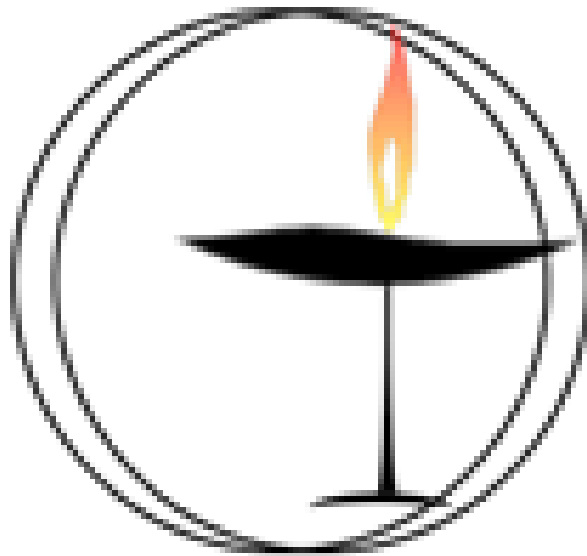


**The Miami Valley
Unitarian Universalist
Fellowship**



Policy Manual

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1 Purpose

TBD

2 Authority

TBD

3 Membership Policies

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

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

New members must give an interim pledge to be added to the Fellowship's membership list.

Permanent nametags will be reserved for members only.

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

Advertisements in the directory are for sale to members or friends of the Fellowship. The prices are as follows: business card size ads are \$10, full-page ads are \$100 and a back cover ad is \$250.

Bylaws Mandates

- The board shall describe the benefits, rights and responsibilities of membership in greater detail, consistent with these bylaws, in the MVUUF policy manual.
- Has completed MVUUF membership orientation as described in the MVUUF policy manual.

- Lifetime Member: Specific qualifications and approval process shall be described in the MVUUF policy manual.
- Turn in, on an annual basis, a document that re-affirms their commitment to MVUUF. The board may define requirements for the document (such as form, minimum content) in the MVUUF policy manual, but shall not define any requirements for membership that are not expressed in these bylaws.
- The board shall define policy in the MVUUF policy manual for notifying voting members, individually, in writing, no later than December 31 of each year, if MVUUF has no record of their re-affirmation of commitment for that year. The notification shall alert the voting member that their voting membership may be changed to non-voting status if they do not re-affirm their commitment by January 15 of the upcoming year (i.e. 15 days notice).
- Involuntary Removal - The board may define formal procedures for the less extreme corrective measures in the MVUUF policy manual.

3.1 Lifetime Membership

3.1.1 Definition of Lifetime Membership

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

3.1.2 Procedures for Creating Lifetime Membership

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

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

The lifetime member shall be advised of this honorary designation. A Lifetime Member Certificate shall be given to the lifetime member by either the minister, care caller, membership representative, or such other person as is assigned to do so.

4 Denominational Affairs Policies

4.1 Selection of Delegates to UUA General Assembly and Heartland Annual Meeting

- Delegates to the General Assembly of the Unitarian Universalist Association and to the Heartland District Annual Meeting shall be voting members of MVUUF.
- Delegates shall be chosen by the Board and certified by the board president, minister or administrator, as per the bylaws of the UUA and Heartland District.
- At least two weeks before the board meeting prior to the delegate certification date, the board president shall issue a call asking for those interested in serving as delegates to identify themselves.
- Delegates shall be chosen at the Board meeting prior to the requested delegate certification date from among those who have declared an intention to attend and expressed an interest in representing MVUUF at GA or the Heartland Annual Meeting.
- If not all delegate openings are filled at this meeting, additions may be made at future Board meetings until the final date and time of delegate certification.
- For GA, remaining delegate openings may be filled at GA by voting members attending who are certified by an MVUUF officer (president or minister) according to UUA guidelines.
- For Heartland Annual Meeting, remaining delegate openings may be filled by voting members in attendance who are certified by an elected officer or the minister of the congregation. The delegate certificate shall be delivered to the Secretary of the District Board no later than two (2) hours prior to the Annual Meeting (as outlined in Heartland bylaws)
- Any funding in support of attendance at GA or Heartland Annual Meeting may be shared equally among those delegates who request such funding.
- Delegates shall follow the guidance of the MVUUF congregation on issues which have received discussion and when consensus or voting has occurred. In the absence of such a clear decision, delegates shall follow their conscience in representing the congregation.
- When absentee ballots are allowed for GA or Heartland elections, the Board may, at its discretion, exercise the option to vote absentee ballots for the number of delegate positions that have not been filled by their final meeting prior to GA or the Heartland Annual Meeting.

In addition to the number of delegates allowed due to congregation size, settled ministers of MVUUF and community ministers and masters level credentialed religious educators

affiliated with MVUUF shall be certified as delegates to GA and Heartland Annual Meeting per UUA and Heartland bylaws.

5 Services and Meetings Policies

Bylaws Mandates

Religious services shall be held in accordance with the MVUUF policy manual.

ABSENTEE BALLOTS- Proxy votes shall not be allowed, but absentee ballots may be used at the discretion of the board, if the board has, at least thirty days previously, defined policy and procedures for absentee voting. Valid absentee ballots count towards quorum for the purpose of the vote the ballot was cast for.

5.1 Emergency Building Closing Policy

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

For a Sunday morning service, this decision shall be made no later than 8:00 a.m. that morning. Once made, the decision shall be communicated immediately to local television and radio stations, posted to MVUUF-News, announced on the message on the office answering machine, and (when possible) posted on the front doors. Should the minister or board president be unavailable when the decision must be made, a second board member should be consulted to participate in the decision with the role of the decision maker they are replacing (vice president, treasurer, secretary, at-large trustee, Program Council chair).

For other all-Fellowship events (e.g., a concert or special lecture), the decision shall be made by the event organizer in consultation with the minister and president of the board. The closure should be publicized as above.

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

6 Right Relations Policies

6.1 Covenant of Right Relations

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

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

[Download the [right relations brochure](#).]

6.2 The Right Relations Committee

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

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

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

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

6.2.1 Mediation Team

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

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

6.2.2 Resolving Conflicts

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

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

For conflicts with a specific person or persons:

- If the issue is personal, talk directly to the person first.
- If the issue is unresolved, or the congregant is unable to approach the other party directly, ask for help from the Right Relations Committee or minister.
- If the issue is unresolved, the Right Relations Committee will recommend a team of two mediators, acceptable to each party, who will assist the parties in resolving their dispute.

For conflicts with MVUUF officials, rules or decisions:

- If the issue is related to fellowship officials or processes, talk directly to the person first, or address the committee or body involved.
- If the issue is unresolved, or the congregant is unable to approach the official body directly, ask for help from the Right Relations Committee.
- If the issue is unresolved, invite a formal authority to help resolve the issue if possible. Such authority may be a committee, program council, or board.

- If the resolution is unacceptable, the Right Relations Committee will seek a person or group with higher authority to appeal to – including the Heartland UU District – to serve as neutral mediators.
- If all appeals have been exhausted, the member is encouraged to recognize that their concerns were heard, that fair democratic processes were used. Please accept the resolution offered.

