

# UUCH Governance Policy Book

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# I. Governance

## I. a. Philosophy of Governance

The final authority for all decisions belongs to the Congregation through meetings at least annually by the Committee of the Whole (COW). What they can delegate to others is defined in Section V of the Articles of Association. All decisions at every level will be made by the consensus process outlined in Section IV of the Articles of Association and the Consensus Policy (**Appendix 1: Consensus policy**). The governance and administration of the mission of the congregation are overseen by two councils: The Governance Council and the Ministry Council. The Governance Council will focus on the vision and the resources of the congregation. It will be composed of three elected officers (Moderator, Secretary, and Treasurer), the Minister of the Congregation and of a representative from each of the standing committees detailed below. It may also designate temporary task forces as needed. The Governance Council will establish policies and develop long range plans and actions, and will safeguard the resources of the congregation. It will delegate the implementation of their decisions to the Ministry Council who will give frequent accountability reports to the Governance Council about their actions.

The Governance Council will oversee the following areas: Accountability, Facilities (Physical Resources), Financial Resources, Governance, Nominations and Policies, and other areas as the Council deems necessary. Standing committees include Finance, Leadership and Stewardship. Each committee may have sub committees or task forces that aid in the overall governance. The responsibilities and duties of each committee will be detailed in a charter (**Appendix 2: Policy on charters for committees, task forces, and ministry teams**) approved by the Governance Council. Each committee may also develop a covenant agreed upon by the committee members.

The Ministry Council, led by the Minister, will consist of ministry teams, who carry out the administration and actions as determined by the Governance Council. These ministry teams as detailed below will be composed of volunteers and paid staff who carry out the day-to-day duties, tasks, and responsibilities to further the mission of the Congregation. The Minister and the team leads will convene at least quarterly to be sure that all activities are coordinated. The Minister will provide a monthly report to the Governance Council on the status of the activities.

The ministry teams will be responsible for the duties and tasks in the following areas: membership development, religious education, worship, pastoral care, fellowship, communications, and social justice. Each ministry team will have a charter, written by the minister, which will detail the responsibilities and duties of that team.

## I. b. Governance Council Self-governance

### Governance Council Covenant

The Governance Council covenant to serve the congregation's mission as well as the members of the congregation.

#### *Mission Statement:*

The mission of the Governance Council is to proactively address and respond to the needs and wants of the Congregation, to coordinate and establish policies and procedures, to develop long range plans and actions, and to safeguard the resources of the congregation.

#### *Covenant:*

In accordance with our mission statement, the members of the Governance Council agree to:

1. Abide by UUCH Covenant of Right Relations (**Appendix 5: Covenant of Right Relations**)
2. Follow meeting guidelines: Be on time and prepared, use the consensus process with respect for each other, listen actively, and participate fully.
3. Be familiar with governing procedures: Articles of Association and the UUCH Governance Policy Book.
4. If committee representative, act as liaison between the Governance Council and the committee: Provide monthly committee reports or minutes in advance, Report back to Committee the activities and decisions.
5. Accept responsibility for creating the culture we seek: Model appropriate behavior, make positive statements, be friendly and engage with all members of the Congregation.

***The following more extensive UUCH Governance Council Covenant was adopted by the Governance Council on June 17, 2017:***

**Introduction.** In the spirit of acting as one body, it is a mistake to assume that everyone who sits at a UUCH Governance Council table brings the same expectations about behavior, decision-making, problem-solving, or courtesy. Assumptions differ so sharply that each UUCH Governance Council needs to develop its own covenant of shared behavioral expectations and review it regularly.

**Covenant.** We, the members of the UUCH Governance Council, enter into this covenant of mutual expectations for UUCH Governance Council service. New members of the UUCH Governance Council will be asked to join us in these commitments, and the UUCH Governance Council will review and update this covenant at least annually.

**As a UUCH Governance Council member, I will:**

**Prepare** for UUCH Governance Council meetings. I will read the UUCH Governance Council packet sent prior to each meeting and accept responsibility to seek and provide information necessary for the UUCH Governance Council to make well-informed decisions.

**Attend** UUCH Governance Council meetings. When possible, I will attend all duly called UUCH Governance Council meetings. If it is necessary to miss a Governance Council meeting, then I will inform the UUCH Moderator as early as possible. If I do not expect to be able to attend meetings consistently, then I will resign for the good of the UUCH Governance Council.

**Participate** in UUCH Governance Council meetings. I will listen carefully to others, giving special attention to ideas and perspectives different from my own. I will feel free to state the obvious and ask questions when I do not understand. I will speak forthrightly in UUCH Governance Council meetings and participate in the consensus process to my understanding of UUCH's mission.

**Share** the work of the UUCH Governance Council. I will respond to emails and other communications in a timely manner. I will accept assignments and other tasks and complete them as agreed. Each UUCH Governance Council member is equally responsible for speaking up to ensure compliance with the Articles of Association, ethical values, and this covenant.

