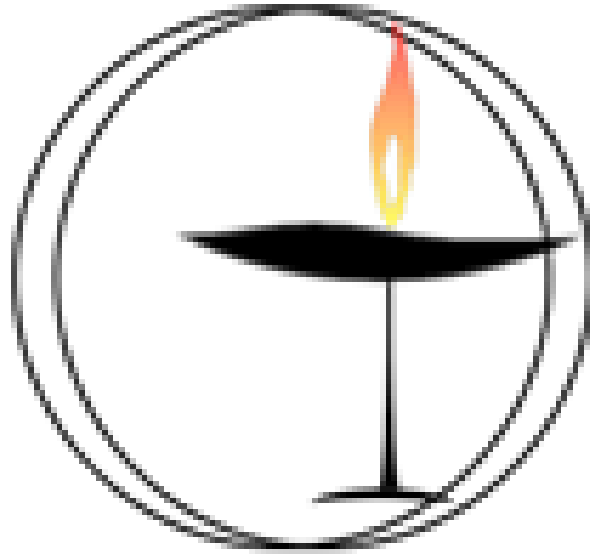


**The Miami Valley
Unitarian Universalist
Fellowship**



Policy Manual

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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. Leadership position descriptions added (new section 7.2.1).
27-Aug-07	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.

Date	Change
16-Nov-07	The financial policy was amended per decision at the 15-Nov meeting.
13-Jun-08	<p>The following policies were added or updated as a result of Board action:</p> <ul style="list-style-type: none"> • Outdoors fires • Keys • Key Deposits • Facility Usage – Non-members • Alcohol Usage • Facility Usage – All Users • Facility Usage – Fees • Appendix M – Fee Waiver Form • Appendix N – Building Use Agreement • Appendix O – Building Use Terms • Organization Chart
21-Jun-08	Added the definitions and policies for adult religious education and interest groups.
12-Aug-08	RE Assistant job description changed per July Board decision
1-Sep-08	<p>The following policies were added or updated as a result of Board action:</p> <ul style="list-style-type: none"> • Updated communication policy • Updated adult religious education and interest groups policies • New right relations policy
17-Oct-08	Heath care reimbursement policy as approved at Oct Board meeting added.
11-Nov-08	Hyperlink to the right relations brochure added.
21-Nov-08	Building use policy updated and Martin Luther King Day added as a paid holiday per board decisions on 20-Nov-08.
1-Jan-09	Kitchen use policy added per board decision on 19-Dec-08.
2-July-2009	Appendix P—Facility Usage—Acceptable Use; policy added per board decision on 16-Apr-2009
2-July-2009	Appendix Q—Disruptive Behavior Policy; added per board decision on 19-March-2009
2-July-2009	Appendix R—Delegates to UUA General Assembly and Heartland Annual Meeting; added per board decision on 6-May-2009
2-July-2009	Added section 3.1, defining lifetime membership category procedures for creating lifetime members and replaced all references to member emeritus with lifetime member; modifications per board decision 18-June-2009, following approval of category at 7-June-2009 congregational meeting
2-July-2009	Appendix S—Recommendations from Task Force on Committees; added per board decision on 19-March-2009

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.

By Laws 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 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.

3.2 Procedures for Creating Lifetime Membership:

1. 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.
2. 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.
3. 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

TBD

5 Services and Meetings Policies

By Laws 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.

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.

6.3 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.

6.4 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.

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.

By Laws 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.

Organization Chart

MVUUF GOVERNANCE CONGREGATION									
BOARD							PAID STAFF Rev. Amy Russell, Minister		
President Scott Leonard 3/1/08 - 2/28/09	Vice President Karen Evans 3/1/08 - 2/28/09 <i>Personnel Committee:</i>	Secretary Bill Wendel 3/1/08 - 2/28/09	Treasurer Alice Diebel 3/1/08 - 2/28/09	Program Council Chair Joan Albrecht 3/1/08 - 2/28/09	Trustee At Large (A) Kris Gang 3/1/08 - 2/28/09	Trustee At Large (B) Ann Snively 3/1/08 - 2/28/09	Administrator: Barbara Kelley Bookkeeper: Dale Bockhorst Custodian: Jesse Minnefield	Choir Director Jeanette Eakins Accompanist:	Religious Education Director of Youth Religious Education: Natalie Spriggs DYRE Assistant: Renee Atkinson Nursery Asst: YRE Childcare: Kayleigh Harvey & Kate Halpin
PROGRAM COUNCIL REPRESENTATIVES*									
Activities Jennie Hardy 3/1/08 - 2/28/09	Communications Joe Law 7/1/06 - 2/28/08	LRE Genevieve Harvey 3/1/08 - 2/28/10	Membership Judy Rengel 3/1/08 - 2/28/10	Music Carol Narigon 7/1/06 - 2/28/09	Operations Dave Rengel 3/15/08 - 2/28/10	PR-External Jay Snively 3/1/07 - 2/28/09	Social Concerns Kate Santucci 3/1/07 - 2/28/09	Worship Ruth Rowley 9/24/06 - 2/28/09	Program Council Delegates (non-voting) Finance - Alice Diebel Minister - Rev Amy Russell Denominational Affairs - Barb Weber Chalice Lighters Volunteer Coordinator - vacant
Activities Committee	Prog. Council Secretary	YRE Committee	Membership Comm.	Music Committee	Operations Comm.	Media Coordinator	Social Concerns Comm.	Worship Committee	
General Activities:	Bulletin Board	Collaborate with:	Visitors/New Mmbrs	Collaborate with:	Aesthetics/Décor	Website	Action Groups:	Collaborate with:	Committees of Board:
Game Nights	E-Mail Groups	YRE Staff	Orientation	Music Staff	Audio/Visual	Advertising	Welcoming Cngration	Minister	Personnel Committee: Sean Halpin
Movie Nights	Historian	YRE Committee	Welcome Session	Sunday Music:	Bldg. Maintenance	Sidewalk Signs	Interweave	Music Staff	Governance Comm. (Ad Hoc): Dave Rengel
Holiday Celebrations	Librarian	RE Council	Greeters	w/Choir	Building Use	Press Releases	On-going projects:	Worship Associates	Finance Areas under Treasurer
Ice Cream Social	w/Administrator	Adult RE:	Name Tags	w/Minister	Grounds	Interfaith Outreach	The Other Place	Ushers	Finance Committee
Fall Retreat	Calendar Coord.	Build Theology	Caring & Sharing	Concerts	Kitchen Coord.	PR Volunteer	Guest at your Table	Coffee	Pledge Campaign
Halloween-w/RE	Forum	Community Grp	Care Callers	Instrumentals	Technology Coord.		MLK Day w/Activities	Chalice/light Gallery	Audit Committee: Akil Sharif
Thanksgiving Dinner	Sunday Bulletin	UUMen	Covenant Groups	Wassail Service	Labyrinth		Soup Supper	Worship Volunteer	Fund Raising Coordinator
Christmas Dinner	Church Directory	Women's Group	M'ship Secretary	Music Volunteer	Bldg & Gm'ds Safety		Film Festival		Book Sale
New Year's Eve Party	Communications Vol.	Buddhist Meditation	M'ship Volunteer		Wellands		Social Action Prog.		Dayton Dragons
Outings:		Short-term classes			Operations Volunteer		S. C. Volunteer		Fall Craft Bazaar
Small Grp Dinners		Young Adult Group							Garage/Plant Sale
Canoe Trip		YRE Classes:							Grocery Card Sale
Fellowship Gourmets		Children/Youth RE							Men Who Cook
Interest Groups:		Children's Chapel							Service Auction
Book Clubs		OWL							Endowment Committee: John Bierman - '09; Sharon Harmer - '09; Don Kazzyak - '09
CineManiacs		Youth Worship							
Poetry Group		YRUU							
Smart Choices		YRE Events:							
Arts-perform/visual		Mystery Friends	Note: Terms						
Activities Volunteers		Tohr Recognition	1. Board terms: board members may serve up to 3 years in one position and up to 5 years consecutively.						
		May Day	2. PC terms: PC Reps may serve 2 consecutive 2-yr terms in same position. Communications, Membership, even numbered years. Activities, Operations, Worship, Social Concerns, & PR are elected in odd numbered						
		Stone Soup Lunch	3. All elected positions are voted on in January Congregational Meeting and take office March 1.						
		Youth Cons							
		LRE Volunteer							
Updated 3/10/08 jnregel									
* Program Council Representatives are elected by the congregation and are voting members of the Council									
Committees of the Congregation:									
Committee on Ministry: Jamie McQuinn, Barb Weber, Phil Wise									
Parliamentarian: Gary Courts									
Nominating Committee: 02/28/2009 David Cobb, Kate Halpin, Bonnie Thompson 02/28/2010 Gary Courts, Mike O'Brien, Lucy Kazzyak									

Award Policies

- **Unsung UU Award** - The Board will select someone who is not on the Board for this award.
- **Emily Upham Award** - Selection committee consists of the President, Social Concerns 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.
- **Julie Renfro Award** – The recipient of this award is selected by the YRE Committee.

Duties

By Laws 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.

Signature Authority

By Laws 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 Policies

By Laws Mandates:

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

8.1 Duties

By Laws 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 Membership

8.2.1 Position Descriptions

8.2.1.1 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 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 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 between the program area staff, the activities rep, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

OVERSIGHT RESPONSIBILITIES

The activities representative has oversight responsibility for the following program area components as listed on the MVUUF governance organizational chart in the policy manual. 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 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 & Social Concerns)
 - 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
- CiniManiacs
- Poetry group
- Smart Choices
- Thespian group
- General activities
 - Game Night
 - Movie nights (pos. collaboration with LRE, Social Concerns)

INDIVIDUAL RESPONSIBILITIES

PROGRAM COUNCIL-

- Attend program council meetings on the Monday a week-and-a-half before the third Thursday board meeting from 7-9 PM
 - 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
 - Request new activities programs to be included on the MVUUF governance chart as needed
 - Account for monthly area income and expenditures
 - Submit written program area reports for semi-annual congregational meetings
- Manage independent finances and bank account for the Activities area as defined in the MVUUF Policy Manual.
- 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

8.2.1.2 Internal 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 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 AREA MISSION

The internal communication area mission is to coordinate and facilitate all internal communications intended for a general audience of MVUUF members and perform the duties of secretary for the program council. This will be achieved through collaboration between the program area staff, the fellowship communications representative, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

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.

- Monthly newsletter- administrator
- Weekly bulletin- administrator
- Master MVUUF calendar- (collaborate with administrator)
- Bulletin board
- Historian
- MVUUF library
- Church directory- (collaborate with administrator)
- Phone tree
- Electronic communication- email groups
 - MVUUF news group
 - Board and program council groups
 - Committee/area groups
 - General discussion group(s)
- Website -members only pages (collaborate with webmaster, PR rep)
- Solicit and redirect congregational feedback to appropriate areas- “comment box”

INDIVIDUAL RESPONSIBILITIES

PROGRAM COUNCIL-

- Attend program council meetings on the Monday a week-and-a-half before the third Thursday board meeting from 7-9 PM
 - 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
- Keep a record of business conducted at all program council meetings- minutes
- Maintain an archive of the records and program area reports, and make copies of such records readily accessible to members
- Act as a liaison with the board secretary.
- Compile and post a single monthly report including PC minutes and reports to board email list and paper copy on bulletin board within three days after meeting
- 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
- Program area staff include: office administrator

8.2.1.3 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 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 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 between 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.

