church facilities may not be reserved for free use by a Church member, group, or committee on behalf of an outside group; approval of free use of space is the responsibility of the Social Justice Council. Any outside group applying for free use of space for purposes of worship will be referred to the Minister(s) for approval, rather than to the Social Justice Council. These policies apply to all groups applying to the Social Justice Council for free use of UUCville meeting space.

PROCEDURES

- Requests for meeting space and time during a particular program year will not be considered unless the Master Calendar has been set for that Program year.
- Applications can be made to the UUCville Social Justice Council. Application forms can
 be obtained from the Director of Administration and Finance. The Director of
 Administration and Finance will identify what space(s) may be available at the time(s)
 requested, and indicate that on the Building Use Contract attached to the application
 form.
- A completed application form should be submitted to the Social Justice Council Chair at least one week prior to any of the Council's scheduled meetings.
- If an electronic application is submitted for a single meeting to be held between scheduled Council meetings, it can be sent by the Council Chair to Council members for an electronic vote on approval.
- If approved for more than a one-time meeting, permission for free use of meeting space at the times indicated will be valid for the remainder of the UUCville program year, which ends on June 30 each year.
- The terms of building use are spelled out on the back of the Building Use Contract. Terms not specific to Weddings apply to free use as well as rental use.
- If the applicant is approved for free use of space, the Building Use Contract will be completed and issued by the Director of Administration and Finance.

UUA 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

Examples of how these principles are expressed at UUCville are as follows: We are a welcoming congregation, embracing all who wish to join our church community, regardless of race, creed, cultural background, sexual orientation, or ability/disability. We support marriage rights for gays and lesbians. We are a Green Sanctuary congregation. We have a long history of working to support anti-racist attitudes and behaviors. We work with interfaith organizations such as IMPACT and PACEM to promote social justice.

Applicant's Statement

Title of Organization:

Mission or Purpose of the Organization:

Brief Description of One Current or Recent Project Exemplifying Mission or Purpose:

General Purpose of Meeting(s) To Be Held at UUCville:

How will UUCville's support of your organization by providing you free meeting space enhance your ability to accomplish your mission?

Applicant's Affirmation
I affirm that the purposes of our organization,
are not inconsistent with the values of UUCville as expressed above. I have read and agree to
the regulations on the back of the Building Use Contract.
Applicant's Signature
Applicant's Role in the Organization
Social Justice Council's Decision
Approved for free use of space
Date Approved Ending Date for approved free use
Not approved for free use of space Comment:
Council Chair's Signature



Unitarian Universalist Congregation of Charlottesville



717 Rugby Rd. Charlottesville VA 22903 (434) 293-8179 office@uucharlottesville.org

Building Use Contract

Date of Contract			_		
Date of Event:		Group: C	Church: Soc	ial Action	
Outside:					
Type of Use:		Fee Typ	e: Free F	Reduced	
Standard					
Group Name:		Contac	t Person:		
Address:		_			
Phone:			E-Mail:		
Space Requested	Fee/Time Unit	Time Units	Total Rental Fee	Deposit	Cleaning Fee
Sanctuary	\$200	1.5	\$150		\$100
Social Hall +	\$175				\$100
Kitchen	Ф7 Г			# 400	Ф7 Г
Parlor	\$75			\$100	\$75
Jefferson Foyer	\$50				\$25
Summit Room 1	\$50			_	\$75
Summit Room 2	\$50				\$75
Dishes	\$25				NA
Lower Hall 2	\$125				\$75
Lower Hall 3	\$85				\$75
Lower Hall 1& 2	\$275				\$100
Piano	\$50	1.5	\$25		
	F	Rental Fee(s)			
	Cle	aning Fee(s)			
		Total Rental			
	Reserve the-	date Deposit		Due:	
		Balance Due		Date:	
	Payme	ent Received		Date:	

A completed contract and deposit (listed above \$100) will hold the space. The remaining balance must be paid in full thirty days (30) prior to the event or the reservation will be cancelled. All rental fees are non-refundable. For ongoing rentals, the rental fee for any month is due by the first of the month immediately preceding it. If the event is cancelled less than one month before it is to occur, the rental fee will not be refunded. All payments should be sent or delivered to the Church Office. Please make check payable to Thomas Jefferson Memorial Church-UU.

In signing below, I/We agree to the Building Use Terms outlined above and on the attached page. In signing this application I/We acknowledge that I/We have the authority to do so and assume all responsibility for the Church's Office Use Only:

Food Prepared/Served:	Alcohol Served:	Number Attending:
Deposit/Cleaning Fees Paid:	Rental Fee Paid:	Key Number:
	Revised November 2013	



Unitarian Universalist Congregation of Charlottesville 717 Rugby Rd. Charlottesville VA 22903



(434) 293-8179 office@uucharlottesville.org

Building Use Terms

1. Rental Fees:

- a. Rental fees are assessed per unit of time the space is rented, with 8 AM to 1 PM one unit; 1 PM to 6 PM one unit; and 6 PM to 11 PM one unit. The building closes at 11 PM.
- b. Rental Fees for Outside Groups using the building in an ongoing manner are due prior to the event or by the first of each month.
- c. A key deposit and security deposit are required and will be refunded after the rental with approval.
- d. A mandatory Cleaning Fee will be assessed for Outside Groups using the Social Hall and Sanctuary where food or alcohol will be served. The fee is \$50 for groups under one hundred and \$75 for groups over. The same Cleaning Fee rate may be charged for other rooms rented where food and alcohol will be served.
- e. Church Groups may not rent the use of the building on behalf of an Outside Group for a reduced or free rate.
- f. Church Member personal building usage rates are half the scheduled rental fees.
- g. Social Justice Council will determine groups eligible for free usage of the building. They will provide the appropriate documentation of these groups and their contacts to the Director of Administration and Finance as soon as they are approved. These groups are not eligible for free use of the building for fund raisers. The Standard Rate will apply.
- h. Wedding rates and terms are listed separately.
- i. Twelve Step Groups may rent the use of the downstairs kitchen at a rate of \$1 per person attending.

2. Room Assignments & Use:

- a. Rooms may be assigned for Outside Groups four months prior to an event without an additional fee.
 - i. Twelve Months in advance = twice the standard fee.
 - ii. Eight months in advance = one and one-half times the standard fee.
- b. Room assignments for rentals are made solely at the discretion of the Director of Administration and Finance.
- c. Only those rooms assigned may be used and must be returned to their original set up when the event is over.
- d. Art work may not be moved.
- e. Nothing may be attached in any way to walls, doors, windows, ceilings, light fixtures, or window or door frames.
- f. Tables and chairs are provided for use. Other church property such as kitchen supplies, white boards, flip charts, televisions, DVD players, pianos, sound equipment, or playground, are not provided for use.
- g. The Sanctuary furniture, piano, pulpit, etc. may not be moved or rearranged.