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

For conflicts with the minister:

- Congregants are encouraged to speak with the minister directly about their concerns.
- If the issue is unresolved, or the congregant is unable to approach the minister directly, ask for help from the Committee on Ministry or the Board. The Board may involve the Personnel Committee.
- If the issue is unresolved, the Board shall involve Heartland District or other external resources to help resolve the dispute.

6.3 MVUUF Policy Regarding Disruptive Behavior

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

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

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

The following shall be the policy of MVUUF in dealing with these issues: If an immediate response is required, the minister, fellowship officers, and/or the leaders of the group involved may undertake this action. This action may include asking the offending person or persons to leave the MVUUF premises or activity, or suspending the meeting or activity until such a time as it can safely be resumed. If the individual involved refuses

to comply with the leader's request, and further assistance is required, the Police Department may be called. Anytime any of these actions are undertaken without the minister being present, the minister and the board president must be notified. The minister and board president will send a follow-up letter to the offending party detailing what steps must be taken before they may return to the fellowship activities involved.

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

- The board will respond to problems as they arise. There will be no attempt to define "acceptable" behavior in advance.
- Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
- An ad hoc disruptive behavior committee of the board will be called by the board president or vice president, as needed, to investigate disruptive behavior issues. The committee may be made up of the board president or vice president, program council chair, committee on ministry chair, minister, and other members as deemed appropriate.
- To aid in evaluating the problem, the following points will be considered:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. Board Policies

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

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

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

Bylaws Mandates

Appointing MVUUF members to serve in non-elected positions as defined by the bylaws and the MVUUF policy manual.

The board shall establish and maintain a MVUUF policy manual to document all current MVUUF policies. Changes to policy shall be made only by formally amending the MVUUF policy manual.

- Authority delegated by the board is constrained by policy. Professional staff, councils, committees, or others operating under delegated authority may adopt and change procedures within their program areas, subject to the limitations set by policy.
- A current copy of the MVUUF policy manual shall be accessible.

7.1 Award Policies

7.1.1 Unsung UU Award

The Board will select someone who is not on the Board for this award.

7.1.2 Emily Upham Award

Selection committee consists of the President, Social Action Representative, and the Vice President. If the President or Vice President is unable to serve, an alternate Board member will be selected by the Board.

7.1.3 Wince Service Award

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

7.2 Duties

Bylaws Mandates

DUTIES OF THE BOARD VOTING MEMBERS. The following briefly describes the duties of the board voting members. The board shall describe each job in greater detail, consistent with these bylaws, in the MVUUF policy manual.

7.3 Signature Authority

Bylaws Mandates

MVUUF expenses shall be paid using checks requiring two authorized signatures. The board may waive this two-signature requirement in favor of automated payments for specific recurring expenses by providing such direction in the MVUUF policy manual.

The board shall define policy to set limits on, and personal accountability for, the use of such accounts.

8 Program Council

Bylaws Mandates

The board may add non-voting delegates to the program council by defining their positions in the MVUUF policy manual.

8.1 Term of Office for Program Council Representatives and Delegates

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

8.2 Duties

Bylaws Mandates

Recommending policies and procedures to the board for approval and incorporation into the MVUUF policy manual.

The board shall describe each job in greater detail, consistent with these bylaws, in the MVUUF policy manual.

8.2.1 Individual Responsibilities of Program Council Representatives and Delegates

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

PROGRAM COUNCIL-

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

- Approving the appointment or removal of committee chairs nominated by individual program council representatives (June PC meeting or as needed).
- Appointing interim members to fill mid-term vacancies on the nominating committee.
- Nominating one qualified candidate for election to the nominating committee each year.

COMMITTEES-

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

VOLUNTEERS-

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

STAFF-

- Collaborate with staff on program area initiatives maximizing joint participation
 - Establish area leadership responsibilities and shared area vision, mission and goals
 - Communicate frequently and act as a liaison for program area staff to the program council
 - Coordinate program area budget expenditures
- Seek staff knowledge of institutional programs and operations
- Encourage clear communication between staff and lay leadership

- Participate in program area staff performance management as described in personnel policy
- Give lots of positive feedback and, as needed, constructive suggestions for improvements
- Publicly honor staff participation and achievements to the congregation

8.3 Membership of Program Council – Position Descriptions

8.3.1 Activities Representative

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

PROGRAM AREA MISSION

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

ADDITIONAL RESPONSIBILITIES NOT IDENTIFIED ABOVE IN 8.2

- Manage independent finances and bank account for the Activities as defined in the MUUF Policy Manual
- Request new activities programs to be included on the MMVUUF governance chart as needed

OVERSIGHT RESPONSIBILITIES

The activities representative has oversight responsibility for the following program areas. The activities representative is encouraged to delegate the action and leadership of these components to capable and motivated volunteers as much as possible to encourage congregational involvement and leadership development. Collaboration with other lay leaders, staff and volunteers is highly encouraged. At the beginning of new program council member terms, these oversight responsibilities will be reviewed and any revisions will be forwarded to the board to amend the organizational policy. The activities area includes the following components, but the activities representative is encouraged to initiate new programs responsive to the congregation's needs.

- Activities committee- general oversight and coordination
- Activities independent finances and bank account- maintain financially self -sustaining Activities area
- Holiday programs
 - Thanksgiving dinner
 - Halloween party (collaborate with YRE)

- Wassail (collaborate with Music)
- Christmas Dinner
- New Year's Eve party
- MLK Day (collaborate with YRE and Social Action)
- Mayday (collaborate with YRE)
- Others as initiated
- After service potlucks- goal quarterly
 - Labor Day picnic (fall)
 - Jan-Feb (winter)
 - Mayday (spring)
 - Ice Cream Social (summer)
- Retreats- Saturdays or weekends
 - Fall retreat- main annual event
 - Others as initiated- mini seasonal retreats?
- Outings
 - Second Saturday suppers (circle suppers?)
 - Canoe trip (summer retreat?)
 - Fellowship gourmets
- Interest groups
 - First Thursday Theology
 - Book clubs- AM & PM
 - CineManiacs
 - Poetry group
 - Smart Choices
 - Thespian group
- General activities
 - Game Night
 - Movie nights (pos. collaboration with LRE, Social Action)

8.3.2 Communications Representative

The fellowship communications representative is an elected member of program council with a 2 year term beginning on March 1 of even numbered years.

PROGRAM AREA MISSION

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

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

PROGRAM AREA STAFF INCLUDE: office administrator.

OVERSIGHT RESPONSIBILITIES

The fellowship communications representative has oversight responsibility for the following program area components as listed on the MVUUF governance organizational chart in the policy manual. The fellowship communications representative is encouraged to delegate the action and leadership of these components to capable and motivated volunteers as much as possible to encourage congregational involvement and leadership development. Collaboration with other lay leaders, staff and volunteers is highly encouraged. At the beginning of new program council member terms, these oversight responsibilities will be reviewed and any revisions will be forwarded to the board to amend the organizational policy.