OVERSIGHT RESPONSIBILITIES

The LRE representative has oversight responsibility for the following program area components as listed on the MVUUF governance organizational chart in the policy manual. 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 & social concerns)
 - 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

INDIVIDUAL RESPONSIBILITIES

PROGRAM COUNCIL-

- Attend program council meetings on the Monday a week-and-a-half before the third Thursday board meeting from 7-9 PM
 - 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, including funds raised through LRE classes
- Submit written program area reports for semi-annual congregational meetings
- Review LRE area records from DRE and include summaries in program council/congregational report
- 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
- Program area staff include: Director of Religious Education (DRE), Assistant DRE, Nursery assistant, LRE childcare provider

8.2.1.4 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 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 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 between the program area staff, the membership representative, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

OVERSIGHT RESPONSIBILITIES

The membership representative has oversight responsibility for the following program area components as listed on the MVUUF governance organizational chart in the policy manual. 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 & UUA notification (collaborate with pledge campaign)

INDIVIDUAL RESPONSIBILITIES

PROGRAM COUNCIL-

- Attend program council meetings on the Monday a week-and-a-half before the third Thursday board meeting from 7-9 PM
 - 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
 - Notify of membership changes, current statistics
 - 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
- Program area staff include: office administrator

8.2.1.5 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 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 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 between the program area staff, the music representative, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

OVERSIGHT RESPONSIBILITIES

The music representative has oversight responsibility for the following program area components as listed on the MVUUF governance organizational chart in the policy manual. 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 & sound operator)
- Singing groups (collaborate with choir director)
- Concerts
- Wassail service (collaborate with activities)
- Instrument maintenance & tuning

INDIVIDUAL RESPONSIBILITIES

PROGRAM COUNCIL-

- Attend program council meetings on the Monday a week-and-a-half before the third Thursday board meeting from 7-9 PM
 - 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
- Program area staff include: choir director, choir accompanist

8.2.1.6 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 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 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 between the program area staff, the operations representative, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

OVERSIGHT RESPONSIBILITIES

The operations representative has oversight responsibility for the following program area components as listed on the MVUUF governance organizational chart in the

policy manual. 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

INDIVIDUAL RESPONSIBILITIES

PROGRAM COUNCIL-

- Attend program council meetings on the Monday a week-and-a-half before the third Thursday board meeting from 7-9 PM
 - 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
- Program area staff include: office administrator, custodian

8.2.1.7 Public Relations Representative

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

The public relations area mission is to create a positive awareness of MVUUF's existence, ministries, and activities in the Miami Valley and facilitate communications with audiences external to MVUUF. This will be achieved through collaboration between the program area staff, the public relations representative, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

OVERSIGHT RESPONSIBILITIES

The public relations representative has oversight responsibility for the following program area components as listed on the MVUUF governance organizational chart in the policy manual. The public relations 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.

- Press releases
- Public advertising- including sidewalk signs
- Maintain yellow pages add in phone book
- Maintain current press contact list
- MVUUF website (coordinate with webmaster), secure web hosting for website
- Interfaith outreach (coordinate with minister, LRE, social concerns)

INDIVIDUAL RESPONSIBILITIES

PROGRAM COUNCIL-

- Attend program council meetings on the Monday a week-and-a-half before the third Thursday board meeting from 7-9 PM
 - 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
- Program area staff include: office administrator

8.2.1.8 Social Concerns Representative

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

The social concerns area mission is to engage our congregation in social justice work as a direct expression of our Unitarian Universalist faith, affirming the inherent worth of each person, our mutual interdependency, and the need to create a world in which each person has the opportunity to flourish. This will be achieved through collaboration between the program area staff, the social concerns representative, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

OVERSIGHT RESPONSIBILITIES

The social concerns representative has oversight responsibility for the following program area components as listed on the MVUUF governance organizational chart in the policy manual. The social concerns 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.

- Social concerns committee- umbrella committee to coordinate social justice work and statements
- Sunday service collection plate donations/projects
- Action groups
 - Interweave
 - Welcoming congregation
 - North West Institute classes
- On-going projects
 - The Other Place
 - Guest at Your Table
 - MLK Day (collaborate with activities & YRE)
 - Souper Bowl Sunday
 - Social justice film festival
- Social action program- determine unifying congregation-wide social justice focus

INDIVIDUAL RESPONSIBILITIES

PROGRAM COUNCIL-

- Attend program council meetings on the Monday a week-and-a-half before the third Thursday board meeting from 7-9 PM
 - 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 and collection plate income and expenditures
 - Notify worship about the project/program that will be the focus for Sunday service offertory
 - 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

8.2.1.9 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 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 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 between the minister, program area staff, the worship representative, area committee chairs and volunteers, as well as other program areas and MVUUF staff.

OVERSIGHT RESPONSIBILITIES

The worship representative has oversight responsibility for the following program area components as listed on the MVUUF governance organizational chart in the policy manual. 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

INDIVIDUAL RESPONSIBILITIES

PROGRAM COUNCIL-

- Attend program council meetings on the Monday a week-and-a-half before the third Thursday board meeting from 7-9 PM
 - 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
- Program area staff include: minister, choir director, office administrator

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

OVERSIGHT RESPONSIBILITIES

The finance delegate has oversight responsibility for the following program area components as listed on the MVUUF governance organizational chart in the policy manual. 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

INDIVIDUAL RESPONSIBILITIES

PROGRAM COUNCIL-

- Attend program council meetings on the Monday a week-and-a-half before the third Thursday board meeting from 7-9 PM
 - 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
 - Provide monthly budget income and expenditures statements
- Collect annual program area budget requests in February
- Annually review area policy and propose updates to the board
- 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-

- Attend program area committees and communicate program council and board actions.

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
- Program area staff include: bookkeeper, office administrator

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

OVERSIGHT RESPONSIBILITIES

The minister delegate has oversight responsibility for the following program area components as listed on the MVUUF governance organizational chart in the policy manual. 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

INDIVIDUAL RESPONSIBILITIES

PROGRAM COUNCIL-

- Attend program council meetings on the Monday a week-and-a-half before the third Thursday board meeting from 7-9 PM
 - 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
- 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
- Program area staff include: all positions

8.2.1.12 **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 between 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 area components as listed on the MVUUF governance organizational chart in the policy manual. 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

INDIVIDUAL RESPONSIBILITIES

PROGRAM COUNCIL-

- Attend program council meetings on the Monday a week-and-a-half before the third Thursday board meeting from 7-9 PM
 - 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

8.2.1.13 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 between 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 area components. 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

INDIVIDUAL RESPONSIBILITIES

PROGRAM COUNCIL-

- Attend program council meetings on the Monday a week-and-a-half before the third Thursday board meeting from 7-9 PM
 - 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 Signature Authority

TBD

By Laws 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 - General

Appointments. Each Representative shall appoint committee chairs within his/her 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 Finance Committee

TBD

8.5.1 Audit Committee

TBD

8.5.2 Endowment Committee

TBD

8.6 Personnel Committee & Personnel Policies

8.6.1 Personnel Policies

With the exception of the minister(s) all employees of MVUUF are at-will employees. (As defined by the laws of the state of Ohio.)

All paid staff positions at MVUUF have job descriptions. These descriptions are subject to change in order to stay consistent with the changing needs of the Fellowship.

8.6.2 Personnel Procedures

Article VIII, Section B of the By-Laws of the Miami Valley Unitarian Universalist Fellowship (MVUUF) make the Personnel Committee “responsible for staff salary recommendations, personnel counseling, and establishment and monitoring of staff contracts.” In addition, the Personnel Committee has been charged with setting up procedures for hiring and annual performance review processes. Those procedures are incorporated in the following MVUUF Personnel Procedures Manual.

8.6.3 Job Descriptions

The Personnel Committee will be responsible for job descriptions. Current job descriptions are included as Appendix A.

8.6.4 Hiring

Before the hiring/recruiting process begins, the job description and salary range will be reviewed and updated as necessary by the Personnel Committee. If an existing position is being refilled and the salary range remains the same, the Personnel Committee can approve. If a new position is opened or there is a major change in the description or salary range, the Board must approve.

Compensation for any new position must be appropriated in the annual budget before any recruitment activity can commence.

The goal of the Fellowship is always to seek and hire the most qualified person for every position, to comply with federal and state employment laws, and to maintain employee wage equity in accordance with UUA salary guidelines.

Positions will be advertised in

- The Fellowship Forum and on the bulletin board. Information will include minimal qualifications and names of Committee members to be contacted.
- A local newspaper or special venues relevant to the position.
- A sample advertisement is included in Appendix L.

Screening the applicants

At least three members of the Personnel Committee shall review all applications received and, using a grading system, identify the most qualified applicants with regard to how well they meet the posted requirements.

When appropriate, members of the Personnel Committee will conduct telephone interviews to narrow the group of qualified applicants to a limited number to be invited for onsite interviews. Sample telephone questions are included in Appendix B.

Copies of the applications of applicants who are being invited for interviews will be provided to those who will conduct the onsite interviews.

Interviews

The Chair of the Personnel Committee (or a Committee member she/he designates) will contact all potential interviewees and schedule the interviews.

The interview will be conducted by the Personnel Committee and, when appropriate, the direct supervisor for the position and other relevant staff may be asked to take part as well.

Prior to any interview, the Chair of the Personnel Committee will determine the standard interview questions that will be asked of all applicants by each Committee Member. (Sample questions are included in Appendix B) Interviewers may ask their own questions provided they fall within the laws of the State of Ohio.

To close the interview, the Chair of the Personnel Committee (or a Committee Member she/he designates) will tell the applicant when she or he can expect to receive feedback regarding the selection decision and that the Personnel Committee will conduct an employment background check. In certain cases, the Personnel

Committee may elect to do retail credit and criminal investigations on finalists; if so, the candidate will be so advised. At this time, employer contact information for references will be obtained (or verified) as well as the applicant's consent for contacting former employers ([Appendix C](#)). Each applicant will be given a copy of the Fellowship Employee Handbook.

Immediately following each interview, each interviewer will prepare a summary report noting her or his impression of the interviewee, and the "interviewing committee" will discuss the applicant and other applicants interviewed thus far.

Background Investigation

The Chair of the Personnel Committee (or a Committee member she/he designates) will investigate the employment background of applicants who are finalists for the position.

The most pertinent employment background information is normally the five years of employment history preceding the date of application.

The most meaningful employment contacts are telephone calls to the immediate supervisors of an applicant. The Human Resource Department of an applicant's former employer will normally provide only the person's position at separation and the dates of her or his employment (for fear of legal reprisals for disqualifying information).

The employment reference investigation form ([Appendix D](#)) will be used.

The applicant will be advised in advance if the present employer will be contacted regarding employment information.

Final Employee Selection

After reference checks are completed and deemed satisfactory, the Chair of the Personnel Committee (or a Committee member she/he designates) will telephone the applicant selected for employment with a verbal employment offer, contingent on approval of the MVUUF Board . Employment will be offered for a 90-day probationary period. See Section V, below.

After approval by the Board , the Chair of the Personnel Committee (or a Committee member she/he designates) will confirm the verbal employment offer and follow up with a typed offer letter, federal and state W4 forms, an I-9 form ([Appendix E](#)), and applicable insurance forms. These forms should be returned to the Fellowship with a copy of the offer letter signed by the new employee.

The Chair of the Personnel Committee (or a Committee member she/he designates) will also notify all applicants who were not selected. (Do not attempt to explain to an applicant why she or he was not offered the position or rejected. Simply thank the applicant for applying. A sample letter is included as Appendix F.) NOTE: Federal law requires that employment applications be retained for one year from the date of receipt. These materials will be kept in the locked personnel file cabinet.

Communication to Bookkeeper and Office Administrator

A Personnel Action Notice form ([Appendix G](#)) should be completed by the Chair of the Personnel Committee and given to the bookkeeper to enter the new employee into the Fellowship payroll and records system.

A Personnel Action Notice should also be given to the Office Administrator to establish a personnel file folder where all employment and personnel-related forms are retained.

Communication with the Congregation

The Chair of the Personnel Committee (or someone she/he designates) will announce the person selected to fill the opening to the Congregation at the next service.

The person selected to fill the opening will be announced in the next issue of the Forum, on the Bulletin Board, and on the e-mail news list.

Orientation and Training

Whenever possible, the employee's orientation will be conducted on her or his first day on the job. (See Appendix H - Employee Orientation Procedure and Employee Orientation Checklist.)

The supervisor of the new employee will have primary responsibility for her or his orientation and training, using the Employee Handbook, the Position Description for the job, applicable insurance and other information, and other relevant information about the Fellowship.

The evaluation process (see below) will be explained to the employee during the orientation.

If the departing employee is available and would be an effective trainer, she or he should spend sufficient time training the new employee.

A suggested five-step training method:

1. Explain (using a current job description, the trainer explains job duties);
2. Demonstrate (trainee repeats her or his understanding of job tasks);
3. Try out (have employee perform job tasks);
4. Correct (trainer corrects any tasks not performed correctly).
5. Explain how this job relates to overall support of the Fellowship and its functions.

8.6.5 Compensation

Time and attendance shall be recorded for all hourly employees. The Office Administrator will maintain all records.

The Office Administrator submits this information to the payroll service provider (currently Horizon) in the form it requires.

Salaries will be reviewed at the end of each fiscal year by the Chair of the Personnel Committee. Salaries must be approved by the Personnel Committee and the Board. in consultation with the Finance Committee, and the budget must be approved by the Congregation.

8.6.6 Benefits

Benefits will be offered on the basis of position status, i.e. whether an employee is "full time" "part time" or "partial part time" and on the basis of the organization's ability to offer the benefit based on its resources and needs.

Definitions

Benefit: benefits include payroll-related insurance (FICA, Workers' Comp, and Unemployment), optional insurance (Long Term Disability, LTD) and paid time off (vacation, sick and holiday)

Full time (FT) employee is one who works 36-40 hours/week

Part time (PT) employee is one who works 20-35 hours/week

Partial part time (PPT) employee is one who works less than 20 hours/week

Benefits Administration

Position status is established in the position description.