- h. Outside rental items (tables, chairs, dishes, etc.) may not be left or stored overnight.
- Social Hall/Kitchen Rental may include the use of the stove, microwave, and dishwasher if available.
- j. Dishes and utensils may be rented for a fee and must be cleaned and put away after the event.
- k. Caterers are asked to check with the Director of Administration and Finance prior to any event.
- If alcoholic beverages are served then non-alcoholic beverages must also be served. Any
 Outside Group using the space is responsible for obtaining an applicable ABC license and
 following the ABC laws.
- m. Minor children must be supervised by an adult at all times.
- n. Smoking, weapons (including permit handguns), and fires are prohibited in the building or on the property.
- o. All event food and trash must be removed after any event.

Parking: Is provided in the Edgewood Lane and Summit House parking areas. Parking must be shared with other groups using the church.

Advertising:

A sample of any advertising pertaining to an Outside Group's event (including fliers, newspaper notices, etc.) must be provided to the Director of Administration and Finance in hard copy for approval prior to being sent out.

The Church's name and address may be used in event publicity but not the Church's phone number. No information regarding outside events will be given out by the Church Office.

Approved 12/2010



Unitarian Universalist Congregation of Charlottesville

717 Rugby Rd. Charlottesville VA 22903 (434) 293-8179 office@uucharlottesville.org



Wedding Building Use Contract

Date:	Date of Rehearsal:	Wedding:
Contact Name: Address:		
Phone: E-Mail:		

Space Requested	Fee/Time Unit	Time Units	Total Rental Fee	Deposit	Cleaning Fee
Sanctuary	\$300/\$200 add.			\$200	\$100
Social Hall + Kitchen	\$250/\$175 add.			\$200	\$150
Parlor	included				
Jefferson Foyer	\$50				
Down Stairs Room	included				
Summit Room 1	\$50				\$75
Summit Room 2	\$25				\$75
Dishes	\$25				
	То	tal Rental Fee		Due:	
	Total Deposits &	Cleaning Fee		Due:	

The Unitarian Universalist Congregation of Charlottesville welcomes members and friends from our community to hold weddings at our Church. Weddings may be scheduled up to one year in advance. Individuals interested in holding a wedding at our church should complete this form and return it to the Church Office. The submission of this form will hold a wedding date for up to 30 days. After approval of this application, the Director of Administration and Finance will mail the applicants a Wedding Building Use Contract. Return of the completed contract along with a 50% deposit of the total fees and deposits within the 30-day period is required to continue to hold the space. The remaining balance must be paid in full 60 days prior to the event, or the reservation will be cancelled. All rental fees are non-refundable. Please make check payable to UUCville.

In signing below, I/We agree to the Building Use Terms outlined above and on the attached page. In signing this application I/We acknowledge that I/We have the authority to do so and assume all responsibility for the Church's facilities and/or accept responsibility and liability for my group. I understand that failure to comply with the stated conditions may result in forfeiture of the security deposit, assessment of additional fees, and/or denial of future rental requests.

Signature:		
	Office Use Only:	
Food Prepared/Served:	Alcohol Served:	Number Attending:
Deposit/Cleaning Fees Paid:	Rental Fee Paid:	Key Number:

Revised November 2013

Unitarian Universalist Congregation of Charlottesville

717 Rugby Rd. Charlottesville VA 22903 (434) 293-8179 office@uucharlottesville.org



Wedding Building Use Terms

p. Rental Fees:

- a. Rental fees are assessed per unit of time the space is rented, with 8 AM to 1 PM one unit; 1 PM to 6 PM one unit; and 6 PM to 11 PM one unit. The building closes at 11 PM.
- b. A key deposit and security deposit are required and will be refunded after the rental with approval.
- c. A mandatory Cleaning Fee will be assessed for Outside Groups using the Social Hall and Sanctuary where food or alcohol will be served. A Cleaning Fee may be charged for other rooms rented where food and alcohol will be served.
- d. No space is available for Outside Group rentals (including Social Action approved groups or church sponsored groups inviting the public) on Tuesday, Wednesday, or Thursday evenings after 5 PM or on Sunday before 3 PM.
- e. Church Groups may not rent the use of the building on behalf of an Outside Group for a reduced or free rate.
- f. Church Member personal building usage rates are half the scheduled rental fees.

q. Room Assignments & Use:

- a. Room assignments for rentals are made solely at the discretion of the Director of Administration and Finance.
- b. Only those rooms assigned may be used and must be returned to their original set up when the event is over.
- c. Artwork may not be moved.
- d. Nothing may be attached in any way to walls, doors, windows, ceilings, light fixtures, or window or door frames.
- e. Tables and chairs are provided for use. Other church property such as kitchen supplies, white boards, flip charts, televisions, DVD players, sound equipment, or playground, are not provided for use.
- f. The use of the Sanctuary piano is included in the wedding rental fee.
- g. The Sanctuary furniture, piano, pulpit, etc. may not be moved or rearranged.
- h. Care must be taken to ensure that decorations or flower arrangements do not leave permanent marks and must be removed before vacating the building. Candles may be used with great care to insure safety; all candle wax must be removed from tables, floors, pews, etc. before vacating the building.
- i. Outside rental items (tables, chairs, dishes, etc.) may not be left or stored overnight.
- j. Social Hall/Kitchen Rental may include the use of the stove, microwave, and dishwasher if available.
- k. Dishes and utensils may be rented for a fee and must be cleaned and put away after the event.
- 1. Caterers are asked to check with the Director of Administration and Finance prior to any event.
- m. If alcoholic beverages are served, then non-alcoholic beverages must also be served. Any Outside Group using the space is responsible for obtaining an applicable ABC license and following the ABC laws.
- n . Minor children must be supervised by an adult at all times.
- Smoking, weapons (including permit handguns), and fires are prohibited in the building or on the property.
- p. All event decorations, flower arrangements, food and trash must be removed after any event.
- r. **Parking:** Is provided in the Edgewood Lane and Summit House parking areas. Parking must be shared with other groups using the church.

Office Use Only:			
Date Rec'd:	Deposit Rec'd:	Key Given	Space Insp:
Confirm Sent:	Balance Rec'd:	Key Ret'd	Key/Sec Dep Ret'd

VII. COMMUNITY OUTREACH

A. Public Witness

POLICY VII.A.1: It is appropriate that the congregation of UUCville can, and in certain instances has a duty to take a public stand on certain issues. Such issues will be restricted to issues in line with our Unitarian Universalist Purposes and Principles.