- Regular newsletter- administrator
- Weekly bulletin- administrator
- Master MVUUF calendar- (collaborate with administrator)
- Bulletin board
- Historian
- MVUUF library
- Church directory- (collaborate with administrator)
- Internet communication:
 - Email groups : MVUUF news group, Board and Program Council groups, committee/area groups, general discussion group(s)
 - Website (collaborate with webmaster) secure web hosting
- Solicit and redirect congregational feedback to appropriate areas
- Press releases
- Public advertising- including sidewalk signs
- Maintain current press contact list
- Interfaith outreach (coordinate with minister, LRE, Social Action)

8.3.3 Lifespan Religious Education Representative

The lifespan religious education (LRE) representative is an elected member of program council with a 2 year term beginning on March 1 of even numbered years.

PROGRAM AREA MISSION

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

PROGRAM AREA STAFF INCLUDE: Director of Religious Education (DRE), Assistant DRE, Nursery assistant, LRE childcare provider

OVERSIGHT RESPONSIBILITIES

The LRE representative has oversight responsibility for the following program areas. The Director of Religious Education also shares responsibility and oversight for items listed which are related to youth religious education. The LRE representative is encouraged to delegate the action and leadership of these components to capable and motivated volunteers as much as possible to encourage congregational involvement and leadership development. Collaboration with other lay leaders, staff and volunteers is highly encouraged. At the beginning of new program council member terms, these oversight responsibilities will be reviewed and any revisions will be forwarded to the board to amend the organizational policy.

- Child (0-13yrs.), youth (14-20yrs.), young adult (18-35yrs.) and adult religious education activities, classes and groups
- Curriculum resources and supplies (shared with DRE)
- Nursery and childcare activities and supervision as needed to support adult worship and other MVUUF functions
- Annual religious education programs and events, including but not limited to:
 - Mystery Friends
 - Teacher/RE Volunteer Recognition
 - MLK Day (collaborate with activities and Social Action)
 - Mayday (collaborate with activities)
 - Halloween party (collaborate with activities)
- LRE council or coordination between adult and youth programming
- YRE committee and sub-committees
- Appropriate upkeep of classroom safety and appearance

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

8.3.4 Membership Representative

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

PROGRAM AREA MISSION

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

representative, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

PROGRAM AREA STAFF INCLUDE: office administrator

ADDITIONAL RESPONSIBILITIES NOT IDENTIFIED ABOVE IN 8.2

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

OVERSIGHT RESPONSIBILITIES

The membership representative has oversight responsibility for the following program areas. The membership representative is encouraged to delegate the action and leadership of these components to capable and motivated volunteers as much as possible to encourage congregational involvement and leadership development. Collaboration with other lay leaders, staff and volunteers is highly encouraged. At the beginning of new program council member terms, these oversight responsibilities will be reviewed and any revisions will be forwarded to the board to amend the organizational policy.

- Membership committee
- Visitor welcome and introduction to our faith, welcome packets
- Welcoming sessions- introduction to membership
- New member induction- Sunday service
- Greeters
- Name tags
- Caring and sharing
- Lay visitation
- Covenant groups
- Healthcare ministries
- Member connections
- Membership tracking and record keeping (collaboration with office administrator)
- Annual review of membership roles and UUA notification (collaborate with pledge campaign)

8.3.5 Music Representative

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

PROGRAM AREA MISSION

The music area mission is to cultivate a music program that integrates live music into the Sunday services and supports membership participation in music focused groups and

ensembles. This will be achieved through collaboration among the program area staff, the music representative, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

PROGRAM AREA STAFF INCLUDE: choir director, choir accompanist

OVERSIGHT RESPONSIBILITIES

The music representative has oversight responsibility for the following program areas. The music representative is encouraged to delegate the action and leadership of these components to capable and motivated volunteers as much as possible to encourage congregational involvement and leadership development. Collaboration with other lay leaders, staff and volunteers is highly encouraged. At the beginning of new program council member terms, these oversight responsibilities will be reviewed and any revisions will be forwarded to the board to amend the organizational policy.

- Music committee
- Sunday music (collaborate with minister, worship, choir director and sound operator)
- Singing groups (collaborate with choir director)
- Concerts
- Wassail service (collaborate with activities)
- Instrument maintenance and tuning

8.3.6 Operations Representative

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

PROGRAM AREA MISSION

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

PROGRAM AREA STAFF INCLUDE: office administrator, custodian

OVERSIGHT RESPONSIBILITIES

The operations representative has oversight responsibility for the following program areas. The operations representative is encouraged to delegate the action and leadership of these components to capable and motivated volunteers as much as possible to encourage congregational involvement and leadership development. Collaboration with

other lay leaders, staff and volunteers is highly encouraged. At the beginning of new program council member terms, these oversight responsibilities will be reviewed and any revisions will be forwarded to the board to amend the organizational policy.

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

8.3.7 Social Action Representative

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

PROGRAM AREA MISSION

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

ADDITIONAL RESPONSIBILITIES NOT IDENTIFIED ABOVE IN 8.2

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

OVERSIGHT RESPONSIBILITIES

At the beginning of new program council member terms, the following oversight responsibilities will be reviewed and revised if appropriate.

The social action representative along with the Social Action Committee Chair, the Social Action Committee, and the constituted “action” groups have oversight responsibility for enabling the following program areas within the congregation:

- Humanitarian Giving
- Environmental Action
- GLBT Advocacy
- Community Organizing

Responsibilities of the Social Action Committee

- Review action groups and other social action efforts and provide assistance when needed.
- Review action groups to ensure that they fit the criteria established by the congregation and Social Action Committee.
- Approve and oversee budgets for the Committee and its related action groups. Carry out any Social Action Committee fundraising. Provide assistance and oversight for any fundraising by action groups.
- Implement congregation-wide social justice projects and forums.
- Actively pursue connections with other groups in the community that are working for social justice.
- Maintain working relationships with the other committees and groups of the congregation, including the Worship and LRE Committees, to ensure appropriate focus on social justice work.
- Build and maintain social justice relationships with other congregations in the Heartland District, with the UUA and with other social justice-oriented UU groups.
- Prepare and update at least annually a 3-5-year strategic plan for social justice initiatives.
- Assure continuity from year to year for all social justice initiatives, with procedures for staggering terms of office of Social Action Committee members and action group chairs.
- Develop and assure the implementation of efficient processes for accomplishing social justice work so that a minimum of time and energy is spent dealing with process and a maximum on social justice work.
- Assure that no social justice action by the Social Action Committee or any action group violates the rules under which the congregation is a tax-exempt body and assure that the work of the group follows approved Board policy and congregation bylaws.

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

8.3.8 Worship Representative

The worship representative is an elected member of program council with a 2 year term beginning on March 1 of odd numbered years.

PROGRAM AREA MISSION

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

PROGRAM AREA STAFF INCLUDE: minister, choir director, office administrator

OVERSIGHT RESPONSIBILITIES

The worship representative has oversight responsibility for the following program areas. The worship representative is encouraged to delegate the action and leadership of these components to capable and motivated volunteers as much as possible to encourage congregational involvement and leadership development. Collaboration with other lay leaders, staff and volunteers is highly encouraged. At the beginning of new program council member terms, these oversight responsibilities will be reviewed and any revisions will be forwarded to the board to amend the organizational policy.