Currently three positions are eligible for benefits: Office Administrator (FT), Maintenance (PT) and LRE Director (PT)

No benefits, other than those which are payroll related, accrue to Partial Part Time positions. Payroll related benefits are FICA, Workers Comp and Unemployment.

Employees planning vacation will request the time in writing in advance. The request will be submitted to the employee's immediate supervisor.

Vacation and sick time shall be tracked via the time reporting system.

See the Benefits Matrix table below for list of benefits and additional information.

Compensation management re: paid time off (vacation, sick, holiday): Employees may be paid for only the standard (average) number of hours per month unless they have the written consent (paper or email; cc: bookkeeper) of their supervisor(s) to charge more. This applies whether or not the month includes any paid time off. When paid time off applies, they are considered part of the standard number of hours per month.

Benefits Matrix

Benefit		Full Time		Part Time	
Vacation	Accrual	LOS	Accrual	LOS	Accrual
Amount		0-2 years	Amt.	0-2	Amt.
			12	years	12
			days/year		days/year
	<i>Note: LOS means Length of Service</i>	> 2 years	(96	>	2
			hrs./year)	years	(48
			18		hrs./year)
			days/year		18
			(144		days/year
			hrs./year)		(72
					hrs./year)
Vacation Rollover		Maximum accrual is 18 days (144 hours) of vacation. If balance reaches maximum, no additional accrual until balance falls below max. No retro accruals; i.e., may not	Maximum accrual is 18 days (72 hours) of vacation. If accrual balance reaches maximum, no additional accrual until balance falls below		

Benefit	Full Time	Part Time
	recoup accrual for months in which not eligible due to being at max.	max. No retro accruals; i.e., may not recoup accrual for months in which not eligible due to being at max.
Accrual Process	1/12 of annual amount accrues monthly on pay day. Vacation leave may be taken once accrued.	1/12 of annual amount accrues monthly on pay day. Vacation leave may be taken once accrued.
Vacation Administration	Must be requested and approved by supervisor.	Must be requested and approved by supervisor.
Long Term Disability (LTD)	Paid by MVUUF on an after-tax basis so that LTD benefits, if ever collected, are tax-exempt.	None
Holiday Pay	7 paid holidays/year: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day	None
Holiday Administration	Pay If holiday falls on a weekend day or on a day when the employee must work, an alternate day off within the pay period shall be taken. The alternate day shall be mutually determined by the employee and the supervisor.	N/A
Sick Leave	5 days/year, to use as needed. Use it or lose it as of beginning of each fiscal year.	N/A
Contribution to Pension ¹	8.0% of base pay	8.0% of base pay
FICA, Workers' Comp and Unemployment	Mandated	Mandated

¹Employees must complete one full year of employment before eligibility for pension contribution benefit begins.

8.6.7 Leave of Absence

Leaves of absence for all ordained and non-ordained staff are administered by the Minister and Personnel Committee.

Policy

Employees may be placed on unpaid leave of absence with the understanding that the employee intends to return to work for the Fellowship at the conclusion of the leave of absence.

A leave of absence for longer than one month precludes the Fellowship from assuring the employee that she or he may return to the position held at the time the leave of absence began. However, should a leave of absence continue beyond a one-month period, every effort will be made to employ the employee in any position opening for which she or he is qualified.

An employee not returning to work the day following the conclusion of an approved leave of absence may be terminated from employment.

Leaves of absence will require approval by the Minister/supervisor and Chair of the Personnel Committee. Types of leave of absence:

- Personal. An absence of up to one month as approved.
- Medical and Family. An absence of up to one month as approved. Such leave may be authorized for a seriously ill employee (medical leave) or to care for a child or parent who is seriously ill (family leave).
- Parental. An absence of up to one month as approved. Such leave may be authorized for the birth, adoption, or guardianship of a child by the employee.
- Military. Absences of two weeks for National Guard summer camp or for an extended period of time for National Guard or Reserve members in the event of a national emergency as declared by the President.

Only with Board approval may an employee be employed by another Church/Fellowship/Company while on a leave of absence. Such a violation of policy will result in termination of employment.

Procedure

In the event of a medical, family, or parental leave of absence, the employee is required to provide her/his supervisor with a written statement from her/his doctor as to the reason for the leave of absence request and a projected date for returning to work.

A Personnel Change Notice form should be completed by the Minister/supervisor of the employee and given to the Chair of the Personnel Committee for approval PRIOR to communicating approval of such leave to the employee.

It is the responsibility of the employee on leave to contact her/his supervisor in writing to request reinstatement of employment with the anticipated date of return to work. In the event of a medical, family, or parental leave, the employee's doctor is required to provide the employee's supervisor with a written statement indicating a date when the employee may safely resume work.

8.6.8 Performance Management

All employees will be hired with an initial 90-day probationary period and evaluated near the end of that period. If the employee's performance is "Unsatisfactory" or "Marginal," the supervisor and employee will develop a plan and timeline for overcoming the identified deficiency. If the employee's performance is still unsatisfactory or marginal at the end of the agreed-upon period, employment may be terminated.

Developing Annual Staff Goals

Each staff member will develop annual goals based on the job description and the objectives of the Fellowship.

The Board will approve and/or negotiate changes to the Minister's goals.

The Minister and Chair of the Personnel Committee (or another Committee member she/he designates) will meet individually with other staff persons to review the goals they have submitted.

After the Personnel Committee gives final approval to each person's goals, each staff person will type her/his goals on the Job Performance Goals Form (Appendix I) and give copies of this document to her/his supervisor and to the Personnel Committee.

The Personnel Committee will meet in the middle of the fiscal year to assess the staff's accomplishment of its (their) goals and to revise those documents as needed. Such factors as changes in revenue, program additions or deletions, etc., may necessitate changes.

An evaluation form will be developed for each job description, using a format like the Performance Factors Evaluation System (Appendix J).

Performance evaluations (See Appendix K for steps for conducting effective performance evaluations.)

- Evaluations will be based on the Job Description and Goals. The evaluation process will be discussed with the employee during her/his orientation.
- Evaluations will be conducted by the Minister and the Chair of the Personnel Committee (or another Committee member she/he designates); or, in the case of the Bookkeeper, by the Treasurer and the Chair of the Personnel Committee.
- Evaluations will be conducted no later than 90 days after start of employment and yearly thereafter.

Job performance warning

If at any time after the probationary period but prior to the next scheduled performance evaluation, the supervisor determines that an employee's job performance is "Unsatisfactory" or "Marginal," the supervisor (in consultation with the Personnel Committee) will give the employee a formal written warning that will become a part of the employee's personnel file.

Discipline

If a complaint is filed concerning ordained or unordained staff, the Personnel Committee will investigate the complaint. The Committee will counsel with the staff member, providing a written recommendation for future action. If warranted, the Committee will also place a written record of the incident and the Committee's actions

in the staff member's personnel file. The complainant will be informed in writing of the Personnel Committee's action.

8.6.9 Employee Concerns

Every employee will be treated fairly in matters of pay, benefits, promotions, working conditions, and the resolution of employment-related concerns.

If an employee has a concern, she/he should discuss it with the immediate supervisor.

If the matter is not resolved to the employee's satisfaction by the immediate supervisor, the employee has the right to speak with the Minister or meet confidentially with the Chair of the Personnel Committee.

8.7 Nominating

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.

8.8 Ministerial Relations Committee

TBD

8.9 Operations/Facilities

TBD

8.10 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.

8.11 Facilities Policies

8.11.1 General

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

8.11.2 Rooms

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

8.11.3 Safety

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.

8.11.4 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.

8.11.5 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.

8.11.6 Facilities Usage

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.

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.

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.

Key Deposit

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.

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.

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.”

Kitchen

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

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.

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.

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.

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.

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.

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, except at weddings, or unless specifically approved in advance by the Program Council.

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.

Illegal Substances

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

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.

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.

Facility Usage – Acceptable Use

The MVUUF building and grounds are to be used for official MVUUF business and activities, and may be formally approved and scheduled for private use.

- Official MVUUF business and activities are those functions carried out by the congregation, staff, board, program council, formally recognized committees, and those functions carried out by groups that are formally approved by the appropriate authorities.
- The MVUUF building is not to be used for non-MVUUF business or activities (even by members) unless such use is formally approved and scheduled. 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.

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 key and cleaning deposits, and audio-visual fees will be paid in the full amount when required.

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 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, and as approved by the Board. These summaries and agreements are attached to this Policy Manual as addenda, and may be revised from time to time by the Program Council as necessary.

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.

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, 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 Treasurer will notify the Program Council if any group is more than two months in arrears for any applicable fees.

8.11.7 Fees

The following is a simplified schedule of fees. This schedule will be kept on file in the Fellowship office.

BUILDING USE			
Room	Single Use Rental	Recurring Rental	Notes
Entire Building	\$350	\$250	4-hour block
Gathering Space	\$90	\$75	4-hour block
Sanctuary	\$150	\$100	4-hour block
Kitchen	\$100	\$75	4-hour block, plus \$150 cleaning deposit
All Other Rooms	\$40	\$30	4 hour block
Labyrinth	\$20	\$10	4 hour block

Refundable Deposits*		
Key Deposit	\$75	Refundable upon key return
Cleaning Deposit	\$75 (\$150 for kitchen use)	May be required depending on type of event

*Deposit refunds will be issued within 14 days of key return and/or after final building usage.

Wedding and Reception		
Wedding only		
2 - 50 guests	\$150 Sanctuary	Plus Refundable \$75 key deposit and \$75 cleaning deposit, rentals are for up to 4-hours and cost includes prior date rehearsal.
51 - 100 guests	\$200 Sanctuary	
100 - 200 guests	\$300 Sanctuary	
Wedding/Reception or Reception only		
2 - 50 guests	\$350 Building	Plus Refundable \$75 key deposit and \$150 cleaning deposit. Rentals are for a 4-hours and cost includes prior date rehearsal. All equipment must be in original condition and returned to original location.
51 - 100 guests	\$450 Building	
100 - 200 guests (Cannot accommodate over 200 guests)	\$550 Building	

MVUUF Minister	
\$300 fee set by MVUUF minister. (Contact the office for referral to outside minister or celebrant.)	MVUUF minister’s fee includes planning meeting(s) with couple. Fee to be paid directly to minister.

AUDIO / VISUAL EQUIPMENT		
MVUUF equipment (microphones, tape players, projection equipment, etc.) may be operated only by individuals authorized by MVUUF.	\$50.00 first hour or part thereof plus \$35.00 each additional hour or part thereof.	Reservations must be made 30 days in advance. Pay technician directly.

NOTE
<ol style="list-style-type: none"> 1. All fees must be paid in full 30 days prior to scheduled event. 2. \$30 charge for NSF checks. 3. Deposit of 10% will reserve space up to 18 months in advance. 4. Refund of 100% will be given with 30-day written cancellation. 5. Refund of 75% for 15 to 29 day written cancellation. 6. Refund of 50% for 7 to 14 day advance written cancellation. 7. No refund for cancellation within one week of event.

Custodial Fees

Custodial fees will be \$30.00/hour. The fee for Operators/Trainers must be paid to the Office Administrator in advance with the other fees, but will be forwarded to the individual providing the service.

Fee Guidelines

All Fees must be paid in full prior to scheduled event, including for usage, deposits, audio-visual fees, and custodial fees.

Deposit of 10% will reserve space up to 18 months in advance.

Refund of 100% upon 30-day advance written cancellation.

Refund of 75% upon 15 to 29-day advance written cancellation.

Refund of 50% upon 7 to 14-day advance written cancellation.

No refund for cancellation within one week of event.

Fees quoted are for non-members unless otherwise noted.

8.11.8 Audio-visual Equipment

No person shall use the Sanctuary audio-visual equipment unless trained in its use by a Trainer designated by the Chair of the Audio-Visual Committee.

Any person or group wishing to use the Sanctuary audio-visual equipment must notify the Office Administrator or Chair of the Audio-Visual Committee no less than 30 days prior to the event to arrange for training or the provision of an Operator.

If an Operator is provided, or a non-member requests training, the user shall pay an hourly fee as defined in the section entitled “Fees.” The fees for Operators/Trainers

must be paid to the Office Administrator in advance with the other fees, but will be forwarded to the individual providing the service. The Operator or Trainer may waive their portion of the fee at their own discretion. Members who are trained are expected to occasionally serve as system operator for Sunday services or other MVUUF events.

8.11.9 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.

8.11.10 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.

8.11.11 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.

8.12 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.

Art Gallery

Decisions regarding appropriate art for the Chalice Light 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.

8.13 Communications (internal)

8.13.1 Email Groups

The following MVUUF email groups 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 groups, working in close collaboration with the other owners and the moderators of the 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.

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.

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.

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.

Others. 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.

- 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.