NOTE: We must trust in the spirit of the assembled community at the time that such stand is to be voted upon. The assembled community must be extremely sensitive to the opinions of those who do not support the proposed position and must be willing to delay premature action so that the full impact of the proposed action may be determined. We hope that the action taken will build the spirit of community both inside and outside of our beloved church.

Rationale/Background: The Public Witness Task Force was directed by the Board of Trustees in 2004 to create a process for public witness at UUCville. It was presented to the congregation on April 17, 2005; approved as official policy of the church by the Board at its May 2005 meeting; revised in July 2006; revised again in March 2008, and again in March of 2014.

Types of Public Witness: Individual Public Witness:

Acts of public witness happen all the time in our community in the form of individual actions or actions by small groups or committees. Members of UUCville attend anti-war rallies, marriage rights events, and write letters to the editor. These acts of individual witness are a natural expression of our UU beliefs. The church forms an environment where like-minded individuals can find one another, band together and in the great tradition of Unitarian Universalism, form a committee or group!

Group Public Witness

As a church we encourage our members to form groups to plan events, meetings, protests, and letter-writing campaigns to raise awareness within our church and the larger world of social, moral, and ethical issues. Most acts of public witness follow this path. This shall be sufficient in most cases. Forming a group to facilitate public witness is simple.

PROCEDURE for Group Public Witness:

- Initially the group shall go before the Social Justice Council to request recommendations for forming itself into a working group.
- The Social Justice Council shall advise the new group about the communication tools available within the congregation, written and spoken.
- When the group wishes to perform acts of public witness, they shall notify the Board of their intention. In general, this is necessary when in public the

group identifies itself as "The Committee on XYZ of Thomas Jefferson Memorial Church." By "in public', we mean ads in the local newspaper, spots on the radio, banners in a march on Washington, etc.

• If there is a question, ask the Social Justice Council for clarification.

Congregational Public Witness of a Short-term Nature:

Sometimes, committees or groups wish to initiate a congregational response or action of an immediate and short-term nature (less than one month). Examples of situations in which a short-term display or action is indicated could include a display on church property in support of peace, or grief following a local or national act of violence in which silence is simply not consistent with our values.

PROCEDURE for Short-term Public Witness:

- A committee or group wishing to initiate such an action will make its recommendation to the Social Justice Council, which could vote for approval via email if urgency requires it.
- The Social Justice Council will solicit the approval of the Board of Trustees for the action. The Board can vote via email if urgency requires it.
- On the first Sunday following the Board approval of the action, representatives of the Social Justice Council will engage the Congregation in a congregational conversation regarding the action.
- A petition will be presented at the congregational conversation in support of the action. A number of church participants equivalent to 20% of the members must sign the petition in support of the action within the 24 hours following the conversation.

The Social Justice Council must ensure that the action is discontinued and/or the display removed within 30 days.

Congregational Public Witness of a Long-Term Nature:

In situations where the entire congregation feels compelled to speak as one, long-term display or activity (more than one month in duration) may be appropriate. Examples might include displaying a banner in support of marriage rights, or changes in policy to reflect support for a global position. Committees or groups seeking acts of congregational public witness shall use the following process.

PROCEDURE for Congregational Public Witness:

- This process is required for public displays on church property or when we
 wish to speak as a whole church to the wider community, not just a group
 within the church.
- The committee/group shall draft a plan for the act of public witness they seek to conduct. This plan shall be made publicly available and form the basis for discussion.
- The committee/group shall make itself known to members through means such as bulletin boards, suggestion boxes and mailings. The communication

- tools must be effective: written, spoken, group and individual and shall not be just views expressed, but views heard and learned from
- The committee/group shall hold meetings with congregational members in small groups such as cottage meetings, standing committee meetings, and congregational conversations.
- We will trust that honest discussions only build community. All discussions
 will enable everyone to express divergent views. Everyone will be made to
 feel welcome at the table and those leading the discussions will foster an
 environment that encourages us to learn from each other. They will let the
 issues be pursued, heard, and discussed throughout the church.
- Next, the committee/group shall go to the Board with a petition signed by 10% of members to call two congregational meetings about the issue or put the action requested on the agenda of a regularly scheduled congregational meeting.
- The first congregational meeting on the issue will be for informational purposes, allowing for the presentation of all sides of the issue in some suitable format. The vote shall be private, with ballots. A favorable vote of at least the majority of members present is required to move forward.
- Finally, the Board will call a second congregational meeting for a final discussion and a vote. The vote shall be private, with ballots. A vote in favor of the resolution needs to be at least an 80% majority of those present.
- If the resolution passes, the committee/group shall perform the planned act of public witness, speaking for the church as a whole.
- The public witness action or display can be only discontinued or removed when the Social Justice Council recommends doing so to the Congregation at a duly called Congregational Meeting at which at least 80% of those present agree to the discontinuance.

Update March 2014

B. SOCIAL ACTION COLLECTION

POLICY VII.B.1: The congregation of UUCville shall support causes outside of the Church budget. Groups eligible for such support must represent causes that demonstrate our values, purposes, and principals.

The UUCville Social Justice Council manages the selection of recipients for this support.

Note: The Social Action line item in the Church Budget is for ongoing commitments that we as a Congregation make or for social action committees within the church.

Rationale: UUCville has a long-standing tradition of having monthly special collections to support worthwhile social action organizations, both locally and nationally, that dedicate themselves to causes that are seen as supportive of Unitarian Universalist values and principles.

CRITERIA:

- Two types of organizations that UUCville congregants have identified as most compelling for social action collections are: local organizations providing direct support for the survival of people in need within our local community; and local organizations engaged in promoting social justice in a transformational way (e.g., promoting long-term change in social policy). The Social Justice Council will give highest priority to these types of organizations in selecting recipients for social action collections.
- In response to the interest of some congregants, the Social Justice Council
 will also provide some collections for single-issue organizations supported by
 a group of congregants, and denominational groups engaged in international
 aid or working on regional needs.
- Applications for social action collections can be made to the Social Justice Council by groups established within UUCville or by outside groups that have congregants actively supportive of their mission.
- Any organization chosen to receive a social action collection must be a bona fide charitable entity that has Federal tax exempt (C3) status, follow a nondiscrimination personnel policy, and conform to our denomination's seven principles.
- Any organization selected for this program must also agree to submit a report on its use of funds to the UUCville Social Justice Council chair within eleven months of the collection which was made on their behalf.