- Worship committee
 - Worship service topics and speakers, scheduling and coordination (collaborate with music)
 - Worship associates
 - Worship altar and pulpit maintenance- candles, decorations
- Ushers
- Coffee and refreshments after service
- Worship groups
 - Alternative worship experience group
 - CUUPS group
- Chalice light gallery in sanctuary

8.3.9 Finance Delegate

The finance delegate is an appointed member of program council does not have a fixed term and is a non-voting member of the program council. The finance delegate is either

the board treasurer or appointed by the board treasurer and must maintain their status as voting members of MVUUF to retain their position on the program council.

PROGRAM AREA MISSION

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

PROGRAM AREA STAFF INCLUDE: bookkeeper, office administrator

ADDITIONAL RESPONSIBILITIES NOT IDENTIFIED ABOVE IN 8.2

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

OVERSIGHT RESPONSIBILITIES

The finance delegate has oversight responsibility for the following program areas. The finance delegate is encouraged to delegate the action and leadership of these components to capable and motivated volunteers as much as possible to encourage congregational involvement and leadership development. Collaboration with other lay leaders, staff and volunteers is highly encouraged. At the beginning of new program council member terms, these oversight responsibilities will be reviewed and any revisions will be forwarded to the board to amend the organizational policy.

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

8.3.10 Minister Delegate

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

PROGRAM AREA MISSION

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

PROGRAM AREA STAFF INCLUDE: all areas

OVERSIGHT RESPONSIBILITIES

The minister delegate has oversight responsibility for the following program areas. The minister delegate is encouraged to delegate the action and leadership of these components to capable and motivated volunteers as much as possible to encourage congregational involvement and leadership development. Collaboration with other lay leaders, staff and volunteers is highly encouraged. At the beginning of new program council member terms, these oversight responsibilities will be reviewed and any revisions will be forwarded to the board to amend the organizational policy.

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

8.3.11 Volunteer Coordinator

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

PROGRAM AREA MISSION

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

OVERSIGHT RESPONSIBILITIES

The volunteer coordinator has oversight responsibility for the following program areas. The volunteer coordinator is encouraged to delegate the action and leadership of these components to capable and motivated volunteers as much as possible to encourage congregational involvement and leadership development. Collaboration with other lay

leaders, staff and volunteers is highly encouraged. At the beginning of new program council member terms, these oversight responsibilities will be reviewed and any revisions will be forwarded to the board to amend the organizational policy.

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

8.3.12 Denominational Affairs Delegate

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

PROGRAM AREA MISSION

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

OVERSIGHT RESPONSIBILITIES

The denominational affairs delegate has oversight responsibility for the following program areas. The denominational affairs delegate is encouraged to delegate the action and leadership of these components to capable and motivated volunteers as much as possible to encourage congregational involvement and leadership development. Collaboration with other lay leaders, staff and volunteers is highly encouraged. At the beginning of new program council member terms, these oversight responsibilities will be reviewed and any revisions will be forwarded to the board to amend the organizational policy.

- Inform the congregation of district and UUA activities
- Encouraging congregational participation in district and UUA activities
 - MVUUF representation at district meetings and workshops,
 - MVUUF representation at UUA General Assembly

- Elicit information and feedback from the congregation for district and UUA decision-making purposes (such as the Commission on Appraisal or Commission on Social Witness)
- Encourage members to seek leadership roles in the district or UUA
- Solicit financial support for the district and UUA for programs such as the Chalice Lighter program

8.4 Signature Authority

TBD

Bylaws Mandates

The board shall set policy in the MVUUF policy manual to govern the [signature] authority of program council representatives to authorize expenditures or otherwise obligate MVUUF.

8.4 Committees of Program Council Areas

8.5.1 General

Appointments. Representatives shall appoint committee chairs within their jurisdiction and shall report all such appointments and changes to the Board. The Committee Chair recruits members for the committee.

- Committee Chairs must be voting or associate members.
- The Committee Chairs will call meetings as needed, and will see to it that all members of the committee are advised of the meeting.

8.5.2 Recommendations for Committees

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

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

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

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

9 Financial Committees

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

9.1 Finance Committee

The finance committee advises and assists the treasurer in MVUUF financial operations as needed. The treasurer shall nominate a finance committee chair for board approval. The treasurer and finance committee chair may appoint additional members to the finance committee as needed. The finance committee chair and all appointed members of the finance committee are MVUUF officials.

9.2 Audit Committee

PURPOSE. Internal audits of MVUUF financial records shall be conducted annually by the audit committee. The auditors are officials of MVUUF and shall have access to all financial records of MVUUF. At a minimum, internal audits should determine, according to appropriate auditing practices, whether or not:

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

MEMBERS. The audit committee is at least two MVUUF voting members appointed by the board for a one-year term coinciding with the MVUUF fiscal year.

ELIGIBILITY. To be eligible to serve as an audit committee member, a member shall:

1. Have appropriate audit training and background, to the extent that such persons can be found among MVUUF members to willingly serve in the role.
2. Not have served as a board member, program council representative, or paid staff member during the time period that is the subject of the audit.
3. Not have any real or apparent conflict of interest with regard to finding deficiencies or reporting audit results.

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

EXTERNAL AUDITS. An external audit may be requested by the board. The audit committee shall facilitate an external audit as directed by the board.

9.3 Endowment Committee

9.3.1 Purpose

The endowment committee is responsible for:

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

9.3.2 Members

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

9.3.3 Authority

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

Not more than once per fiscal year, by majority vote, the board may choose to spend the endowment fund's income (capital gains, interest, dividends) from the current fiscal year for any purpose.

The congregation may choose to spend any amount of the endowment fund for any purpose (subject to other restrictions in these bylaws, such as restrictions on real estate and capital improvement transactions). Approval requires two-thirds majority votes taken at two congregational business meetings no less than sixty days and no more than 252 days apart.

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

9.3.4 Agreement

The congregation, board, and endowment trustees shall honor the MVUUF endowment fund agreement that established the endowment fund, dated 14 June 1992.

10 Nominating Committee

The current year's Nominating Committee will provide a slate for the following year's Nominating Committee for the June Congregational Meeting. Nominations will also be accepted from the floor at the Congregational meeting.

11 Committee on Ministry

11.1 Purpose

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

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

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

11.2 Members

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

- One member is appointed by the board.
- One member is appointed by the program council.
- One member is appointed by the minister.

- One member is elected by MVUUF at the regular January congregational business meeting.

12 Library Committee

Library Collection Policy

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

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

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

13 Facilities Policies

13.1 General

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

13.1.1 Room Names

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

13.1.2 Safety Review

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

13.1.3 Accessibility

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

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

13.1.4 Policies Review

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

13.2 *Facilities Usage*

13.2.1 Facility Usage – Acceptable Use

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

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

13.2.2 Facility Usage – By Members

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

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

13.2.3 Facility Usage – Non-members

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

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

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

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

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

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

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

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

13.2.4 Alcohol Usage

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

The consumption of alcohol shall not be permitted at functions sponsored by non-members.