8.13.2 GUIDELINES 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 MVUF-Discussion if it is better suited to that list.
- f. Duplicate messages should not be posted to the News and Discussion lists.

8.13.3 GUIDELINES FOR MVUUF-DISCUSSION

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 unmoderated, 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.

8.13.4 GUIDELINES FOR MVUUF-ProgramCouncil

Working group of the Program Council of MVUUF (Dayton, Ohio). Council members post reports, agendas, minutes, and any other relevant correspondence here.

1. LIST MEMBERSHIP

- a. All current and elected members of both the MVUUF Program Council and the MVUUF Board will be subscribed to MVUUF-ProgramCouncil and can post to this list.
- b. Any other member of MVUUF can subscribe to MVUUF-ProgramCouncil, and any subscriber can post to this list.
- c. Subscribers must provide their full name when subscribing to the list. This information will be maintained by the Communication Representative.
- d. List members are asked to self-moderate and give constructive feedback to each other about inappropriate or unwelcome posts. MVUUF-ProgramCouncil will be generally unmoderated, 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. REPORTS AS ATTACHMENTS—Whenever possible, submit reports both in the body of the report and as an attachment. Attachments are not stored with messages archived on the Yahoo group page, so all crucial information should be included in the text of the message.
- c. FORWARDED MESSAGES—All forwarded messages or links must include some explanation from the author about why this information is being forwarded.
- d. UU PRINCIPLES—All posts should be respectful of our UU Principles:

- h. The inherent worth and dignity of every person;
 - ii. Justice, equity and compassion in human relations;
 - iii. Acceptance of one another and encouragement to spiritual growth in our congregations;
 - iv. A free and responsible search for truth and meaning;
 - v. The right of conscience and the use of the democratic process within our congregations and in society at large;
 - vi. The goal of world community with peace, liberty, and justice for all;
 - vii. Respect for the interdependent web of all existence of which we are a part.
- i. 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.
- j. 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.
- k. 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.
- l. DOUBLE POST—Duplicate messages should not be posted to the MVUUF-ProgramCouncil and MVUUFBoard. All members of the Board and Program Council are subscribed to both lists.

8.13.5 GUIDELINES FOR MVUUFBoard

Working group of the Board of MVUUF (Dayton, Ohio). Council members post reports, agendas, minutes, and any other relevant correspondence here.

1. LIST MEMBERSHIP

- a. All current and elected members of both the MVUUF Board and the MVUUF Program Council will be subscribed to MVUUFBoard and can post to this list.
- b. Any other member of MVUUF can subscribe to MVUUFBoard, and any subscriber can post to this list.
- c. Subscribers must provide their full name when subscribing to the list. This information will be maintained by the Communication Representative.
- d. List members are asked to self-moderate and give constructive feedback to each other about inappropriate or unwelcome posts. MVUUFBoard will

be generally unmoderated, 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. REPORTS AS ATTACHMENTS—Whenever possible, submit reports both in the body of the report and as an attachment. Attachments are not stored with messages archived on the Yahoo group page, so all crucial information should be included in the text of the message.
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 - The right of conscience and the use of the democratic process within our congregations and in society at large;
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- Respect for the interdependent web of all existence of which we are a part.
- e. 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.
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- g. 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.
- h. DOUBLE POST—Duplicate messages should not be posted to MVUUFBoard and MVUUF-ProgramCouncil. All members of the Board and Program Council are subscribed to both lists.

8.13.6 GUIDELINES FOR BEHAVIORAL AGREEMENT

(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."

8.14 Lifespan Religious Education

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

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.

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

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.

All Religious Education programming (Youth and Adult) shall be coordinated by the Lifespan Religious Education Council, in cooperation with the DLRE and RE Representative. The Youth Religious Education Committee and the Youth Adult Committee report to the LRE Council either directly or through the DLRE or RE Representative.

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

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

8.14.1 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.

8.14.2 Youth 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.

8.14.3 Youth and Children Safety Policy

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

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.

Supervision

There shall be at least two persons supervising 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.

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.

Childcare

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.

8.14.4 General Policies

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.

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.

Trees

Climbing trees on MVUUF property is not permitted.

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.

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.

8.14.5 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.

8.14.6 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.

8.14.7 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.

8.14.8 Background Check

In accordance with Ohio Senate Bill 187, volunteers who have” unsupervised access to children” (i.e. Indoors, there is only one adult present in the same room as the child; outdoors there is only on adult 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)

8.15 Social Concerns

The Social concerns Representative is responsible for promoting the spiritual growth of our members through facilitating their involvement with communities beyond our Fellowship. The Social Concerns 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 Concerns Committee coordinates all Social Concerns 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 Concerns 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 Concerns Committee must approve all donations from the Social Concerns budget and any expenditure not provided for within the Social Concerns line-item budget.

Expenditures that do not exceed the appropriate line-item in the Social Concerns budget may be made by the person responsible for that sub-group without prior approval by the Committee. The Social Concerns 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 Concerns Representative before being submitted for payment.

The Social Concerns Committee, its sub-groups, and the Social Concerns Representative will submit regular monthly reports within one week following a monthly meeting or significant activity:

Sub-groups of the Social Concerns Committee will submit these reports to the Social Concerns Chair.

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

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

8.16 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.

8.17 Affiliate, Interest and Adult Religious Education 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. Affiliates 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.

8.18 Interest Groups and Adult Religious Education

Approved Interest and Adult Religious Education 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.

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 either of 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.

9 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.

10 Financial Policies

10.1 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.

10.2 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.

10.3 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

10.4 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.

10.5 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.

10.6 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.

10.7 Health Care Reimbursement Account Policy

MVUUF values the health and well being of all staff, and makes every effort to support and encourage good health through prevention and early treatment – to the extent that the Fellowship is financially able. MVUUF encourages all eligible staff to obtain health insurance if possible with the funds MVUUF makes available. When the cost of insurance is not affordable with the funds available, or if health insurance is provided by another source, MVUUF will provide a health care reimbursement account. This

account is not intended to be a substitute for health insurance, nor is it considered a guarantee of health care expenses that go beyond the funds available in this account.

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. Each employee's account will be credited at the end of each pay period and funds may not be spent until they are accrued unless specially approved by the employee's supervisor and the treasurer. Funds not used in the MVUUF fiscal year will not carry over to the next year.

The account will reimburse the employee for the cost of health insurance premiums, and/or out of pocket health care expenses. Health care expenses include: standard medical office visits, diagnostic tests, prescription drugs, vision, and dental expenses. The account may be used to reimburse these expenses for the employee and their immediate family (spouse, domestic partner or minor children). Funds may not be used for expenses that have been or will be reimbursed by a third party. These reimbursement accounts do not fall under the IRS description of "business expenses" and will be reported as taxable income.

Reimbursement will be provided to the employee only with receipts that reflect the name of the employee or family member, the service provided (in general terms) and the amount of the expense. The employees will attach health care receipts to a form for medical reimbursement and provide it to their immediate supervisor for review. After the supervisor reviews and approves the request, the receipts will be locked in a confidential file separate from the personnel record, and maintained by the supervisor and/or the office administrator. As with all personnel issues, this information is confidential. A good faith effort will be made to maintain the employee's confidentiality, but confidentiality cannot be completely guaranteed.

The office administrator and each employee will monitor the balance of the account. The dollar amount budgeted per employee will not be exceeded.

10.8 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

10.9 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.

10.10 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.

10.11 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.

10.12 **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.

10.13 **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, copied below. The Endowment Fund Agreement shall only be modified in accordance with the terms stated within the Agreement.

Endowment Fund Agreement

MIAMI VALLEY UNITARIAN UNIVERSALIST FELLOWSHIP ENDOWMENT FUND

THE Miami Valley Unitarian Universalist Fellowship (the "Fellowship"), a nonprofit corporation incorporated under the laws of the state of Ohio, has by two-thirds vote of those of its membership (the "Membership") present and voting on the 14th day of June, 1992, created and established an endowment and memorial gift trust fund to be held in trust for the benefit of the Fellowship and managed, invested, and disbursed as provided in this agreement.

I. NAME AND PURPOSES

- 1.01. **Name.** For the purposes hereafter stated, the endowment and memorial gift fund hereby crated shall be known as The Miami Valley Unitarian Universalist Fellowship Endowment Fund (the "Fund").
- 1.02. **Purposes.** The general purpose of the Fund is to further augment the principles, objectives, program and purposes of the Fellowship by providing a suitable distribution for the benefit of the Fellowship of gifts for memorial or other purposes, where the intent of the donor, testator or testatrix (collectively, "donor") is to make a lasting contribution to the Fellowship.

II. FUND PROPERTY

- 2.01 **Fellowship Fund Property.** All property transferred to the Fund or to the Fellowship for endowment purposes shall be turned over and held by the Endowment Trustees pursuant to this agreement and shall be managed, invested and disbursed as provided hereinafter.
- 2.02 **Property and Funds.** The Endowment Trustees shall receive such funds and property as may be tendered to the Fund from any source. No such gift shall be accepted unless it is irrevocable and und\conditional and will inure to the sole benefit of the Fund and the Fellowship and not to any private individual. The Endowment Trustees may decline to accept any gift which in their opinion would not be of benefit to the Fund.

2.03 Restrictions by Donors: Gifts may be in money or in property, and donors may impose reasonable restrictions on the use or investment of tendered gifts. However, the Endowment Trustees may decline to accept any tendered gift which is subject to restrictions which, in their opinion, are not consistent with the principles of the Fund or the Fellowship or the tax exempt status of the Fund or, are not practical to comply with and administer.

III. PAYMENTS FROM THE FUND

The Endowment Trustees shall pay operating expenses of the fund from the net unrestricted income of the Fund, but may allocate a reasonable portion of the restricted income of the Fund to the expenses incurred by the particular restricted assets from which it is derived. Otherwise, all restricted income and principal of the Fund shall be applied in accordance with the applicable restrictions. The Endowment Trustees shall make the following disbursements from the Fund in accordance with the following directives and restrictions:

- 3.01 Unrestricted Net Income.** No more often than once in any fiscal year of the Fellowship, the Board of Trustees of the Fellowship (the "Board"), by a majority vote of the Trustees present and voting at a regular or special meeting, may request the Endowment Trustees to pay over to the Fellowship all or any part of the unrestricted net income from the Fund and use it for such purposes of the Fellowship which have been approved by the Board. If any part of such realized income is not reasonably subject to immediate withdrawal from a particular investment in which it is held, the Endowment Trustees may delay delivery of such income to the Board until it may reasonably be withdrawn. In determining the amount of such withdrawals, the Board is requested to take into account the impact of inflation on the economic (as opposed to monetary) value of the principal of the Fund and the fact that during periods of inflation, the stated income of the fund is determined by trust accounting principles will usually exceed the economic income of the Fund.
- 3.02 Unrestricted Principal.** No more than once in any fiscal year of the Fellowship, the Membership may request the Endowment Trustees to pay over to the Fellowship any part of the unrestricted principal of the Fund for application for such specified purpose or purposes of the Fellowship as the Membership shall direct. Because of the gravity of such a withdrawal and its impact upon the Fund and those who have made contributions to it in reliance on its lasting character, such request shall be deemed to be effectively made only if a two-thirds majority of those of the Membership present and voting at each of two properly called meetings of the Membership, either annual or special, within such fiscal year, the second of which is held no less than sixty days after the first, shall approve such request and designate such purpose or purposes. If any part of such principal of the fund is not subject to immediate withdrawal from a particular investment in which it is held, the Endowment Trustees may delay delivery of such principal to the Board until it may be reasonably be withdrawn.
- 3.03 Manner of Payment.** The Endowment Trustees will deliver the funds requested under Paragraphs 3.01 and 3.02 by check to the Treasurer of the Fellowship as promptly as practical.

- 3.04 **Restricted Portions.** Portions of the Fund representing or derived from gifts will be used in accordance with the instructions of the donors. The Endowment Trustees shall interpret those instructions and shall advise the board of the restricted use when releasing any such portions of the Fund to it.
- 3.05 **Undistributed Income Added to Principal.** Any net income of the 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 Fund on June 30 of each year.