PROCEDURE:

- The Social Action Collection is the plate collection during Sunday Services once a month for causes outside the Church budget.
- A member of the sponsoring Committee or a member of Social Justice Council will be the Responsible Person for the Collection Process. The Responsible Person will:
 - Assure that there is an appropriate article for the Weekly Update email submitted to the office and/or Director of Administration and Finance onethree weeks before the collection.
 - Arrange for a speaker to make the appeal (TWO minutes) for the Services and notify the Minister(s) or Worship Associate of the speaker's name at least a week before the Collection Sunday.
 - After the services, together with the Social Justice Council Chairs or their representatives, will take the money out of the SA collection envelopes, count the checks and put the total on an envelope containing them and count the cash and put the total on an envelope containing it.
- The Social Justice Council Chair will put an appropriately addressed envelope for the Group in the DAF's mailbox with the pink slip requisitioning a check for the total collected and report it to the Depositor.

- The DAF will mail the check to the Recipient Organization within 30 days of the collection.
- The yearly report of these collections will be presented to the Board and Congregation by the Social Action Chair in the Annual Report.

Related Documents and Forms:

Application for Social Action Collection

Unitarian Universalist Congregation of Charlottesville 717 Rugby Road, Charlottesville, VA 22904

Application for Social Action Collection
During UUCville Program Year
Submission Due by
Send as Email attachment to socialaction@uucharlottesville.org

Send as Email attachment to socialaction@uucharlottesville.org
Organization Name
Address
Date Submitted
Brief Mission Statement:
Please check the one category below that best describes your general mission: Direct sustenance for people in need within the local community. Transformational "Umbrella Organization" promoting local social justice issue(s). Local single-issue group advocating a specific need or social action concern. UUA-sanctioned group supporting international relationships or regional issues. Please list two important goals your organization has for the coming year:
Annual Budget
Sources of Income
Eligibility Criteria (Please check all items that are true for your organization.) Have Federal tax exempt (C3) status Follow a non-discrimination personnel policy (race, color, creed, gender, ability/disability, affectional or sexual orientation, age, economic status, or origin) Mission is not inconsistent with UUA values as expressed in UUA principles (See list below) If approved, agree to submit a report on use of funds from UUCville Collection (Report due to Social Justice Council Chair 11 months after collection date)
 * 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
Connection to UUCville Congregation (Please complete ONE of the two sections below.)
Application by an established group within the congregation
Group/Committee Name
Group/Committee Chair
Associated UUCville Council

Names of 3 UUCville congregants who are active in the committee/group		
Application by an individual/group o	uutside I II I Cville	
	-	
	natures needed) and one hard copy with signatures by due date)	
Individual/group initiating the application	ation	
Names and signatures of 3 UUCville	e congregants who support this application	
Name	Signature	
Name	Signature	
Name	Signature	
Contact Person		
Organizational Position/Role		
Phone	F-mail	

VIII: COMMUNITY SECURITY

A. DISRUPTIVE BEHAVIORS

POLICY VIII.A.1:

The UUCville Board of Trustees shall assure that written procedures are in place to assure that persons demonstrating disruptive behaviors are dealt with quickly and respectfully for the security of the entire church community.

The UUCville Board of Trustees shall assure that these written procedures are available to the entire UUCville staff and the congregation.

Said procedures shall be reviewed at least every five years.

Rationale:

While honoring the worth and dignity of every individual is one of the central tenets held by UUCville and is expressed in the Unitarian Universalist Purposes and Principles, we believe our congregation must maintain a respectful atmosphere in which openness can exist. Our church strives to be an inclusive community, affirming our differences in belief, opinions, and life experiences.

Concern for the physical safety and emotional well-being of our congregation as a whole must be given priority over the privileges and inclusion of a particular individual. To the degree the disruption compromises the health and well being of this congregation, our actions as a church must reflect this

emphasis on respectful relationships. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs is threatened, the sources of this threat must be addressed firmly and promptly. To the degree possible and appropriate, confidentiality will be maintained. (If a staff member is involved the resolution may fall under the Personnel Policy Manual.)

Definition:

For purpose of this policy, disruptive behavior includes but is not limited to:

- 1. Perceived threats to the safety of any adult or child, such as physical or verbal abuse, threats of bodily harm, or sexually inappropriate behavior.
- 2. Disruption of church activities; and
- 3. Diminishment of the appeal of the church to its existing and potential membership through unwanted advances, harassment, and abusive or inappropriate language.

Establishment of the Conflict Resolution Committee

The Conflict Resolution Committee called to address a situation, or series of situations should be led by a trained, licensed therapist. (We hope a member of the congregation will volunteer for this task.) The members should include a Minister, a member of the Emotional Wellness Committee, a member of the Pastoral Visitors committee, and a member of the Community Life Council. If any staff or members/friends have been engaged in the conflict, they shall not be on the Conflict Resolution committee.

Procedures:

- I. In those instances in which an immediate response is required,
 - A. The offending person (s) may be asked to leave the premises.
 - B. A meeting or activity in progress may be suspended until such time as it can safely be resumed.
 - C. After every effort of de-escalation is attempted, the Police Department may be called if further assistance is required.
 - D. The Minister, the Director of Administration and Finance, and the Board President must be notified if these interventions are undertaken in their absence. A written report of the incident, all follow up communication, and all responses will be kept in the church's confidential file by the Director of Administration and Finance. Only the Ministers and Board President have access to this file.
 - E. An official letter to the offending person(s) describing the concerns and detailing what steps must be taken before returning to church activities may be sent by a Minister and Board President.
 - F. Follow-up communication to the individuals or groups involved will be provided as appropriate and necessary.
 - G. When a matter of safety is concerned, the Director of Administration and Finance is the staff member responsible for the safety and security of the building and the Congregation.

II. In those instances in which an immediate response is not required,

A. The Conflict Resolution Committee will be asked to resolve the situation.

- 1. The committee will refer to the Principles of the UUA in determining what is acceptable and what is deemed disruptive behavior.
- 2. The committee will collect all relevant information.
- 3. The committee will determine an appropriate response on a caseby-case basis.
- 4. The committee will evaluate the problem considering:
 - a. SAFETY—Is the person(s) a threat or perceived threat to another person(s) or property?
 - b. DISRUPTION—How much interference with church functions has occurred?
 - c. OFFENSIVENESS—How likely is it that existing or prospective members will be driven away?
- 5. The committee will determine a response considering:
 - a. CAUSES—Why is the disruption occurring? Is it a conflict between the person(s) and others in the church? Is it due to a professional diagnosed condition?
 - b. HISTORY—What has been the frequency and degree of disruption caused in the past?
 - c. PROBABILITY OF CHANGE—How likely is it that the problem behavior will diminish in the future?
- B. Committee Response and Official Action Taken: Every level of response will include a written report kept in the confidential files of the church.