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

13.2.5 Illegal Substances

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

13.2.6 Tobacco Usage

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

13.2.7 Burning of Other Substances

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

13.3 Scheduling

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

13.4 Security

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

Any person who unlocks any exterior or interior door shall be responsible for ensuring that the door is re-locked prior to leaving the premises. If that individual leaves while the building is still in use by others, he or she shall ensure that a new "responsible person" assumes responsibility for securing the building; and shall verify that the new person possesses the correct keys for locking the various exterior and interior doors as required. It is the responsibility of the last person leaving the building to physically verify that all exterior doors and interior doors to the office area are locked; that all windows are closed and locked; and that all interior lights are turned off.

13.4.1 Building Steward

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

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

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

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

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

status of the facility and retrieve the key, the steward will be present on the facility 60-minutes prior to the scheduled end of the event.

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

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

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

13.4.2 Keys

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

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

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

13.4.3 Clean Up

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

13.4.4 Sanctuary/Gathering Space Usage

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

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

13.4.5 Kitchen

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

13.4.6 Refrigerators

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

13.5 *Grounds Usage*

13.5.1 Labyrinth

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

13.5.2 Outdoor Fires

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

13.5.3 Playground

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

13.5.4 Trees

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

13.6 Fees

Fees are established by the Operations Trustee with the approval of the Board. The schedule of fees will be kept on file in the Fellowship office.

13.7 Donations of Furnishings

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

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

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

13.8 Renovations

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

13.9 Wetland

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

14 Memorial Garden

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

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

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

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

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

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

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

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

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

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

Any burial site will be prepared by an appointee of the Memorial Garden Committee.

Burial or memorial services in conjunction with the burial or scattering of cremains or the installation of a name plate will be arranged separately with the MVUUF minister.

Private ceremonies in the Memorial Garden must be scheduled in advance with the MVUUF administrator.

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

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

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

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

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

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

15 Public Relations

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

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

15.1 Art Gallery

Decisions regarding appropriate art for the ChaliceLight Gallery should be in keeping with the Purposes and Principles of the Unitarian Universalist Association and the Fellowship's bylaws. In particular, the principle that honors and affirms the worth and dignity of every human being should serve as a basic guideline. Thereby, artwork that honors and lifts up the human form, or the human spirit is approved. Art that degrades the

human body, or human beings, is not deemed appropriate. At least two qualified members of the congregation should be consulted when works that may not meet these guidelines are being considered for a showing in the gallery.

15.2 Email Groups

15.2.1 MVUUF Email Groups - Descriptions

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

MVUUF-News. This is a moderated email list for general announcements and news directly pertaining to MVUUF or of general interest to the members of MVUUF. Any member of the list can submit a MVUUF-related announcement. This is not a discussion list. Discussion topics or personal announcements may be forwarded by the list moderators to MVUUF-Discussion. Policies for MVUUF-News appear below.

MVUUF-Discussion. A moderated/unmoderated discussion forum about all things related to the Fellowship and general UU life. Any member of the list can post to MVUUF-Discussion. Policies for MVUUF-Discussion appear below.

MVUUF-ProgramCouncil. Open to all members of MVUUF. All current and elected Program Council members and Board members are subscribed. Program Council members post reports, agendas, minutes, and any other relevant correspondence here. Policies for MVUUF-Discussion should be used for this group.

MVUUFBoard. Open to all members of MVUUF. All current and elected Board members and Program Council members are subscribed. Board members post their reports, agendas, minutes, and any other relevant correspondence here. This list will deal with current topics concerning Board. Policies for MVUUF-Discussion should be used for this group.

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

- To set up a new Yahoo group associated with MVUUF, ask the Program Council representative or Board member responsible for the area to notify the Internal Communications representative of the decision to establish a new group.
- Give ownership status to two or more people in the group. Make the Program Council Internal Communications representative one of the owners, unless it would be in conflict with group membership restrictions (e.g., Women's Group) or a need for confidentiality (e.g., personnel or search committees). For groups with restricted membership, provide the Communications Representative with

contact information for directing membership inquiries and other questions to the appropriate person.

- Provide a set of guidelines or covenant for group members. Guidelines should be consistent with policies for MVUUF-Discussion. A sample covenant appears below.
- Once the MVUUF group served by the Yahoo group is no longer functioning, notify the appropriate member of the Board or Program Council, along with the Internal Communications representative, and delete the Yahoo group.

15.2.2 Policies for MVUUF-NEWS

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

1. LIST MEMBERSHIP

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

2. MODERATION/OWNERSHIP

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

3. POSTING GUIDELINES

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

- b. Postings not appropriate for MVUUF-News include the following:
 - Discussion or comments concerning MVUUF-News announcements (unless it is a clarification of the original announcement).
 - Comments and opinions on local, national, and international politics and social issues.
- c. All posts must be signed with the author's first and last names (There are many newer subscribers, and it will make getting to know each other easier.)
- d. All forwarded messages or links must include some explanation from the author about why this information is being forwarded.
- e. Moderators may ask an author to revise a posting to conform to the above guidelines or may forward a message to MVUUF-Discussion if it is better suited to that list.
- f. Duplicate messages should not be posted to the News and Discussion lists.

15.2.3 Policies for MVUUF-DISCUSSION and Other Email Groups

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

1. LIST MEMBERSHIP

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

2. MODERATION/OWNERSHIP

- a. The Communications Representative will be designated as the list owner and will be responsible for direct oversight of this list. The Communications Representative will designate at least one additional owner and may designate additional moderators who can approve pending

messages, approve pending members, invite and add members, and remove members and reset bouncing members.

- b. Official list moderators will be asked to guide list members, either on or off list, to meet the list's guidelines.

3. POSTING GUIDELINES

- a. NAME—All posts must be signed with the author's first and last names (There are many newer subscribers, and it will make getting to know each other easier.)
- b. FORWARDED MESSAGES—All forwarded messages or links must include some explanation from the author about why this information is being forwarded.
- c. UU PRINCIPLES—All posts should be respectful of our UU Principles:
 - The inherent worth and dignity of every person;
 - Justice, equity and compassion in human relations;
 - Acceptance of one another and encouragement to spiritual growth in our congregations;
 - A free and responsible search for truth and meaning;
 - The right of conscience and the use of the democratic process within our congregations and in society at large;
 - The goal of world community with peace, liberty, and justice for all;
 - Respect for the interdependent web of all existence of which we are a part.
- d. DIRECT REPLY TO INDIVIDUAL—An author requesting specific feedback from a small number of individuals should give a personal email address and direct responders to reply off list.
- e. INAPPROPRIATE POSTINGS- Offensive or disruptive messages, including those containing sexual implications, racial slurs, or any comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability, will result in moderated status or removal from the list.
- f. CONSTRUCTIVE DISSENT—Dissent and disagreement are part of the democratic process, but authors are asked to do so in the spirit of reaching greater understanding and stimulating constructive discussion about a topic. Writers should refrain from personal attacks in expressing disagreement.
- g. DOUBLE POST—Duplicate messages should not be posted to the News and Discussion lists.

15.3 Sample Behavioral Agreement for EMAIL Groups

(to be sent when new member joins an unmoderated list)

Mailing List Behavioral Agreement

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

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

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

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

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

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

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

Once I hit send, I cannot take it back.