IV. POWERS OF ENDOWMENT TRUSTEES

The Endowment Trustees shall have the following powers, in addition to all powers granted to trustees of an express trust by Ohio law which are not in conflict herewith:

- 4.01 A primary responsibility of the Endowment Trustee shall be to protect the assets of the Fund, and to ensure that any funds appropriated for use by the Fellowship are done so in a manner consistent with the By-Laws and in compliance with any terms, provisions or stipulations that were original conditions of acceptance of funds by the Fellowship.
- 4.02 Assets may be placed under the control of the Endowment Trustees either: (a) directly, such as by means of bequests or donations to the Fund; or (B) indirectly, as when assets controlled by the Board are transferred to the Fund. The Board, however, retains the ultimate authority to accept or reject any bequests or donations.
- 4.03 Although the Endowment Trustees shall have full authority to invest Fund assets in whatever manner it deems appropriate, a general guideline shall be to restrict such investments to common financial instruments such as stocks, bonds, mutual funds, Treasury bills, commercial paper, options, etc., and to avoid non-liquid investments such as real estate, jewelry, antiques, etc.
- 4.04 Investments shall be based on a policy of seeking to maximize total return (income and capital gains) while maintaining a high degree of safety of principal.
- 4.05 **Settlement.** The Endowment Trustees are authorized to settle, compromise, contest, prosecute or abandon claims in favor or against the Fund as they may deem advisable. For such purposes the Endowment Trustees may execute and deliver all proper and necessary instruments and may give full receipts and discharges. The Trustees shall also procure casualty and liability insurance for such assets and in such amounts as they may deem appropriate.
- 4.06 **Bank Accounts.** The Endowment Trustees may establish one or more bank accounts. In establishing such accounts it shall be made a condition for drawing checks thereon that such checks for an amount in excess of \$100, or such higher amount as may from time to time be established by majority vote of the Board, shall be valid only if signed by any two of the Endowment Trustees.
- 4.07 **Principal and interest.** The Endowment Trustees shall allocate receipts and disbursements to principal or income in accordance with reasonable trust accounting principles in the absence of specific provision herein.

- 4.08 **Counsel, etc.** The Endowment Trustees are authorized to employ counsel when necessary, and to employ such other agents, accountants, brokers, custodians of property and investment counselors which, in the judgment of the Endowment Trustees, may be required.
- 4.09 **Ethical Principles.** In investing the assets of the Fund, the Endowment Trustees shall always keep in mind the ethical principles associated with the Fellowship and the Unitarian Universalist Association and shall not make or retain any investment which, in their best judgment, based on information reasonably available to them, would be inconsistent with such principles.
- 4.10 **Fiscal Year.** The fiscal year of the Fund shall be from July 1 to June 30.

V. ENDOWMENT TRUSTEES

- 5.01 **Qualifications.** The Endowment Trustees shall be three in number, all of whom shall be at least eighteen years of age, and all of whom shall be voting members of the Fellowship, and non of whom shall be members of the Board or other governing body or members of the paid staff of the Fellowship.
- 5.02 **Initial Trustees.** The initial Endowment Trustees shall be nominated by the Board and elected by the membership. They shall serve, as designated, for terms of one, two and three years. Terms of the office will expire on June 30 of the designated year.
- 5.03 **Successor Trustees.** Annually, at the January meeting of the Fellowship a successor will be elected to a three year term beginning July 1 immediately following to replace the Endowment Trustee whose term expires the following June 30. Endowment Trustees shall be determined by the same procedure used to select candidates for the Board. Endowment Trustees shall serve for no more than two consecutive terms. The Board may designate a member of the Board as a non-voting ex officio member of the Trustees.
- 5.04 **Removal of Endowment Trustees.** Any Endowment Trustee may be removed by vote of two-thirds of the members of the Board at any regular meeting of the Board or any special meeting called for the purpose. The Board shall acquire jurisdiction to remove one or more of said Endowment Trustees only after a written notice of such intention shall have been served on the Endowment Trustees at least ten days before said meeting.
- 5.05 **Vacancies.** Any vacancy occurring for any reason in the office of Endowment Trustee shall be filled by the Board for a term extending to the next June 30 following the next annual meeting of the Fellowship at which the vacancy can be legally filled by the Membership. Any remaining period of such term shall be filled by the Membership at such meeting pursuant to Paragraph 5.03.
- 5.06 **Bonding of Endowment Trustees.** The Endowment Trustees may be appropriately bonded at the expense of the Fund if the Board, by majority vote, imposes such requirement and sets the amount and term of such bond.

VI. PROCEDURES OF THE ENDOWMENT TRUSTEES

- 6.01 **Procedures.** The Endowment Trustees shall elect a Chairperson. All matters requiring a decision by the Endowment Trustees shall be decided by a majority

vote. They shall meet at such times and places as they shall themselves determine.

- 6.02 **Reports.** The Endowment Trustees shall keep books of account showing all transactions relating to the Fund and shall make a written report to the Fellowship to be presented to the semi-annual congregational meeting. They shall make any such other reports as may be requested by the Board. The Trustees' reports will reflect the composition of income and expenses.

VII. AMENDMENT; TERMINATION

- 7.01 **Amendment.** It is intended that this shall be a permanent trust. It may, nevertheless, be amended in the manner in which it was created. No amendment, however, shall in any manner affect the general purposes of this Fund, as provided in Paragraph 1.02 of this agreement, adversely affect the status of the Fund as a tax-exempt organization supporting a Church as defined in the Internal Revenue Code, or relax in any manner the requirement for protection of principal set forth in Paragraph 3.02.
- 7.02 **Consolidation or Termination.** In the event the Miami Valley Unitarian Universalist Fellowship is merged into or consolidated with any other religious group, organization or denomination, or in the event of any change in its name or organizational structure, the Fund shall follow and be for the benefit of the successor or continuing organization or body, if such successor is then a church exempt from Federal income tax under Section 501-C-3 of the Internal Revenue Code of 1954. as it may be amended. In the event the Fellowship ceases operation and none of the contingencies stated immediately above take place, the entire principal of the Fund and any undistributed income shall be distributed to the Unitarian Universalist Association, if that organization is then exempt from income tax under section 501-c-3 of the Internal Revenue Code or, if it is not, to such organization or organizations which are then so exempt as shall be selected by the Endowment Trustees.

IN WITNESS WHEREOF, the Membership has caused this agreement to be signed by the President of the Board of Trustees on the date specified above. The initial Endowment Trustees have also executed this agreement to evidence their respective consents to carry out the duties of trustee as provided herein for the period specified.

Holly Wilkes, President
Dale R Bockhorst, Endowment Trustee
William R. Wilkes, Endowment Trustee
Rebecca A. Cochran, Endowment Trustee

10.14 Fund Collection and Disbursement

10.14.1 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.

10.14.2 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.

10.14.3 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.

10.15 Fundraising and Donations

10.15.1 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)
- 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.
- 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.

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.

10.15.2 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).

10.15.3 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.

10.15.4 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.

10.15.5 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.

10.16 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.

10.17 Financial Planning Policy

10.17.1 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.

10.18 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).

10.18.1 Fund Collection and Deposit Procedures

10.18.2 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.

10.18.3 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.

10.18.4 **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.

Appendix A – Job Descriptions

Use of Job Descriptions

Job descriptions alone are insufficient to provide individuals with day to day direction in their positions or to express annual performance expectations. Interaction between employee and supervisor achieves those goals. Job descriptions provide a general indication of what is expected for the purpose of setting salaries and providing guidance for searches.

Job descriptions should express the expectations of the supervisory team. Position content and job descriptions can get out of alignment as time goes by. Job descriptions should be reviewed annually against position content and organizational need to ensure that the document is current and aligned with the needs of the organization.

Job descriptions should also be reviewed whenever a new incumbent is sought for a position. This should take place before any other phase of the search commences.

When job descriptions change significantly in scope and expectations, the changes are submitted to the Personnel Committee. The committee members review the changes with the supervisor and incumbent as needed and send the updated job description to the Board for approval. Minor changes may be made by the supervisor in concert with the incumbent and with the approval of the Personnel Committee.

Title: **Bookkeeper**

Department:

Status: Partial part time

Incumbent: Dale Bockhorst

Prepared by: Scott Leonard

Date: 12/8/05

Approved by:

Date:

Committees responsible to: Finance Committee

OVERVIEW

The Bookkeeper completes bookkeeping-oriented tasks for the Fellowship.

DUTIES

- Accurately and in a timely fashion maintain the financial records of the Fellowship. This includes, but is not limited to the “Specific Monthly Tasks” listed on the attached page.
- Assist with internal or independent financial audits as necessary.
- Recommend financial process improvements to the Administrator, Finance Committee Chair, and/or Treasurer. Improvements include any changes to make financial processes faster, more accurate, more auditable, or more resistant to fraud and data loss. Recommend when financial software or computer upgrades should be made. Implement improvements and upgrades (if approved) upon approval.
- Complete other bookkeeping-oriented tasks as assigned by the Treasurer or Finance Committee Chair.
- Coordinate the Bookkeeper’s tasks and schedules with the Administrator, as necessary.
- Maintain accurate records of working time spent each week. Report time worked to the Administrator in time for payroll submissions.
- Provide the Administrator, Treasurer, and Finance Committee with current phone and email contact information for the Bookkeeper. Make best effort to respond to calls and emails within 24 hours. Notify by phone, voicemail, or email the Administrator, Treasurer, and Finance Committee Chair in advance (if possible) when there will be extended periods (1 week or more) during which the Bookkeeper will be unavailable.
- Follow appropriate security procedures with regard to computer passwords and building keys. Provide the President and Vice President with current lists of computer passwords that are under the Bookkeeper’s control.
- Maintain a working knowledge of standard bookkeeping rules and principles. Adhere to those rules and principles, and promptly notify the Treasurer, Finance Committee Chair and President of the Fellowship if Fellowship bylaws, policies, procedures, or specific directions given to the Bookkeeper would violate standard bookkeeping rules and principles.
- Learn in a timely manner to use new financial software or bookkeeping processes as required. Perform data entry as needed to update computer systems or migrate to new systems.

- Abide by the UUA Code of Ethics in addition to codes of ethics appropriate for bookkeeping professionals. Consistently conduct themselves in accord with, and in support of, the Fellowship's purposes and principles.
- Other duties as assigned.

Specific Monthly Tasks

Specific monthly tasks for the Bookkeeper and an estimate of the time requirements for each are as follows. The total estimated time required for regular monthly tasks is 20 hours per month. The Bookkeeper shall record and be paid for his or her actual hours worked each month.

Accounts Payable (Estimated 1.5 hours / week)

- Enter new vendors as needed
- Enter payables using requisition vouchers prepared by Administrator
- Print checks, attach to voucher and put in "Checks to Be Signed" folder.

Accounts Receivable (Estimated 1 hour/week)

- Enter cash receipts using weekly report prepared by Administrator

Payroll (Estimated 1 hour/month)

- Record monthly payroll
- Reconcile Powerchurch report to Horizon report

Bank Reconciliation for National City (Estimated 1.5 hours/month)

- Enter direct debits from National City account
- Reconcile to General Ledger (all)

General Ledger (Estimated 2 hours/month)

- Maintain chart of accounts
- Reconcile Balance Sheet Accounts
 - Cash in Bank
 - National City Account
- Review for any variances and make corrections as needed
- Email the preliminary Income Statement, Balance Sheet, and General Ledger (monthly data only) to the Treasurer and Finance Committee Chair in time for their review at the monthly Finance Committee meeting (Currently scheduled at 6:30PM on the 2nd Wednesday of each month.)
- Make corrections as needed.
- Run final Balance Sheet and Income Statement and resend to Treasurer and Finance Committee Chair.

Meetings (Up to 5 hours/month)

- Attend meetings as required.
 - Weekly staff meetings
 - Monthly Finance Committee meetings

REPORTING RELATIONSHIPS

The Bookkeeper accepts direction on financial tasks from the Treasurer and the Finance Committee Chair. The Bookkeeper's formal reporting relationship is as described in the MVUUF Policy Manual.

QUALIFICATIONS

The Bookkeeper shall have at least the following qualifications.

- Education and/or working experience in relevant bookkeeping processes.
- Ability to learn and become proficient in using the bookkeeping software owned by the MVUUF.
- Ability to perform all duties and monthly tasks described in this job description.

Title: **Custodian**

Department:

Status: Part Time

Incumbent: Jessie Minnifield

Prepared by:

Date:

Approved by:

Date:

Committees responsible to:

OVERVIEW

The Custodian shall provide a clean, safe, and consistent environment at the MVUUF facility located at 8690 Yankee Street, Dayton, OH. The jobs in the ensuing "Itemization of Responsibilities" are to be performed in a manner consistent with the expectations of the Board –and in accordance with local sanitation codes and cleaning practices. The Custodian will abide with the UUA Code of Ethics and will conduct him/herself in accordance with the Fellowship's Purposes and Principles on file at the Fellowship Office.

DUTIES

1. Any tasks that the Custodian may be asked to perform that are not included in the Custodian's Itemization of Tasks will be compensated as negotiated with the Administrator and Operations Representative on a per item basis.
2. The Custodian shall receive additional pay for any event requiring him/her to work additional hours above and beyond the normal custodial work schedule.
3. Notify the Administrator when building usage has been unsatisfactory.
4. Maintain the building according to jobs outlined on the attached Itemization of Tasks.
5. Meet with the Administrator on a monthly basis to review and evaluate concerns.
6. Notify the Administrator when standard building supplies are needed if such cost is over \$50.
7. If the costs are under \$50, the Custodian may purchase said supplies and present a receipt to the Administrator for reimbursement.
8. Establish weekly schedule of hours with the Administrator.
9. Notify Administrator and/or Operations Representative if repairs and/or maintenance are needed.
10. The Custodian should be alert to any building clean-up that needs to be done and perform such clean-up in a timely manner.
11. Other duties as assigned.