LEVEL ONE: (Communicate)—The Conflict Resolution Committee will inform the Minister and the Board President of its assessment of the problem. The Minister (if available) and a member of the committee will meet with the offending person(s) to communicate the concern and discuss ways to modify the disruptive behavior. LEVEL TWO: After investigation the committee deems no action is required. The Committee will notify those directly involved of its findings in writing.

LEVEL THREE (Suspension)—The Committee will recommend to the Board and the Board will decide. The offending person(s) is suspended from the premises and activities of the church for a limited period of time, with reasons and conditions of return communicated in writing by the Lead Minister and Board President. LEVEL FOUR (Expulsion)—After hearing the recommendation of the Conflict Resolution Committee, the Board will decide whether to expel the offending person(s). Expulsion from the church means that the individual is no longer a member of the congregation, and the individual is directed not to participate in church activities or come onto church property. If expulsion is to be implemented, a letter will be sent by the Lead Minister and the Board President

explaining the expulsion. In addition, the Membership Committee will be notified of the expulsion in order for the person's name to be removed from the official membership roll.

C. Members/Friends of the church whose personal security have been threatened by disruptive behavior will be kept informed in a timely manner of the steps being taken to deal with the person(s), i.e., the source of the problem. In addition, the Minister may offer or recommend to a church member(s)/friend(s) who has been adversely affected by the disruptive behavior a qualified professional individual for additional help.

Draft by the Conflict Resolution Committee, 1/14/2010

Revised: August 2015, May 2022 Board Approved: May 25, 2022

B. CHURCH PARTICIPATION OF PERSONS CONVICTED OF OR FORMALLY CHARGED WITH CRIMINAL SEX CHARGES

POLICY VIII.B.1:

The UUCville Board of Trustees shall assure that written procedures are in place to assure that persons convicted of or formally charged with criminal sex offenses are dealt with quickly and respectfully for the security of the entire church community.

The UUCville Board of Trustees shall assure that these written procedures are available to the entire UUCville staff and the congregation.

Said procedures shall be reviewed at least every five years. A condensed version of this policy (a one-page executive summary) should be posted prominently in the church building and emailed to the church community annually. Staff should prepare a list of congregants with expertise in the various areas—child abuse, sexual abuse, counseling, legal proceedings, pastoral care, etc.

A. General Principles

We affirm the following general principles set forth in the UUA Sexual Misconduct Manual, <u>Balancing Acts: Keeping Children Safe in Congregations</u> ("Balancing Acts") by the Rev. Debra W. Haffner:

1. We have a responsibility to assure that children, youth, and vulnerable adults will be safe in our congregations from sexual abuse, sexual assault and harassment even or perhaps especially when we do not know if there is an offender in our congregation. Indeed, we have a responsibility to see that our congregations are sexually healthy congregations and free of sexual harassment, abuse, and exploitation for all of our members and friends – children, youth and adults – as well as visitors and staff.

- **2.** We are called to acknowledge by our actions to treat every person with worth and dignity, and to offer a congregational home to all who are seeking one like ours, while honoring that in the case of an individual with a history of sex offenses, there must be limitations on congregational involvement. That commitment means that only in rare cases will a person be denied access to ministry and fellowship. We must provide compassion, support, affirmation, and protection against further harm.
- **3.** We have a responsibility to educate ourselves about child sexual abuse and healthy childhood sexuality, to be well informed about sexual offenses and offenders and to develop processes that will help us make good decisions about the actions that we are called to take.

B. Guidelines

At the beginning of each church year the President Elect and Lead Minister should recruit the UUCville Sexual Misconduct and Abuse Response Team ("Response Team") consisting of the Lead Minister, the Director of Faith Development, the Board President Elect, the chair of the Committee on Ministry or his/her committee designate and two Members of the congregation who have professional expertise with sexual abuse issues. This team will only be convened when needed. This group will be responsible for educating the congregation about these issues and if the occasion arises, for implementing our policies and procedures.

We adopt the following points, most of which are from "Balancing Acts," as guidelines for our congregation when facing a situation of a person convicted of or formally charged with a criminal sex offense who desires involvement in church life:

- **Do not panic.** There is no question that a charged or convicted sex offender's presence and participation in church life will be a difficult issue for the Minister, the Religious Educator, the Board and the members and friends of the congregation who become involved. This issue is likely to take months if not years to address. Anxiety may be high among many in the congregation. Staff and leaders are challenged to be less anxious.
- Ask for help. Contact the UUA Staff who serve the congregation. Contact the Director for Congregational Services at the UUA. These individuals can direct you to resources and provide guidance and support.
- Be aware that this is likely to be a difficult and divisive issue. Some parents of children may threaten to resign if the offender is allowed to attend worship at all. Some people who were themselves sexually abused as children may be especially affected as old hurts are reopened. Provide opportunities for all sides to be heard. Recognize that reasonable people may disagree. Allow time for and facilitate the opportunity for people to share their feelings.

- Seek outside expertise. While it is necessary for the facts and circumstances of the situation to be known and understood by congregational leaders, and they will do their best to determine these, it is also unrealistic to expect that the members of a church board of trustees will have the requisite skills to evaluate an individual situation or assess safety issues in a particular context. It is reasonable for the leaders of the congregation who are dealing with the decision, as well as the minister, to meet with the (alleged) abuser (and parents if that person is a minor), ask for written permission to contact the person's therapist and parole officer, or in the case of someone who has completed mandated treatment, to ask the person to meet with a trained therapist (who is a member of ATSA) for an evaluation of their risk potential.
- Be sure pastoral care is available to those whose issues may be exacerbated. It can't be said enough: some people who are survivors of sexual abuse or assault may need special attention at this time.
- Be sure pastoral care is available to the non-offending spouse or partner and other family members, especially children, of the accused person or offender. In the midst of revelations these persons are likely to experience an intense and complex mix of emotions, individually and as a family, including shock, disbelief, embarrassment and shame, anger, sadness and grief. Depending on the nature of the offense they may lose contact with the accused and feel that absence as severe loss affecting family roles, relationships, finances. They may feel divided loyalties between the accused and the church community in its response. They will need understanding and support as they search for meaning and to restore balance.
- Pastoral Visitors should be trained in identification of symptoms of abuse, both sexual and physical.
- Remember that if the accused person is part of the church community he or she also deserve support. There is likely to be a feeling of revulsion or antipathy towards the person, and the immediate response may be to want to isolate that person completely. It remains the mission of UUCville to recognize and support the integrity and inherent worth and dignity of that person even though we do not condone inappropriate behaviors, and to treat that person with compassion.
- Educate, educate, educate. If the whole community is aware of the situation, it may make sense to call for a community meeting. An education session with outside experts on child sexual abuse and sex offender treatment can be very helpful. In some cases, it may be helpful to ask the offender to tell their story to the Board of Trustees or at a community meeting. Keep the community as a whole informed as the leadership of the congregation works to develop a response.
- Seek legal counsel. Local and state laws may impact the course of action and decisions that need to be made. Find out about the legal limits, liabilities and requirements.