I understand that participation in MVUUF’s mailing lists is a privilege and not a right.

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

16 Lifespan Religious Education

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

All RE programming (Youth and Adult) shall be coordinated by the Lifespan Religious Education Council, in cooperation with the Director of Lifespan Religious Education

(DLRE) and RE representative. The Youth Religious Education Committee and the Young Adult Committee report to the LRE Council either directly or through the DLRE or RE representative.

There will not be any fees charged for RE since RE costs are included in the Fellowship budget.

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

Registration of children for religious education is required. Children may attend as visitors up to three times, without registration, if there is an adult responsible for them in the building. If a child attends more than three times, a parent or guardian should fill out the registration form.

As part of Adult Religious Education, MVUUF offers classes and support groups. MVUUF does not provide group therapy.

Money donated by the Adult RE classes will go to the general fund.

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

16.1 Age Levels

MVUUF YRE classes are assigned by age and grade levels.

- The Preschool class is designated for children who are three years old by September 30 of the church year. (Younger children will be cared for in the nursery.)
- The Kindergarten/First Grade Class is for children who are age five by September 30.
- The Second/Third Grade Class is for children who are seven by September 30.
- The Fourth/Fifth/Sixth Grade Class is for children who are age nine by September 30.
- The Seventh/Eighth Grade Class is for children who are 12 by September 30.

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

16.2 MVUUF YRUU

MVUUF YRUU (Young Religious Unitarian Universalist) Youth Group accepts membership from individuals who are fourteen years old by September 30 of the church year and are in ninth grade through age 20.

16.3 Childcare

In an effort to provide high quality childcare at Fellowship activities, the following guidelines have been adopted:

The Childcare Coordinator is in charge of organizing youth who provide childcare for MVUUF functions. S/he shall keep appropriate records of childcare providers, including time sheets, emergency contact information, and proof of first aid/babysitter training. S/he reports to the Director of Lifespan Religious Education.

Childcare providers shall be 12 years of age or older.

All youth childcare providers shall attend a training session at MVUUF and shall initially work with the Childcare Coordinator so they may be familiarized with MVUUF childcare procedures. This also allows the coordinator to evaluate the childcare skills of the youth prior to assigning them other duties.

In addition, youth who provide childcare without adult supervision shall have taken the Red Cross Babysitter course or similar training.

Youth may be compensated for childcare.

16.3.1 Childcare Availability

Child care is available on Sunday morning starting at 9:20 a.m. to 11 a.m. for parents attending adult RE. Children age 10 and under must be in child care if they are not with their parent/guardian during this period of time. Children aged 11 and up may be in childcare or under immediate supervision of their parent/guardian.

Under immediate supervision of their parent/guardian means:

1. That the parent/guardian knows where the child is
2. The child is not alone
3. The parent or guardian is responsible for the child's safety, whereabouts and behavior
4. The parent or guardian has informed the childcare provider that the child is in the building and that the child will not be in the care provided by MVUUF.

Youth and children are expected to attend planned programming or be with their parent or guardian during the time between 11:00 and 12:15. After that time, the parents are responsible for the whereabouts, safety, and behavior of their own children.

16.4 Youth and Children Safety Policy

16.4.1 Communicable Disease Policy

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

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

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

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

16.4.2 Volunteer Applications

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

16.4.3 Background checks on staff/volunteers

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

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

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

16.4.4 Supervision

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

16.4.5 Monitoring the RE Area

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

16.4.6 Drivers

Drivers for all church sponsored field trips are to be 21 years or older. Youth riding to and from church activities with a person under 21 must have written permission from a parent/guardian.

16.4.7 Use of Flames

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

16.4.8 Snacks

Snacks are provided in YRE classes in order to provide sustenance to allow children to maintain energy and alertness during class. The primary considerations in choosing snacks are nutritional value and cost. Occasionally snack foods are donated or left over

from other Fellowship activities. Providing a snack also provides an opportunity for fellowship over food and drinks, one way to build connections in our community.

16.4.9 Trees

Climbing trees on MVUUF property is not permitted.

16.4.10 Abuse Reporting

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

16.4.11 Illegal Substances

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

16.5 General Behavior Policy

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

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

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

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

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

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

16.6 Definition of an MVUUF Adult Religious Education Class

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

The following requirements shall be applied to these groups:

- The approval process shall include review of a statement including the purpose, expected length of existence, and suggested leadership/coordinator of the group.
- Leaders/Coordinators of the groups must be members of MVUUF.
- If not meeting at 9:30 – 11:00 am on Sunday, groups will coordinate their own childcare or supervision of children in attendance.
- Groups will be subject to bylaws and policy regarding behavior, safety and building use as are all members.

16.7 Interest Groups

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

Definition of MVUUF Interest Group

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

17 Social Action

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

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

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

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

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

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

The Social Action Representative will submit a report regarding the Board's discussions, motions, and policies affecting the Fellowship's social action programs to the Social Action Committee.

18 Worship

There will be a service each Sunday at 11:00 A.M.

A time of coffee and conversation will be held after the Sunday service.

Adult RE groups will have two classrooms available every Sunday.

Other Sunday requests for rooms must be arranged with the LRE Director.

The children may spend the first 15 minutes of the Sunday service with the rest of the congregation.

YRE will be extended to 12:15 p.m. Sundays to allow parents social time during coffee hour.

The person responsible for the service (Minister or Worship Associate) will also be responsible for locking the building on that day.

19 Affiliate Groups

Affiliate Group Definition

Extra-congregational organizations (“affiliate groups”) will be defined as any group that is affiliated with both MVUUF and that had affiliate status within the UUA in 2006. The UUA defined an independent affiliate group as “independently constituted and operated organizations whose purposes and intentions are found to be in sympathy with the principles of the Association and who support the Association by paying an annual contribution.”

MVUUF and Affiliate Groups

As part of a movement that upholds and values diversity, it is a goal of MVUUF to provide a welcome and supportive environment to “affiliates” who are in agreement with our UU Principles as well as the values, and traditions of MVUUF. Likewise, Affiliate groups are expected to embrace the overall aims and intentions of MVUUF as well as Unitarian Universalism. Official affiliate group status must be recommended by the Program Council and submitted to the board for approval. The Program Council must also designate a Program Council representative for the affiliate group to be organizationally associated with in the organization chart.

Affiliate groups have the responsibility to promote membership and participation in MVUUF to their members.

Terms of Affiliate Group Status

The majority of the officers of an affiliate group must be members of MVUUF as defined in the By-Laws. Affiliate groups are required to submit a written annual report of their activities to the Board and shall submit their records, books of account, and vouchers to the board upon request. Affiliate group status at MVUUF must be reviewed and approved annually by the board upon the recommendation of the Program Council. If no review takes place affiliate group status will automatically expire June 30th of each year.

Facilities Use

- Affiliate groups must be familiar with and abide by the facilities use policies set forth by the official MVUUF Policies. (Available online or through the Church office).
- As defined for all MVUUF groups, Affiliate groups are responsible for leaving the building as they found it, including but not limited to, washing dishes and leaving the kitchen clean, taking out trash, chairs/tables returned to their original positions.