REPORTING RELATIONSHIPS

The Custodian will report to and take direction from the Fellowship's Administrator. Any issues that cannot be resolved between the Custodian and Administrator must be brought to the attention of the Operations Representative. If the Operations Representative is unable to resolve the issue it is to be sent in writing to the Personnel Committee for review and resolution.

QUALIFICATIONS

Incumbent must be reliable and have a track record of working in a steady, consistent fashion. **MVUUF CUSTODIAN ITEMIZATION OF RESPONSIBILITIES**

Note: The frequency of performing the following job duties is be used as only a guideline. It may be updated as needed by the Administrator, Operations Representative, and Custodian.

Date Prepared: August 17, 2005 Job Title: Custodian

Reports to: MVUUF Administrator

	As/If Need ed	Da y 1	Da y 2	Da y 3	Wkl y	M o	Se mi- Ann .	Annu al
<u>Building Exterior:</u>								
Pick up & dispose of loose trash	X	X	X	X				
Windows - wash & clean	X						X	
<u>Building Interior:</u>								
Replace light bulbs throughout building	X							
Wastebaskets - empty all	X	X	X	X				
Entryways - windows - clean	X							
Entryway mats - clean	X							
<u>Hallways & Gathering Space:</u>								
Sweep	X	X	X	X				
Wet-Mop - 2 times per week	X	X		X				
Wax and Buff - strip and re-wax	X							X
Walls-clean off scuff marks and handprints	X							
Glass doors and windows-clean off prints	X							
Wastebaskets - empty	X	X	X	X				
<u>Restrooms:</u>								
Floors - mop	X	X		X				
Sinks - clean	X	X	X	X				
Toilets - clean	X	X	X	X				
Mirrors - clean	X	X	X	X				
Replace: toilet paper, paper towels, liquid soap	X	X	X	X				
Walls & Stall Walls - clean	X							X
<u>Offices, Class Rooms, Library</u>								
Dust	X				X			
Vacuum	X				X			
Clean doors, walls, windows of scuff marks & handprints	X				X			

Empty wastebaskets	X				X			
Carpet - shampoo	X						X	
<u>Sanctuary:</u>								
Vacuum	X				X			
Dust everything (including window sills)					X			
Move and/or re-arrange chairs as requested	X							
Cobwebs - remove					X			
Choir Risers - dust and straighten					X			
<u>Kitchen & Coffee Area:</u>								
Wet Mop	X				X			
Dust	X				X			
Windows - clean	X				X			
Trash - empty all trash cans	X				X			
Door mat - vacuum					X			
Note: Custodian is not responsible for the cleaning kitchen sinks, counters and appliances or replacing supplies.								

Title: **Administrator**

Department: Administration

Status: Full time

Incumbent: Barbara Kelley

Prepared by:

Date:

Approved by:

Date:

Committees responsible to:

OVERVIEW

The administrator is responsible for general office work, the weekly order of service, and certain aspects of building use. The administrator serves as secretary for the membership and pledge functions of the Fellowship. The administrator must work closely with the Minister, staff, Board, Program Council, and committees in the achievement of the goals set forth by the Congregation, the Board, and the Minister.

Because the administrator is often the first contact a visitor has with the Fellowship, he/she must be familiar with and supportive of the policies and practices of the Fellowship and the Unitarian Universalist Association Principles and Purposes.

DUTIES

General Office Work

- Answer telephone and program answering machine.
- Maintain Fellowship calendar.
- Assist committees.
- Maintain and track all address lists (membership, Forum, and *UU World* subscription).
- Receive and distribute mail.
- Inventory and purchase office supplies.
- Oversee operation, maintenance, and repair of office equipment.
- Assist Planned Parenthood book drop.
- Supply annual and semi-annual reports and sermon reproductions.
- Assist Personnel Committee with ensuring that any new hire receives appropriate paperwork and that these forms are on file in the Fellowship office.

Order of Service (Bulletins)

- Receive information, type, edit, layout, take to and retrieve from printer.

Monthly Newsletter (Forum)

- Receive information, type, edit, layout, take to and retrieve from printer, and mail. (Preparation of the newsletter may be assigned to a Congregational volunteer.)

Building

- Schedule use of Fellowship facilities and handle contracts and arrangements in accordance with Fellowship policy.
- Welcome visitors and conduct tours of building.

- Be responsible for building keys.
- Coordinate custodial arrangements with minister.
- Coordinate arrangements for memorial services and weddings as needed.
- Purchase coffee/kitchen supplies.

Membership

- Keep Fellowship directory current.
- Mail information packets to guests and interested persons.
- Maintain and track membership lists (members, associate members, friends, and visitors).
- Send letter to all guests, new members, and those who resign in timely fashion.
- Keep Board updated as to new members including addresses and telephone numbers, as well as resignations.
- Coordinate with the Caring and Sharing Committee. .

Records

- Keep Treasurer, Finance Committee, and Canvas Committee informed of new members and pledge status of all pledging units.
- Maintain records of pledge receipts.

Finance

- Manage administrative budget.
- Send acknowledgments and thank you notes for memorial gifts.
- Assist bookkeeper. Maintain individual contribution records, prepare and mail quarterly and annual contribution statements, record weekly deposits in Powerchurch

Other duties as assigned

REPORTING RELATIONSHIPS

- Position reports to: Minister
- Position supervises: office volunteers and provides daily work direction to the custodian.

QUALIFICATIONS

Education: 2 year degree or equivalent experience

Experience: A minimum of 2 years experience working in a similar environment with similar accountabilities

Competencies:

- basic knowledge of word processing, spreadsheet, and data base execution
- skill in oral and written communication
- self-motivating, able to work with little direct supervision
- ability to plan, implement and evaluate
- awareness of organizational priorities and need of individual
- proficiency in organizing and maintaining records and schedules
- time-management skills
- ability to work under time pressures and with a wide variety of people

- detail oriented
- willingness to work in a cooperative team environment
- good working understanding of the Fellowship, including an appreciation for the need and use of the democratic and group processes.

Title: **Director of Religious Education (DRE)**

Accountability

The DRE reports to the minister and collaborates with the YRE Committee, Teaching Team, and Lifespan Religious Education Representative (LRE Rep). The LRE Rep and Minister, in conjunction with the personnel committee, will work together with the DRE on regular performance review/ management.

Supervises

RE Assistant, Nursery Care Provider, Child Care Provider (YRE Staff), and teachers and volunteers

OVERVIEW

The purpose of the DRE is to provide leadership and guidance to MVUUF regarding religious education for children, and youth through age 20. The DRE collaborates with the volunteer teaching team, LRE Rep, the appropriate RE committees, and the Fellowship staff to accomplish strategic planning for religious education and provides ongoing coordination of the RE program. The DRE fulfills the responsibilities of the position in a way that demonstrates care and concern for the members of the Fellowship.

DUTIES

On-Going Responsibilities

(in collaboration with the LRE Rep, YRE volunteers and YRE support staff)

- Be present and available up to 5 hours on Sunday, actively engaged in the morning activities of YRE. (One Sunday off per month is allowable).
- Welcome, provide information to and follow up with new and prospective YRE participants and families
- Plan, organize, prioritize, and provide ongoing coordination of the YRE program
- Evaluate and respond to children's needs for appropriate learning environments, curricula, safety and care
- Implement YRE policies
- Foster a sense of community, the healthy functioning of the congregation and a spirit of cooperation among its members and staff
- Create and maintain a learning environment that welcomes and nurtures participants
- Provide or arrange for monthly Children's Chapel and Youth Worship
- Assure snacks are available to classes who request them
- Perform other duties or tasks as assigned

Periodic Responsibilities

(in collaboration with the LRE Rep, YRE volunteers and YRE support staff)

- Select and implement a curricula for children and youth in accordance with Board/LRE Representative expectations in collaboration with the YRE Committee
- Plan and implement programming and special events in collaboration with the YRE Committee, teaching team, and other volunteers and staff
- Coordinate rite of passage ceremonies for children and youth with the Minister
- Recruit, train and support volunteer teachers and leaders for YRE programs and activities
- Review YRE policies and recommend changes to the LRE Representative.
- Participate in strategic program review and planning for the growth, development and ongoing effectiveness of the YRE program

ADMINISTRATION

Budget

- Collaborate with the LRE Rep to develop and recommend an appropriate budget for the YRE program annually.
- Monitor and work within approved budget

Communication

- Publicize program options in bulletins and Forum articles
- Prepare and publish YRE schedule of programs and prospectus yearly
- Assure maintenance of YRE bulletin board

Records

- Maintain records regarding budget, professional growth, student registration, class roster and family contact information, attendance, background/safety screenings and health information for children

Volunteer and RE staff Support

- Recruit, train, and provide feedback and support as needed for volunteers
- Maintain an appropriate level of supplies and equipment in organized, safe, and clean manner
- Maintain a library for resource materials
- Assure that curricula and requested materials are available for teachers/volunteers
- Recruit, train and supervise a YRE Assistant, Nursery, and Childcare Providers
- Ensure regular teacher recognition

Board / Committee Work

- Participate in meetings of YRE Committee, ensure minutes are completed and submitted
- Attend other committee and Board meetings as requested

Study and Self-Development

- Maintain own spiritual, physical and emotional well-being
- Participate in DRE training opportunities (e.g., district, regional, independent study)
- Maintain District and denominational contacts and connectedness as a means of service and nurturing personal growth
- Abide by the LREDA Code of Ethics and the MVUUF Code of Ethics for Ministry with Youth and the policies of MVUUF

Experience, Knowledge, Skills, and abilities:

- Enjoyment of and desire to work with children and youth
- Understanding of developmental norms and needs for different ages/stages of children and youth
- Ability to plan, organize, prioritize, and provide ongoing coordination of the YRE program (requires analytical thinking, problem-solving, attention to detail)
- Ability to work in a team and independently, and with minimal supervision
- Ability to build and maintain a support network within the UU community within and outside of MVUUF
- Ability to develop and maintain positive and professional rapport with a diverse group of people with various religious orientations, of all ages, including adults/parents
- Bachelor's degree in religion, education, or other related field (preferred) or experience in related work
- Strong interpersonal skills, including relationship-building, written and oral communication skills
- Be in sympathy with the mission, principles, and tenets of the MVUUF and the larger UUA.

Title: **Religious Education Assistant (REA)**

OVERVIEW

The Religious Education Assistant (REA) assists the Director of Religious Education (DRE) and the RE staff in planning and implementing RE programs for children and youth. The duties listed below are to be performed in a manner consistent with the Board and DRE's expectations, in accordance with the direction of the RE mission and goals, and in a way that demonstrates care and concern for all members of the Fellowship and their religious education needs.

DUTIES

- Assist the DRE and volunteers with RE activities during Sunday services and other programs as agreed. (See Duties for Sunday Morning listed-attached)
- Provide assigned RE clerical help in the RE office.
- Comply with the UUA Code of Ethics and the Ministry of Religious Education Code of Ethics on file at the Fellowship.
- Be visible and active in the YRE wing, monitoring all YRE areas for safety and respond to needs
- Assure neatness and cleanliness in the Prep Room and YRE classrooms
- Assist DRE in recruiting volunteers for various YRE programming
- Provide program support for up to two hours (average) during the week, which may include such tasks as making phone calls or clerical work.

REPORTING RELATIONSHIPS

- Position reports to: DRE
- Position supervises: No supervisory responsibilities

QUALIFICATIONS

- Strong interpersonal, teamwork, and relationship-building skills
- Strong interpersonal, teamwork, and relationship-building skills
- Successful track record in coordinating volunteer activities, preferably in a liberal religious or social service setting
- Be in sympathy with the mission, principles, and tenets of the Miami Valley Unitarian Universalist Fellowship
- Responsiveness to the needs and concerns of participants and, where relevant, parents of MVUUF
- Strong time management skills (e.g., completing work in a timely manner, making effective use of time, etc.).

Title: **NURSERY CAREGIVER**

OVERVIEW

The Childcare Provider provides safe, nurturing, and consistent care for children ages 0-12 at the fellowship during Adult Religious Education and ages 0-4 during Sunday services. These hours are 9:15 a.m.-12:15 p.m. on Sunday. Other times may be arranged by mutual agreement with the DRE as needed.