- **Seek outside expertise.** While congregational leaders should do their best to determine the facts and circumstances of the situation, it is also unrealistic to expect that the members of a church board of trustees will have the requisite skills.
- **Allow enough time**. The process for developing an informed, just response to the situation will likely be time-consuming, messy, emotional, and not completely satisfying to many parties. Recognizing that the process will take time, will not be perfect, and is always difficult will help the healing process.

C. Supporting Policy Statements

We adopt the following statements from "Balancing Acts" as the policy of this church:

- 1. No person who has been convicted of, or with an unresolved formal charge of, any criminal sexual misconduct can be permitted to be involved in any child or youth religious education or group activities. In order to incorporate a formally charged or convicted sex offender into the life of the church safely, we must assure that the person does not have an opportunity in our congregations to offend/reoffend. This includes avoiding situations where the person might be accused falsely. A person with a history of sex offense will never be allowed to be with children, work with children and youth, or socialize with children and/or youth in the congregation.
- 2. The core response of the congregation to a convicted or formally charged sex offender is a Limited Access Agreement. This agreement invites the person with a history of sex offenses to participate in certain aspects of church life but sets clear boundaries including what the individual cannot do. It requires the person to remain in the presence of an adult companion/escort at all times when children or youth are present, including in some cases, asking the person to suggest a group of people who may act as companions at church events when children or youth are or may be present. The message to the person will be that he or she is both welcome to participate in Sunday morning congregational worship and appropriate adult social and educational activities, and that he or she must covenant with the congregation to avoid all contact with children and youth. The Limited Access Agreement must contain the essential terms set forth at points D.7. (For a convicted sex offender) or E.3. (For a person formally charged with a criminal sex offense) below. A Limited Access Agreement will be drawn up as needed for any situation that arises following the guidelines outlined in "Balancing Acts."
- 3. The core response of the congregation to a congregant convicted or formally charged with violent but nonsexual behavior such as murder or assault is a Limited Access Agreement. This agreement invites the person with a history of violent behavior to participate in certain aspects of church life but sets clear boundaries including what the individual cannot do. It requires the person to remain in the presence of an adult companion/escort at all times, asking the person to suggest a group of

people who may act as companions at church events. The message to the person should be that he or she is both welcome to participate in Sunday morning congregational worship and appropriate adult social and educational activities, and that he or she must covenant with the congregation to nonviolent behavior. The Limited Access Agreement must contain the essential terms set forth at points D.7.

D. Procedure in the Case of a Convicted Sex Offender (Offense against Minor or Adult)

We adopt the following procedure as set forth in "Balancing Acts," with some modification, for use by our congregation in a case involving a convicted sex offender (offense against minor or adult):

- 1. Minister(s) to meet with person. No matter how the situation is revealed, a minister as quickly as possible will meet privately with the person to discuss the concerns that have been raised. The minister will check the local sex offender registry before meeting with the person. If the person is a member of the congregation and has a spouse/partner who also attends the church, the minister will reach out to the spouse/partner as well.
- **2. Meeting with Response Team.** The person will then be asked to meet with the UUCville Sexual Misconduct and Abuse Response Team ("Response Team").
- 3. Signing of release form. The person will be asked to sign a release form so that the minister(s) can contact his/her sex offender treatment provider and/or current therapist. The minister(s) should ask if those people are members of ATSA (Association for the Treatment of Sexual Abusers). The therapist and, if applicable, the parole officer should be asked for their professional assessment of the likelihood that the sex offender will re-offend and whether additional restrictions beyond the standard Limited Access Agreement ought to be placed on the person's participation. It will be helpful to know the number, timing, and nature of offenses. Such information allows consideration of different situations. (For example, consider an 18-year-old male who had sex with his 16-year-old girlfriend and against whom her parents pressed charges versus a 45-yearold male who has served time in jail for sex offenses against neighborhood children. In the second scenario, if the person has been in the community for some time and has previously completed mandated treatment, the committee would be wise to ask the person to go for a professional assessment with a therapist who specializes in working with sex offenders. The congregation may choose to provide the funding for this assessment.) If the person declines to give permission to contact the therapist or to go for an assessment, the person will be refused participation in the congregation.

(**Note:** It is beyond the scope and experience of congregations to assess the risk or probability that a sex offender will re-offend. According to the Center for Sex Offender Management, even therapists with special training in treating sex offenders can be wrong. The question the Response Team must be able to answer is: *Given what*

professionals have advised, will this person sign and honor a Limited Access Agreement that they can maintain with the leadership in order to assure the safety of the congregation's children and youth?)

4. Persons to notify. (1) The church liability insurance carrier should be notified that a convicted sex offender is seeking participation in church life and that the minister(s) and Response Team are investigating the advisability of such participation. The insurance carrier may request additional information, which the minister or Response Team should supply. The insurance carrier should be kept informed of every development and decision made regarding the sex offender. (2) The UUA Staff should also be notified.

(**Note:** UUCville's liability insurance carrier, Church Mutual Insurance Co., wants to be notified of any circumstance—such as a convicted sex offender attending church—that might increase the church's liability exposure. The insurance company will conduct its own risk assessment, and it reserves the right to amend the church's policy to exclude defense and coverage of any incident arising from the offender's attendance at/involvement in church if it deems the risk too great. If the insurance company is not notified, then it will not be obligated to defend against or cover any liability that might be incurred by the church as a result of an incident involving the offender.)

5. Church-wide meeting. Based on its assessment after meeting with the Person (D.2), the Response Team will make a recommendation to the Board considering the advisability of holding a church-wide meeting at which appropriate information can be shared and the thoughts and feelings of church members can be expressed. Although the Board may waive such a meeting upon recommendation of the Response Team, the default position shall be to hold a meeting.