Communication

- Affiliate groups may not advertise as if they represent MVUUF or any MVUUF member. Appropriate language is “Meets at MVUUF” or “Is an affiliate of MVUUF.”
- Affiliate group may not speak for or on behalf of MVUUF
- Scheduling of activities and events are to be managed in accordance with MVUUF Policies and Procedures as well as in coordination with Program Council to avoid conflicts with other functions and groups within the Fellowship. Programs of a religious/educational/musical nature should be coordinated with those persons in the Fellowship who could be directly or indirectly affected.
- Affiliates groups are expected to submit a monthly report to the Program Council representative/area to which their group has been designated as well as keep the representative informed as to group’s goals, functions activities and events.

Financial

- Affiliate groups will not create a financial obligation to MVUUF nor will MVUUF pay costs associated with affiliate groups.
- Affiliate groups will financially support all of their own activities and reimburse MVUUF for costs incurred by the Fellowship as a result of affiliate group activities.

20 Minister Policies

The minister will accrue one month sabbatical leave for each two full years of service, retroactive to his/her starting date. After completing five years of service, he/she may be granted a maximum of three consecutive months of leave with the mutual agreement of the board and the minister.

The minister’s Discretionary Fund at the MVUUF is restricted to use for good works and charitable purposes, and is not available for personal benefit of the minister of the church. This continues what has always been the operation of this fund. The minister is the sole distributor of this fund, in accordance with the tradition of the ministerial discretion and pastoral confidentiality long held sacred in Unitarian Universalist churches.

The minister’s expense account expenditures will be recorded and reimbursed in a fashion in compliance with the Internal Revenue Service, and that any left over budgeted funds be returned to the MVUUF general budget at the end of the year.

Retirement Plan

In order to join the MVUUF retirement plan, all employees who work 1,000 paid hours per year and who have been employed for at least one year must be covered. The Fellowship will provide retirement benefits for all employees with 1,000 paid hours who qualify.

21 Financial Policies

21.1 Introduction

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

21.2 Administration

The fiscal year shall be July 1 through June 30.

The method of accounting shall be cash receipts and disbursements.

All transactions shall be posted accurately and in a timely fashion. Reports to the Board or various committees shall reflect all activity to the date specified in the report.

The Board shall approve the selection of all custodial institutions used for the depositing of church funds.

The Board Officers (President, Vice President, Treasurer, and Secretary) shall be designated as authorized signers on each church account.

21.3 Expenditure Authority

Staff Members, Program Council Representatives, and Committee Chairs have spending authority, limited to the remaining amount in their budget line item(s) of the congregation-approved MVUUF annual operating budget.

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

- subdividing the authority for their budgeted area (i.e., this part shall be managed by the Staff Member, that part shall be managed by the Representative)
- requiring prior agreement for all expenditures within certain subdivisions or over a certain dollar amount
- assign all authority to the Staff Member (or the Program Council Representative) for the duration of the fiscal year

21.4 Bookkeeper Role

The Bookkeeper shall, at a minimum:

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

21.5 Internal Audit

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

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

21.6 Insurance

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

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

21.7 Health Care Reimbursement Account Policy

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

21.8 Bank Accounts

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

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

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

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

- Monthly payroll expenses
- Monthly mortgage payments

21.9 Activities Checking Account

The Activities Trustee shall take responsibility for an MVUUF Activities checking account. This account is to be used to pay "up-front" costs for MVUUF activities and to promptly reimburse individuals who pay "up-front" costs for activities (such as food, decorations, supplies) out of their own pockets. Within limits, the Activities Trustee may also purchase activities-related items (such as sports or entertainment equipment) from money collected over time from activities.

Money collected for activities shall be promptly deposited into the account.

The Activities Trustee is responsible for maintaining complete and accurate records for the account. The checkbook register is to be carefully maintained, and receipts/payment

records are to be maintained in such a way that facilitates an independent annual audit. The Activities Trustee or their delegate shall prepare a written report for every monthly Board of Trustees meeting. This report shall consist of at least the information contained in the checkbook register for the month being reported upon: payments made, deposits made, and balance. The Activities Trustee shall work with the Finance Committee to share copies of the bank's monthly statement for the checking account. The Activities Trustee is personally responsible for any bounced checks.

The account shall be managed with a goal to break even over the course of each fiscal year. After the account is opened, the MVUUF operating account will not make any additional deposits to the activities account. Any time the account balance exceeds \$500 at the end of a fiscal year, the Activities Trustee shall write a check for the excess balance payable to the MVUUF Operating account. The authority of the Activities Trustee to spend money on an activity (such as an event) or activities-related investment (such as a volleyball net) without prior Board approval is limited to \$500.

Authorized check-signers shall be the Activities Trustee and all other persons who are authorized to sign checks for MVUUF operating expenses. Only one signature is required.

The Treasurer, in consultation with the Finance Committee, is empowered to implement details of this policy that are not specifically addressed here. This policy is enacted on a trial basis. The Activities Trustee's authority as a check-signer expires as of June 30, 2006 unless the authority is extended by the Board of Trustees. The Treasurer may suspend the use of this account at the Treasurer's discretion, with confirmation by the Board of Trustees at the next Board meeting.

21.10 Concert Guarantees

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

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

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

21.11 Long Term Investment Accounts

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

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

21.12 Conversion of Non-Cash Financial Gifts

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

21.13 Endowment Fund

Introduction

The Endowment Fund shall be managed by the Endowment Trustees elected by the MVUUF, in cooperation with the Treasurer. The Endowment Trustees shall be guided by

the agreement establishing Miami Valley Unitarian Universalist Endowment Fund. This agreement is contained in the bylaws. The Endowment Fund Agreement shall be modified only in accordance with the terms stated within the Agreement.

21.14 Fund Collection and Disbursement

21.14.1 Fund Collection and Deposit

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

21.14.2 Disbursements

Disbursements shall be made only with a Disbursement Request form signed by the appropriate Staff Member, Program Council Representative, or Committee Chair or other person(s) designated by the Treasurer. Documentation in the form of receipts or other approved record, along with adequate explanation of the expense, shall be attached. The documentation shall identify to which budgetary line item the expense shall be charged.

21.14.3 Capital Expenditures

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

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

21.15 Fundraising and Donations

21.15.1 Fundraising

Fundraising is any activity that requests a broad spectrum of MVUUF members to donate money or items, or that requests them to volunteer time and effort for the primary purpose of raising money.

The following fundraisers are approved as a matter of policy.

- Annual pledge drive (funds MVUUF operations)
- Collection plate at worship services (funds MVUUF operations)
- Service Auction (funds MVUUF operations)
- Spring Garage / Garden Sale (funds MVUUF operations)
- Fall Craft Bazaar (funds MVUUF operations)

- Dayton Dragons (funds MVUUF operations)
- Grocery Cards (funds MVUUF operations)
- Guest At Your Table (funds UUSC)
- Minister's Discretionary Fund (funds confidential economic assistance)

21.15.1.1 Social Action Fundraising

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

21.15.1.2 YRE Fundraising

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

21.15.1.3 Special Collections

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

For any other fundraising activities, prior approval by the Fundraising Committee is required.