DUTIES

- Supervise all children left in their care at the Fellowship, providing a safe and nurturing environment.
- Monitor conditions (e.g. playground, classroom) for safety and cleanliness.
- Maintain records (i.e. attendance, visitor registration) as requested.
- Other duties as assigned by the Director of Religious Education (DRE).

REPORTING RELATIONSHIPS

- Position reports to: DRE

Qualifications

Enjoyment of and desire to work with children and youth

Ability to work in a team and independently, and with minimal supervision

- Strong interpersonal skills, including responsiveness to the needs and concerns of participants and parents
- Ability to manage concurrent multiple priorities (requires analytical thinking, problem-solving, and attention to detail)
- Ability to provide effective feedback to the DRE.
- In sympathy with the mission, principles, and tenets of the Miami Valley Unitarian Universalist Fellowship

Title: **Choir Accompanist (CA)**

Department: Music

Incumbent: Linda Norkus

Prepared by:

Approved by:

Committees responsible to:

Status: Partial Part Time

Date:

Date:

OVERVIEW

The CA is responsible for accompanying the choir at rehearsals and in performance.

DUTIES

- Accompany choir at all weekly and other special rehearsals.
- Accompany the choir in performances.
- Perform other appropriate tasks assigned by the Choir Director or Director of Music.
- Report to and take direction from the Choir Director.
- Comply with the UUA Code of Ethics on file at the Fellowship, consistently conducting him/herself in accordance with and support of the Fellowship's Purposes and Principles on file at the Fellowship.

REPORTING RELATIONSHIPS

- Position reports to: Choir director (and Music director, when incumbent is in place)
- Position supervises: No supervisory responsibilities

QUALIFICATIONS

- Experience playing piano for choral groups
- Ability to work effectively with people
- Demonstrate teamwork

Title: **Choir Director (CD)**

Department:

Status: Partial part time

Incumbent: Jeanette Filburn

Prepared by:

Date:

Approved by:

Date:

Committees responsible to:

OVERVIEW

The Choir Director is responsible for directing and rehearsing the choir throughout the year and arranging for piano accompaniment for Sunday services. The Choir Director is an integral part of the ministry of the Fellowship, stimulating interest in music as part of the life of the entire congregation. The Choir Director's behavior and attitude shall reflect the caring nature of ministry and a respect for the Purposes and Principles of the Unitarian Universalist Association.

DUTIES

- Coordinate with the Music Director (when incumbent in place) and Music Program Representative a choral program that stimulates and challenges the congregation and conveys the ideals and principles of Unitarian Universalism.
- Provide diverse, imaginative music of high quality for congregational worship services, while maintaining freedom of musical expression. This includes planning choral music appropriate for the program theme and season of the year.
- Assist the Music Director (when incumbent in place) and program representative in recruiting and developing children and youth music programs.
- Rehearse as necessary choirs, soloists, and other musicians participating in Sunday morning services.
- Schedule regular choir performances in connection with the program themes.
- Assist in recruiting special music for Sunday programs.
- Hire and supervise the Choir Accompanist.
- Recruit members for the choir and cultivate musical talent with people of all ages in the Fellowship.
- Develop musical programming that conveys the ideals and principles of Miami Valley Unitarian Universalism.
- Plan details of music offerings in time to be included in the Sunday bulletin and monthly Forum.
- Coordinate with the Music Director the Fellowship's music library.
- Other duties as assigned.

REPORTING RELATIONSHIPS

Position Reports to the Director of Music or Minister

QUALIFICATIONS

Experience directing choral groups and some musical training preferred.

Ability to work well with diverse personalities, thereby encouraging participation and retention.

Title: Director of Music
Department: Administration
Incumbent:

Status: Partial Part Time

Prepared by:

Date:

Approved by:

Date:

Committees responsible to: Music, Worship

OVERVIEW

The DOM is an integral part of the ministry of the Fellowship, stimulating interest in music as part of the life of the entire congregation. The DOM is a resource for a variety of types of music for Sunday morning services, alternative services, and special music programs. The DOM works closely with the minister, the music and worship committees, and the Fellowship staff in planning and designing worship services and programs. The behavior and attitude of the DOM shall reflect the caring nature of ministry and a respect for the Purposes and Principles of the Unitarian Universalist Association.

DUTIES

- Take charge of the musical life of the congregation. Develop a music program that stimulates and challenges the congregation and conveys the ideals and principles of Unitarian Universalism.
- Coordinate the music for Sunday worship services.
- Coordinate the Saturday Celebration services September through May.
- Supervise the Fellowship music employees.
- Arrange for the development of the children and youth music programs.
- Coordinate all phases of the music for the Fellowship with the worship committee, the Choir Director, and the Minister to provide diverse, imaginative music of high quality for congregational worship services. This includes providing music appropriate to the theme of the Sunday morning and alternative services as well as planning choral, instrumental, and vocal music appropriate to the program theme and season of the year.
- Plan details of music in time to be included in the Forum, program bulletins, and other Fellowship publications.
- Arrange for musical talent within and without the congregation to perform at Sunday services, Saturday Celebrations, and special musical programs.
- Submit annual budget requests to the finance or other appropriate committees. Maintain spending records.
- Attend regularly scheduled staff meetings as personal schedule permits.
- Work with the Minister and other musicians to provide music at weddings, memorial services, and other private services when requested.
- Supervise the maintenance of the congregation's musical instruments and music library.
- Cultivate musical talent with people of all ages in the Fellowship.
- Other duties as assigned.

REPORTING RELATIONSHIPS

- Position reports to Minister
- Choir director and choir accompanist report to Music Director

QUALIFICATIONS

- Experience in working with ministers and other to coordinate music with services
- Contacts in the community that lead to enriching the music options for the congregation
- Good organizational skills and the ability to work to and meet deadlines
- The ability to work well with a variety of people

Appendix B - Sample Interviewing Materials [TBD]

Appendix C – Employer Reference Inquiry

Employer Reference Inquiry

Church Name

Street Address/Box No.

City/State/Zip

FAX No.

The below former employee, by signing this form, has given you permission to answer the following questions candidly:

Former

Employee

Given/Maiden Name(s)

Signature

Social Security #: _____

Date:

1. _____ Dates _____ of _____ Employment:

2. _____ Position _____ at _____ Separation:

3. _____ Salary _____ at _____ Separation:

4. Overall Work Performance Evaluation During Last Year of Employment:

5. Eligibility for reemployment: Eligible Ineligible (Circle one). If "Ineligible" please state reason (Please Use Back of Form if Needed):

Supervisor's Name (Please Print)

Company/Institution Address

Appendix D – Employment Reference Investigation

EMPLOYMENT REFERENCE INVESTIGATION
(Phone)

Applicant: _____ Soc. Sec. No. _____

Co./Institution Contacted: _____ Person/Dept.: _____

Phone No.: _____ Date: _____ By: _____

Conclusion (Favorable or Unfavorable): _____

QUESTIONS

1. _____ Dates _____ of _____ Employment: _____

2. _____ Position _____ at _____ Separation? _____

3. _____ Salary _____ at _____ Separation? _____

4. _____ Work-Related _____ Strengths? _____

5. _____ Need _____ for _____ Improvement _____ Areas/Weaknesses? _____

6. _____ Leadership _____ Ability/Potential? _____

7. _____ Relationship _____ with _____ Subordinates? _____

8. _____ Relationship _____ with _____ Supervisor? _____

9. _____ Attitude _____ towards _____ Position _____ and _____ Company? _____

10. Overall Work Performance Evaluation During Past Year (Based on Performance Evaluations)? _____

11. Eligibility for rehire?: Eligible Ineligible (Circle One). If "Ineligible" please state reason. _____

12.	Other	Questions/Comments?
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Appendix E – Form I-9

U.S. Department of Justice
Immigration and Naturalization Service

OMB No. 1115-0138
Employment Eligibility Verification

INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1 - Employee. All employees, citizens and noncitizens, hired after November 6, 1986, must complete Section 1 of this form at the time of hire, which is the actual beginning of employment. The employer is responsible for ensuring that Section 1 is timely and properly completed.

Preparer/Translator Certification. The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his/her own. However, the employee must still sign Section 1 personally.

Section 2 - Employer. For the purpose of completing this form, the term "employer" includes those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Employers must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, Section 2 must be completed at the time employment begins. Employers must record: 1) document title; 2) issuing authority; 3) document number, 4) expiration date, if any; and 5) the date employment begins. Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the I-9. However, employers are still responsible for completing the I-9.

Section 3 - Updating and Reverification. Employers must complete Section 3 when updating and/or reverifying the I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in Section 1. Employers **CANNOT** specify which document(s) they will accept from an employee.

- If an employee's name has changed at the time this form is being updated/ reverified, complete Block A.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.

- If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired or if a current employee's work authorization is about to expire (reverification), complete Block B and:
 - examine any document that reflects that the employee is authorized to work in the U.S. (see List A or C).
 - record the document title, document number and expiration date (if any) in Block C, and
 - complete the signature block.

Photocopying and Retaining Form I-9. A blank I-9 may be reproduced provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed I-9s for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

For more detailed information, you may refer to the **INS Handbook for Employers, (Form M-274)**. You may obtain the handbook at your local INS office.

Privacy Act Notice. The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of the U.S. Immigration and Naturalization Service, the Department of Labor, and the Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Reporting Burden. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: 1) learning about this form, 5 minutes; 2) completing the form, 5 minutes; and 3) assembling and filing (recordkeeping) the form, 5 minutes, for an average of 15 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to both the Immigration and Naturalization Service, 425 I Street, N.W., Room 5304, Washington, D. C. 20536; and the Office of Management and Budget, Paperwork Reduction Project, OMB No. 1115-0138, Washington, D.C. 20503.

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE.** It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am (check one of the following): A citizen or national of the United States A Lawful Permanent Resident (Alien # A _____) An alien authorized to work until ___/___/___ (Alien # or Admission # _____)	
Employee's Signature			Date (month/day/year)

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C as listed on the reverse of this form and record the title, number and expiration date, if any, of the document(s)

List A	OR	List B	AND	List C
Document title: _____	OR	_____	_____	_____
Issuing authority: _____		_____	_____	_____
Document #: _____		_____	_____	_____
Expiration Date (if any): ___/___/___		___/___/___	___/___/___	___/___/___
Document #: _____		_____	_____	_____
Expiration Date (if any): ___/___/___	_____	_____	_____	_____

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) ___/___/___ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment).

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name	Address (Street Name and Number, City, State, Zip Code)	
		Date (month/day/year)


Section 3. Updating and Reverification. To be completed and signed by employer

A. New Name (if applicable)	B. Date of rehire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility. Document Title: _____ Document #: _____ Expiration Date (if any): ___/___/___	

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
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LISTS OF ACCEPTABLE DOCUMENTS

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Eligibility	OR	Documents that Establish Identity	AND	Documents that Establish Employment Eligibility
<ol style="list-style-type: none"> 1. U.S. Passport (unexpired or expired) 2. Certificate of U.S. Citizenship (<i>INS Form N-560 or N-561</i>) 3. Certificate of Naturalization (<i>INS Form N-550 or N-570</i>) 4. Unexpired foreign passport, with <i>I-551</i> stamp or attached <i>INS Form I-94</i> indicating unexpired employment authorization 5. Alien Registration Receipt Card with photograph (<i>INS Form I-151 or I-551</i>) 6. Unexpired Temporary Resident Card (<i>INS Form I-688</i>) 7. Unexpired Employment Authorization Card (<i>INS Form I-688A</i>) 8. Unexpired Reentry Permit (<i>INS Form I-327</i>) 9. Unexpired Refugee Travel Document (<i>INS Form I-571</i>) 10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (<i>INS Form I-688B</i>) 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center; margin: 5px 0;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>) 2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>) 3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (<i>INS Form I-197</i>) 6. ID Card for use of Resident Citizen in the United States (<i>INS Form I-179</i>) 7. Unexpired employment authorization document issued by the INS (<i>other than those listed under List A</i>) 	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Appendix F – Sample Letter to Unsuccessful Job Applicants [TBD]