(**Note:** There may be a situation in which a person contacts the minister, reveals that he is a convicted sex offender, inquires what he needs to do in order to attend worship and become involved in church life, and generally expresses a sincere desire to cooperate but does not wish for the entire congregation to know his status as a sex offender. In such a case the Response Team may choose to recommend against a church-wide meeting.)

6. Development of Limited Access Agreement. If the professional assessment indicates that the person is at high risk for re-offending, the person will be denied access to the church community until such time as another assessment shows that treatment has been successful at reducing the risk. On the other hand, if the assessment indicates that the person has completed or is participating successfully in treatment and is not at high risk for recidivism, the Response Team will draft a proposed Limited Access Agreement to be reviewed by all ministers and the church board.

All convicted sex offenders will be required to sign a Limited Access Agreement. Upon entry into the congregation and depending on the circumstances, the person may be asked to sign one annually. If the person refuses to sign such an agreement, he or

she will be denied access to congregation functions and church property. A convicted offender who refuses to sign a Limited Access Agreement will be informed in writing that if he or she enters the congregation or its property, he or she will be asked to leave by a member of: (1) the church staff; (2) the Board of Trustees, or (3) the Response Team. If none of the above is present, a church member may ask the person to leave. If the person refuses to leave, the local police will be called for assistance while someone remains with the person. A restraining order against the person may be pursued in an appropriate case.

- 7. Essential terms of Limited Access Agreement. Samples of a Limited Access Agreement are available in *Balancing Acts* and may be utilized as a guide in the preparation of a situation specific Limited Access Agreement at Thomas Jefferson Memorial Church. The Limited Access Agreement, to be signed by the person in question, the minister(s), and the board president, must contain the following essential terms (among others that may be deemed appropriate):
- (a) No Contact with Children and Youth: The person must avoid all unsupervised contact with children and youth while on church property or at church-sponsored events. The person must completely refrain from participation/involvement in programs and events for children and/or youth, including but not limited to: Religious Education programs and activities, stories or talks for worship, children's choirs, youth group events, activities during intergenerational events, and driving or otherwise transporting children or youth.
- **(b) Adult Companion:** The person must be accompanied by an adult, who is familiar with the person's situation and who has agreed beforehand to serve as an escort, at all times while on church property or at a church-sponsored event, including when using the restroom. (**Note:** The church's liability insurance carrier advises that a large number of such claims have arisen from misconduct in restrooms.)
- (c) No Discussion of Criminal Case: The person must refrain from talking about the circumstances of his or her conviction/criminal history with other congregants even if asked. However, in special situations (such as in a covenant group or other special setting), this prohibition may be waived. (Note: The purpose of this provision is to avoid the possibility of inflammatory statements such as, "It wasn't really rape—she asked for it," etc.)

The Board of Trustees, the minister(s), and the DFD will be informed of the specific terms of the agreement. Other staff members and congregants may be informed either of the general terms of the agreement, or of its specific terms, as is deemed appropriate by the Response Team, minister(s), DFD, and Board of Trustees.

8. Review by attorney. An attorney licensed to practice law in the Commonwealth of Virginia and who specializes in civil liability issues arising from sexual offenses/misconduct will be retained to review and comment on the agreement. (**Note:** The insurance company may also insist on reviewing the agreement.)

- **9.** No church attendance until agreement signed. The person will not attend church until all parties have signed the agreement. (For persons who must sign, see No. 7 above.)
- **10. Quarterly meetings.** After the agreement is signed, the Response Team will meet at least quarterly with the person in order to review the arrangement and address any concerns. If the minister(s), the DFD, or the board president changes, it is important that the departing person inform the new person of the situation to ensure provision of pastoral support for the offender as well as continuity of awareness of the situation. In sharing information appropriately, it is also important to remain aware of confidentiality and privacy for all involved. Copies of files including Limited Access Agreement information should be treated with care and kept in a secure file drawer. If and when additional legal questions arise, the minister(s) and/or board president should contact the lawyer referenced above for additional information and advice.
- 11. Deciding who needs to know. One of the very important and difficult questions is who needs to know that the person has a history of sex offense. In addition to the Response Team, key persons such as the church staff and the members of the Board of Trustees need to know that the person is attending church, that he or she has agreed not to have contact with children, and that he or she should never be alone with children or youth. The Response Team and the board of trustees will decide on a case-by-case basis whether the entire congregation needs to be informed, and, if so, to what extent.
- **12. Availability of support and pastoral counseling.** Support and pastoral counseling will be made available for congregants for whom the presence in church of a convicted sex offender is upsetting or disturbing (with full recognition that such a reaction is not abnormal). Professional referrals may be made.
- 13. Reasons for Excluding a Person from All Congregational Activities. Any of the following will constitute a reason for excluding the person from all congregational activities and from church property:
 - Refusal for the minister to contact the treatment provider and parole officer
 - · Refusal to go for a risk assessment with a qualified therapist
 - Report by a treatment provider that the individual is at too high a risk for recidivism
 - Refusal to sign a Limited Access Agreement
 - Refusal to comply with the terms of the Limited Access Agreement

As noted above, if any of these circumstances occur, the person will be informed in writing that if he or she enters church property, he or she will be asked to leave by a member of: (1) the church staff; (2) the Board of Trustees, or (3) the Response Team. If none of the above is present, a church member may ask the person to leave. If the

person refuses to leave, the local police will be called for assistance. A restraining order against the person may be pursued in an appropriate case.

E. Procedure in the Case of a Person Formally Charged with a Criminal Sex Offense (against a Minor or Adult)

We adopt the following procedure as set forth in "Balancing Acts", with some modification, for use by our congregation in the case of an arrest, detention, charge, and release on bond of a person for a criminal sex offense against a minor or adult:

- 1. Delayed church attendance. The person's attendance at (or, if a congregant, a return to) church will be delayed for at least 30 days from the date of his or her release on bond. Such delay will enable the congregation to begin to absorb the shock of a congregant's arrest and will allow time for the development of an appropriate response. (Pastoral counseling may be offered to the person off-site.) The Response Team will be convened.
- 2. Persons to notify. (1) A minister, Response Team member, or church officer will notify the church's liability insurance carrier and provide any information requested. The insurance company will likely make its own risk assessment. (2) UUA Staff will also be notified. (3) The minister(s) and church officers, with input from other church staff and board members, will notify the congregation (members and friends) of the person's arrest, detention, charge, release on bond, and anticipated date of return to church by means of a letter sent by USPS, as well as by other means as deemed appropriate. A church-wide meeting will be held at which concerned congregants can discuss issues concerning the person's anticipated return to church. Additional meetings may be scheduled thereafter if considered advisable.
- **3. Development of Limited Access Agreement**. The Response Team will draft a proposed Limited Access Agreement to be reviewed by the minister(s) and the church board. The final agreement, to be signed by the person in question, the minister(s), and the board president, must contain the following essential terms (among others that may be deemed appropriate):
- (a) No Contact with Children and Youth: The person must avoid all unsupervised contact with children and youth while on church property or at church-sponsored events. The person must completely refrain from participation/involvement in programs and events for children and/or youth, including but not limited to: Religious Education programs and activities, stories or talks for worship, children's choirs, youth group events, activities during intergenerational events, and driving or otherwise transporting children or youth.
- **(b) Adult Companion:** The person must be accompanied by an adult who has been approved by the Response Team, and who is familiar with the person's situation and who has agreed beforehand to serve as an escort, at all times while on church property or at a church-sponsored event, including when using the restroom. **(Note:**

The church's liability insurance carrier advises that a large number of such claims have arisen from misconduct in restrooms.)