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

21.15.2 Fundraising Committee

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

- Recognizes that part of living a spiritual life is to live a generous life, and is inclined to give members frequent opportunities to be generous.

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

21.15.3 Pledge Campaign Committee

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

21.15.4 Annual Pledges

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

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

21.16 Targeted Donations

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

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

If a targeted donation would affect a broad community, then the aforementioned council, committee, or staff person shall obtain prior approval from the Program Council. For example, items that would become a long-term, easily-noticed part of the Sanctuary, Gathering Space, Founders Room, Administration Office, Kitchen, Library, or

landscaping affect a broad community. Items that require periodic non-trivial care/maintenance (costing either money or volunteer time) on an ongoing basis shall also be regarded as affecting a broad community. The board, councils, and committees are encouraged to give the MVUUF an opportunity to comment prior to final acceptance or rejection of broadly-affecting targeted donations.

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

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

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

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

Items donated to the MVUUF become the property of the MVUUF. The Board or the Board's delegate may decide what to do with the item.

21.17 Minister's Discretionary Fund

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

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

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

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

- Money collected for the Fund shall be promptly deposited into the account.
- The Minister is responsible for maintaining complete and accurate records for the account. The checkbook register is to be carefully maintained, and payment records are to be maintained in such a way that facilitates an independent annual audit. The Minister or their delegate shall prepare a written report to give to the Bookkeeper to track the Fund balance in the MVUUF monthly income statement

and balance sheet. This report shall consist of at least the information contained in the checkbook register for the month being reported upon: payments made, deposits made, and balance. The report need not disclose the identities of the recipients. The Minister may, at the discretion of the Board, be held personally responsible for any bounced checks.

- When the Minister leaves their position at the MVUUF, the Minister shall reconcile the account and return all records and the unused checks to the MVUUF. The Minister may, at the discretion of the Board, be held personally responsible for making up for any shortfall.
- Authorized check-signers shall be the Minister and all other persons who are authorized to sign checks for MVUUF operating expenses. Only one signature is required.
- The Treasurer, in consultation with the Finance Committee, is authorized to implement details of this checking account policy, such that they comply with the policy stated here. The Treasurer may suspend the use of this account at the Treasurer's discretion, with confirmation by the Board at the next Board meeting.

21.18 Financial Planning Policy

21.18.1 Annual Operating Budget Planning

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

- Staff members who have discretionary spending authority (Minister, DRE, Choir Director, Office Manager), and each Program Council Representative, in conjunction with their respective committees, shall submit an itemized budget recommendation for their respective areas to the Treasurer and Finance Committee Chair. The Treasurer shall give at least one month advance notice of the due date for inputs.
- The Finance Committee shall use the budget recommendations, along with a recent history and forecast of non-discretionary expenses, to build a comprehensive budget draft. The draft should be presented to the Program Council and the Board for review, revision and approval in March of each year. Depending on their workload, the Program Council and/or Board may need to schedule special meetings to address the draft budget separately from all other MVUUF business.
- The draft budget should be completed in time to be used as input to the Annual Pledge Campaign; typically early April.
- The Annual Pledge Committee shall run a pledge campaign in April - May of each year.
- The Finance Committee shall report the results of the pledge campaign to the Program Council and Board by the end of May each year.
- The Program Council shall make its recommended revisions to the draft budget and forward the draft to the Board for review, revision, and approval.
- The Board shall present the finalized budget for the upcoming fiscal year to the congregation for approval at the June congregational business meeting.

Approximate Timeline of Events:

- 1 February: Treasurer requests budget input from all program areas. It is presumed that any outgoing program representatives will work cooperatively with their incoming counterparts to prepare budget inputs.
- 1 March Budget inputs received from all program areas.
- 1-8 March Treasurer and Finance Committee compile all inputs into a draft budget.
- March 8 - 25 Program Council and Board approve a draft budget.
- April-May Pledge Campaign Committee uses draft budget as input to pledge goals.
- May 15 – 25 Program Council and Board uses Pledge Campaign results to finalize a budget to present at the June Congregational Business Meeting.
- June Congregational Business Meeting approves the budget.

21.19 Financial Procedures

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

21.19.1 Cash/Check Deposit Procedure

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

Two members shall be responsible for properly counting and recording.

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

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

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

21.19.2 Event Fund Collections Procedure

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

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

21.19.3 Bank Deposit Procedure

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

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

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

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

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

List of Changes

Date	Change
1-Feb 2006	Document reformatted, but content reflective of the document, last updated 16-Jul 2005
6-Feb 2006	Removed comments and editorial notations TOC added
14-Feb 2006	Financial Policies section updated as approved by the Board on 19-Jan 2006
17-Feb 2006	Ministers Discretionary Fund section updated as approved by the Board on 16-Feb. 2006.
20-Feb 2006	Personnel Policies updated as approved by the Board 7-May 2005 and Benefits Policy approved by the Board 18-Dec 2005
29-Mar 2006	Operations Policies updated as approved by the Board 17-Nov 2005.
27-Apr 2006	Appendix A – —Position Descriptions for Paid Staff updated as approved by the Board 20-Apr 2006.
25-Aug-2006	Numerous changes were approved by the Board and incorporated. Most were needed to more closely align this document with the transition to the Program Council governance model.
28-Aug-2006	Board/Program Council org chart added
2-Oct-2006	Financial policies regarding expenditure authority (9.13), concert guarantees (9.15), and disbursements (9.10) updated as approved by the Board on 19-Sept-06.
5-Nov-2006	Font changed to Arial to improve readability
26-Mar-2007	Email Groups policy added as approved by the Board 15-Mar-2007
20-Apr-2007	Affiliate Groups policy added as approved by the Board 19-Apr-2007.
20-Apr-2007	Document re-ordered to more closely match the order of topics in the MVUUF By-Laws document
25-May-2007	Pension eligibility benefit clarified per 24-May-2007 Board decision.
22-Jun-2007	Affiliate Groups policy revised as approved by the Board 21-Jun-2007.
16-Jul-2007	Updated governance organization chart added
20-Jul-2007	Pension benefit increased to 8.0% (from 7.9%) per 19-Jul-07 Board decision.

27-Aug-07	Leadership position descriptions added (new section 7.2.1). Child and youth safety policy added as approved by the Board 23-Aug-07.
27-Aug-07	Director of Religious Education, Religious Education Assistant, and Childcare Provider job descriptions amended as approved by the Board 23-Aug-07.
21-Sep-07	The targeted donation policy was amended per decision at the 20-Sept Board meeting.
16-Nov-07	The safety policy was amended per decision at the 15-Nov meeting.
21-Apr-2011	Substantive reorganization of policy manual approved. Changes include: removing personnel policies and creating a separate manual for them, removing the Endowment Bylaws as they require congregational votes to change, combining and arranging items for logical flow, streamlining Program Council position descriptions, removing the organizational chart for web-posting only.
18-Aug-2011	Revised two Program Council position descriptions. The Social Action Representative Description was revised and changed from Social Concerns. Combined Public Relations and Internal Communications Representative positions into one Communications Representative position.