Appendix G – Personnel Action Notice

PERSONNEL ACTION NOTICE

EMPLOYEE DATA	1) Name: Last, First & Middle	2) Social Secty. No.	3) Effective Date/Mo.-Day-Yr.	4) Home Phone No.
EMPLOYEE DATA	5) Street Address or Box No. 6) City	6) City	7) State 8) Zip Code	9) Birth Date
EMPLOYEE DATA	10) Employment Date	11) Job Title	12) Salary Grade	13A) Job Classification: Non-Ordained () Ordained ()
WAGE CHANGE	13B) Job Classification: Full Time () Part Time () Seasonal ()	14A) Wage: To \$ From \$ 14B) Paid Weekly () Bi-Weekly () Semi-Monthly () Monthly () Bi-Monthly ()	15A) Next Performance Evaluation Date: 15B) Next Wage Review Date	16A) REQUIRED EEOC DATA Caucasian () African Amer. () Asian () Hispanic () Native Amer. () Other _____ 16B) Female () Male () 16C) Unmarried () Married ()
JOB STATUS CHANGE	17A) Classification () Job Title () Promotion () Demotion () Other _____	17B) To From	18A) Job Classification: Non-Ordained () Ordained () 18B) Full Time () Part Time () Seasonal ()	19) Salary Grade: To From
ABSENCE	20A) Leave: Paid Vacation () Unpaid Vacation () Paid Family () Unpaid Family () Paid Illness () Unpaid Illness ()	20B) Leave of Absence Illness/Disability () Maternity () Military () Other _____	20C) Funeral Leave Paid () Unpaid ()	21) Dates: From To
TERMINATION	22) Voluntary () Involuntary () Reduction in Staff ()	23) Last Day Worked:	24A) Severance Pay: Yes () No ()	24B) No. of Days/Dollar Amount
APPROVAL / COMMENTS	25. Sr. Pastor _____ Date _____ Supervisor _____ Date _____ Personnel Liaison/ Committee Chair	26) Comments		

	Date _____			
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Appendix H – Employee Orientation Procedure

EMPLOYEE ORIENTATION PROCEDURE

Employment Information:

Position: _____
Employment Date: _____
Starting Salary: _____
Work Schedule _____
First Perf. Eval. Date: _____
Social Security No _____
Work/Alien Permit # (if applicable): _____

Orientation Record:

1. Greeted by supervisor
2. Completed Employment forms:
 - a. W-4: Federal and State
 - b. I-9: Department of Immigration
 - c. State Work Permit for minors
 - d. Employment application (if not completed)
 - e. Insurance applications (if eligible)
3. Tour of church and work area; introduction to coworkers and review of work schedule
4. Explain church rules (working from the Employee Manual with employee)
 - a. Three-month training period
 - b. Importance of attendance and punctuality
 - c. Phone supervisor when ill or delayed
 - d. Parking
 - e. Personal appearance
5. Performance evaluations and wage increases
6. Staff meeting: day and time and importance of attending
7. Explain Fair Treatment policy for dealing with concerns
8. Other information/Answer questions
9. Work Safety and Fire Prevention:
 - a. Contact supervisor in case of accident
 - b. Location of first aid kit
 - c. Slippery floors
 - d. Objects on floor
 - e. Lifting objects
 - f. Proper shoes (Housekeeping employees)
10. On the job training:
 - a. Review of work materials and schedule
 - b. Review of job description
 - c. Introduction to trainer who will explain job
 - d. Employee observes job tasks
 - e. Employee performs job tasks
 - f. Trainer corrects employee if needed
11. End of day review with employee by supervisor
 - a. How did your day go?
 - b. Questions?

Orientation completed

Date

Supervisor

Employee

Appendix I – Sample Job Performance Goals

Appendix J – Performance Evaluation and Improvement Plan

Nonordained Staff

Employee: _____

Position:

Overall Rating: () Outstanding () Excellent () Good
 () Too Early to Rate () Marginal () Unsatisfactory

Evaluator: _____

Evaluation

Date:

Next

Evaluation

Date:

Performance Factor Plan/Comments	O	E	G	T	M	U	Improvement
Personal Appearance							
Attendance							
Attitude Position							Towards
Working with Others							Relationship
Working with Supervisor							Relationship
Knowledge of Job							
Quality of Work							
Quantity of Work							
Initiative							
Problem Solving							
Cost Control							
Effective Use of Time							
Other							
Personal Development Goals:							

Appendix K – Conducting Effective Performance Evaluations

- **Step 1:** Give the persons you supervise the performance factors or performance goals by which she or he will be evaluated at the time you adopt the performance evaluation process. It is also good practice to discuss these factors or goals during the orientation of a new employee.
- **Step 2:** Tell the staff member when the evaluation will take place so that she or he can prepare for it. Select a place for the evaluation that is private, with no interruptions, but that is also informal (if practical, do not sit across a desk from your subordinate). The climate for your feedback session is as important as the evaluation itself.
- **Step 3:** Evaluate each factor or goal and then write out a narrative statement summarizing that evaluation. The performance evaluation form is designed so that the evaluation can be done on page one and the narrative statement summarizing that evaluation can be written on page two. For a first time a performance evaluation is implemented, for each factor or goal, use the categories of *Excellent*, *Good*, *Marginal*, *Unsatisfactory*, or *Too Early to Rate*. The category of *Outstanding* should not be added to the evaluation form until after the performance evaluation process has been in place for one or two years in order for the pastor and other supervisors not experienced with administering performance evaluations to gain experience with the process.
- **Step 4:** Review how you rated each performance factor or goal and the contents of each performance narrative before you determine the overall rating. Don't assign an overall rating based solely on the total number of marks (x) in a rating category, since certain factors should carry greater weight than others. For example, "quality of work" should be given greater weight than "personal appearance." It is important to remember that any performance evaluation has a degree of subjectivity; the process explained here is designed to enhance the evaluator's objectivity.
- **Step 5:** An alternative strategy you can employ at a midyear evaluation is to have the subordinate prepare a self-evaluation prior to your conference. The pastor or supervisor would also prepare an evaluation before meeting with the employee. When using this method, allow the subordinate to present her or his evaluation *first*. After the subordinate finished, you (the supervisor) would then present your evaluation.
- **Step 6:** Since there is always a great deal of anxiety at the time of a subordinate's evaluation, especially the first, obtain the subordinate's undivided attention by informing her or him of the overall rating at the beginning of the evaluation *if* the rating is "Good," "Excellent," or (eventually) "Outstanding." *If*, however, the overall rating is "Marginal" or "Unsatisfactory," it is more effective to evaluate each factor or goal as you progress through the evaluation form. Such a strategy will enable you to

coach the subordinate as to how he or she can improve each “Marginal” or “Unsatisfactory” performance factor or goal. Obviously, you want to offer praise to your subordinate for “Excellent,” “Good,” and “Outstanding” ratings.

It is critical that you be candid and accurate when administering a performance evaluation. As a means of ensuring accuracy when conveying facts or information about job performance, it is good practice to maintain a file folder for each subordinate. When you observe an action or inaction that affects a subordinate’s job performance either positively or negatively, write a brief note, date it, and drop it into their file. Later, when you begin preparing performance evaluations, you will have accurate information on hand to draw upon. [Also note what you said to the subordinate on that occasion!]

- **Step 7:** For job performance to improve, the evaluation must be a two-way dialogue. Avoid being defensive; permit a subordinate to disagree with your evaluation of a performance factor or goal; be flexible. Changing one or two ratings of a factor or goal should not change the overall rating, however. Again, the objective of the evaluation process is to improve the subordinate’s job performance. The result is a “win-win” situation!

Erwin Berry, *The Alban Personnel Handbook for Congregations* (N.p.: Alban Institute, 1999), pp. 38-40.

Appendix L – Sample Advertising [TBD]

Appendix M – Fee Waiver Form



Miami Valley Unitarian Universalist Fellowship Request for building rental fee waiver

Contact _____
Name Phone Email

Organization _____

Address City Zip

Phone Website Email

Date/Time of Meeting or Event _____

Non Profit Organization

For Profit Organization

Reason for fee waiver request:

Fee Waiver Approved

Fee Waiver Denied

MVUUF Authorization:

Signature Representing/Office

Appendix N – Building Use Agreement

Permission is granted to: _____

To use the following room(s): _____

For the purpose of: _____

Start Time (AM/PM) _____ End Time (AM/PM) _____

Dates (not to exceed 12 months): _____

Exceptions: MVUUF reserves the following dates: _____

The use donation will be \$ _____ to be paid on or before _____

I understand and agree to the above terms, have read the **Building Use Terms**, and understand that the Board of Trustees of MVUUF may revoke this agreement if these terms are violated.

Print name of user/representative _____

Address _____

Phone _____ Email _____

Signature _____ Date _____

Approval: _____ Date _____

Office Manager

BUILDING USE FEE RECEIPT	
Received \$ _____	From _____
For _____	On _____
Receiver Signed _____	

KEY DEPOSIT RECEIPT	
Received \$ _____	From _____
For Key Number(s) _____	On _____
Receiver Signed _____	
Key Returned On _____	Deposit Returned On _____

Appendix O – Building Use Terms

The Program Council of the Miami Valley Unitarian Universalist Fellowship (MVUUF) is authorized to make portions of the Fellowship building available to other groups and individuals if such use is consistent with the purposes of the Fellowship. A use donation will be charged to cover operating expenses incurred. All users must adhere to the following policies:

1. The use of alcohol in the building for non-Fellowship events, excluding weddings, requires approval by the Program Council.
2. Keys will be loaned to designated users (groups are to designate a person) who will be personally responsible for maintaining the security and condition of the building during the time of use. A refundable \$75 key deposit may be required for the loan of a key.
3. Keys are **NOT** to be duplicated.
4. Keys are to be returned to MVUUF when the agreement terminates.
5. Anytime keys are delegated to another person, the MVUUF office manager must be promptly notified.
6. **If the keeper of the key leaves a meeting/function before other members of the group, the doors must be locked and the other members instructed in close-up procedures.**
7. Users are responsible for their own set-up and cleanup. Any supplies, refreshments, or equipment used by outside groups will be brought in immediately before the function and will be removed immediately after the function. The areas used will be returned to pre-activity configuration, washing, drying and returning to their proper storage places all dishes and utensils, removing all food and beverages from the refrigerator and cleaning any residue left from said food and beverages. All trash will be properly disposed. Any material left after the activity will become the property of MVUUF to be disposed or used as MVUUF requirements dictate. This usage agreement does not include janitorial service provided by MVUUF or property damage. Any janitorial labor incurred by MVUUF due to failure of an outside group to clean up after itself will be charged at the minimum rate of \$75 per occurrence. A minimum of \$75 or actual cost as determined by the office manager will be charged for property damage.
8. If the outside group is canceled by MVUUF due to unforeseen building problems, the outside group will receive full reimbursement. Should the outside group be unable to meet through no fault of the building, there will be no reimbursement. Should the outside group decide to not meet or to totally cease using the MVUUF building or rooms, there will be no refund. However, with a 30-day advance written cancellation notice, a refund will be at the discretion of MVUUF.
9. Outside groups also agree to abide by the building use policies as established by the MVUUF board. Present restrictions are: the church building is a smoke-free building. This prohibition includes the use or

- burning of sage, incense, and other scented materials excepting
unscented candles and the chalice.
10. Any advertising of events must be approved by the office manager **prior**
to public distribution.

Appendix P – 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.

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 key and cleaning deposits, and audio-visual fees will be paid in the full amount when required.

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 MVUUF may not be used for any commercial purpose. This prohibition does not apply to short-term events involving individual vendors, such as 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.

Appendix Q – 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:

- a. The board will respond to problems as they arise. There will be no attempt to define "acceptable" behavior in advance.
- b. Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
- c. 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.
- d. 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?

e. 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?

f. 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.

Appendix R – 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.

Appendix S – Recommendations from Task Force on Committees

Each Committee of the Program Council (PC) or Board will have a charter. The details of the charter are to be determined by the full committee or the committee chair, appropriate PC Rep or Board Member and any appropriate staff member. All charters should contain at least the following components.

- A mission and goals for the committee that align with those of MVUUF
- An agreed-upon number (or range) of members believed to be ideal to complete the work of the group.
- Term limits for committee members (e.g., 2 or 3 years) with a plan for turnover and filling vacancies. They will change on the church calendar (July 1 or another predetermined date after July 1).
- Term limit for a chair and plan for turnover (e.g. selecting and training a chair-elect the year before the current chair ends his/her term)
- Procedures for making decisions and changing the charter (e.g., consensus, voting)

The PC Rep or Board Member appoints chair in her/his own area unless otherwise noted in the bylaws. The committee, via the chair, reports to that MVUUF Leader.

All group meetings are open (unless Personnel, Nominating, Committee on Ministry or sensitive issues requiring executive session, e.g., deciding award recipients). Non-committee members may observe and speak, but not vote on critical decisions.

All meeting times are published on the MVUUF web calendar and office calendar

Minutes and attendance of meetings shall be recorded and maintained and available for review by the members and appropriate PC Rep, Board or Staff member, and members of the congregation upon request

Members of a committee shall decide on and agree to expectations for participation:

- Attend meetings whenever possible (minimum of half)
- Participate in meetings
- Vote or participate in consensus process on decisions when needed (votes on significant decisions may not be taken by phone or email)
- Recruit and train replacements for the position, with awareness of having a diverse population represented, if possible.
- 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 ex officio members of the committee (no vote)

A sub-committee or task force may be formed to address short-term goal (two years or less)

Task Force Members:

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