- **(c) No Discussion of Case:** The person must refrain from talking with congregants about the circumstances of his or her pending case and related issues (such as whether the person has a history of the type of misconduct alleged) even if asked. (**Note:** The purpose of this provision is to avoid the possibility of inflammatory statements by the person and/or insensitive, unfair, or intrusive questions by congregants.)
- (d) No Admission of Guilt: The agreement will expressly state that the person's signing the agreement in no way constitutes an admission or suggestion of guilt of the criminal offense(s) with which the person has been charged.

The Board of Trustees, the minister(s), and the DFD will be informed of the specific terms of the agreement. Other staff members and congregants may be informed either of the general terms of the agreement, or of its specific terms, as is deemed appropriate by the Response Team, minister(s), DFD, and Board of Trustees.

- **4. Review by attorney.** An attorney licensed to practice law in the Commonwealth of Virginia and who specializes in civil liability issues arising from sexual offenses/misconduct will be retained to review and comment on the agreement. The insurance company will likely insist on reviewing the agreement as well.
- **5. No church attendance until agreement signed.** The person will not attend church until all parties have signed the final agreement. (For persons who must sign, see No. 3 above.)
- **6. Periodic review of agreement.** Once the agreement has been signed, it will be reviewed by the Response Team at least every three months while the criminal case is pending to determine whether any adjustments are warranted by circumstances. A revised agreement must be signed by the original parties, and the persons noted above must be informed of the revised terms.
- 7. Refusal to sign agreement. A person who declines to sign a written agreement, for whatever reason, will be informed in writing that he or she is prohibited from entering church property or attending any off-site church functions while his or her criminal case is pending. Likewise, a person who signs an agreement but who fails to observe one or more of its terms will be informed in writing that he or she is prohibited from entering church property or attending any off-site church functions while the criminal case is pending. The writing will also inform the person that if he or she enters church property, he or she will be asked to leave by a member of (1) the church staff, (2) the Board of Trustees, or (3) the Response Team. If none of the above is present, a church member may ask the person to leave. If the person refuses to leave, the local police will be called for assistance while someone remains with the person. A restraining order against the person may be pursued in an appropriate case.

8. Availability of support and counseling. Support and pastoral counseling will be made available for the person's spouse/partner and family members, and also for congregants for whom the presence in church of a person accused of a sex offense is upsetting or disturbing (with full recognition that such a reaction is not abnormal). Professional referrals may be made.

ADDENDUM

The Board of Trustees may consider applying this Policy and Procedure, or any aspect of it, in a case involving a person who has been convicted of or formally charged with a nonsexual criminal offense against the person, including but not limited to offenses contained in sections 18.2-30 through 18.2-76.2 of the Code of Virginia ("Crimes against the Person").

Procedure in the Case of a Congregant acquitted of a Criminal Sex Offense (against a Minor or Adult) or a Violent Crime

- **1.** The Congregant will meet with the Response Team to discuss his/her reentry into unrestricted congregational participation.
- **2.** The Response Team will undertake appropriate education of the congregation about this reentry process.
- **3.** Pastoral Care will be provided to the congregant, his family and any congregants for whom this process is upsetting or disturbing.

SUPPORTING INFORMATION

The following is provided as information only and is not considered to be part of the actual policy. It is included at the request of the Board of Trustees at Thomas Jefferson Memorial Church, Unitarian Universalist. No edits may be made to this information unless it is replaced with a letter directly from Church Mutual.

A Word from our Insurance Company (Church Mutual)

In drafting the working papers for the Safe Congregation Task Force Nadine Roddy (one of the task force members) contacted Brad Bollman, an attorney in the legal department of the church's liability insurance carrier. The questions we were most interested in having answered were: (1) what the church's liability exposure would likely be if a convicted or accused sex offender were permitted to attend church without a written limited access agreement in place and an incident of sexual misconduct occurred; and (2) if there were any scenarios in which the Insurance company might amend our policy to exclude coverage for any incidents arising from the attendance of a particular offender.

Mr. Bollman said that the Insurance Company would need to be notified just as soon as it looked as though a convicted or accused offender would be attending church on a regular basis. The Insurance Company would conduct its own assessment of the risk presented and if it believed the risk too great, it would have the right to amend our policy to preclude coverage arising from any incident involving the person in question at church. Such an action would not only leave us without coverage for any judgment obtained against the church, but it would also leave us without legal defense by the insurance company. We would have to retain and pay for an independent attorney.

Also, an injured person would have a "very viable negligence claim" against a church if either a convicted or an accused offender were permitted to attend the church without having signed a written agreement and an incident of sexual misconduct were to occur.

Mr. Bollman did not see much difference in the liability exposure presented by an accused as opposed to a convicted offender. He said that is because, in all 50 states the standard of liability in negligence is whether the defendant "knew or had reason to know" that the offender presented a risk of harm to others. He explained that the independent "probable cause" findings that support an arrest, a detention, and a "holding for trial" respectively are sufficient to provide a church with "reason to know" that an accused offender presents a risk of harm if no enforceable restrictions are put in place.

Drafted by the Safe Congregations Task Force Board approved: March 2011 Revised: August 2015

IX. ELECTRONIC VOTING

A. BOARD ELECTRONIC VOTING

POLICY IX.A.1

Electronic voting be utilized when decisions need to be made quickly between Board meetings:

- A motion is made by a voting Board member in an email.
- A second voting member seconds it.
- Discussion begins. A deadline is given for the length of the discussion and when voting will occur. (Usually 3 to 7 days.)
- A quorum is predetermined as well as whether the vote needs to be unanimous or majority.
- The motion and vote outcome are read into the minutes at the next Board meeting.
- Any Board member can request that the motion be discussed face to face rather than electronically.