**Treat one another with respect and courtesy.** When I have disagreements or conflicts, I will address those directly with the persons concerned, seeking assistance from others as necessary to sustain a positive working atmosphere at the UUCH Governance Council table (No fake fights).

**Use discretion** in communicating about UUCH Governance Council discussions. I will treat the views expressed in UUCH Governance Council discussion as tentative and refrain from reporting the opinions of others. I will speak respectfully of the UUCH Governance Council's authority to make decisions, even when I do not agree. When the UUCH Governance Council agrees that certain matters will be kept confidential, I will honor those agreements. When we leave the Governance Council meetings, we speak with one voice.

## I. c. Governance Council Charter

### *Purpose*

The purpose of the Governance Council is to create, maintain, evaluate, and oversee the policies and use of resources necessary to carry out the vision of the Congregation. Committees develop, and maintain appropriately documented procedures as required.

### *How the Governance Council supports the mission of UUCH*

The Governance Council supports the mission of UUCH by providing policies for decision-making and accountability that encompass the values set forth in the mission.

### *Responsibilities*

- Review and evaluate the work of all committees, Ministry teams, and task forces on a monthly basis
- Prepare of COW agendas, including recommendations to be made to the Committee of the Whole
- Compile an annual Governance and Ministry report to the Committee of the Whole on the activities of the past year
  - Develop annual Vision of Ministry
  - Maintain Long Range Plan
  - Review and update the Policy Book as necessary
  - Coordinate and promote the development of lay leadership and stewardship within the Congregation
- Exercise additional powers and duties delegated to the Governance Council by the Committee of the Whole
- Evaluate the Ministry Council and the Governance Council annually and the Minister tri-annually

### *Membership*

The Governance Council will consist of the following elected officers (Moderator, Secretary, and Treasurer), the Minister, and a member of each of the following Standing Committees: Stewardship, and Leadership. Any officer-elects will be selected in the final year of an officer's term. All meetings are open to Members/friends who may participate in the consensus process, but may not participate in the consensus decision.

**Note:** Some areas that have not yet been addressed are: Denominational Affairs, Administrative Functions, and Facility Resources.

### *Groups that report to the Council*

Task forces or subcommittees deemed appropriate by the Governance Council.

### *To whom the Governance Council reports*

The Governance Council reports to the Congregation through the Committee of the Whole meetings.

## **I. d. Governance Committee Charters**

### **1) Stewardship Committee Charter**

#### *Purpose:*

The purpose of the Stewardship Committee is to create a culture of generosity at the Unitarian Universalist Congregation of Hillsborough that will enable UUCH to fulfill its mission. The Stewardship Committee is responsible for ensuring the financial health of UUCH through the annual pledge campaign, other fund raising activities, and long term planned giving.

#### *How the committee supports the mission of UUCH:*

In general, stewardship means taking care of something we value and enabling it to grow. Stewardship calls us to take responsibility for institutions that support our most basic convictions by making contributions of our time, talent, and treasure to what we believe in. This is consistent with the seven Unitarian Universalist principles and the Mission and Covenant of UUCH.

We are stewards of our Unitarian Universalist faith when we give our time and our money to help sustain our congregation. The Stewardship Committee coordinates fundraising activities and planned giving. It also educates the congregants on the importance of putting UUCH high on their list of priorities.

#### **Responsibilities:**

- Plan and organize the annual Stewardship Campaign.
- Coordinate the scheduling of all UUCH fundraisers.
- Appoint a chairperson for the Stewardship Campaign, and any fundraising activities.
- Institute and publicize a planned giving program to educate the congregation on the value of planned giving and to offer assistance if needed.
- In conjunction with the Finance Committee, establish an endowment fund and a procedure to accept endowments, trusts, stocks, and special donations.
- Educate the congregation on the culture of generosity.



- Research stewardship best practices and incorporate into congregational life.

***Membership:***

- Passionate about UUCH and Unitarian Universalism.
  - Recognized ability to excite and engage people around a vision of generosity; an ability to motivate people to give and think generously.
  - Ability to think big and focus on the long term.
  - Patience and commitment to work for change over a long period.
  - Communication skills using various media.
  - Analytical skills to assess progress and financial skills to understand operating budgets and projections.
- Comfortable speaking about stewardship: generosity, money, gratitude.

***To whom the committee reports/organization:***

The committee will consist of a chair or co-chairs and other members, who will be recruited by the chair. Additional members will assist in assigned responsibilities. The committee will determine the timing, location and frequency of committee meetings. The chair or co-chair will also be a member of the Governance Council and expected to attend and participate in those meetings.

## **2) Leadership Committee Charter**

***Purpose:***

The Leadership Committee coordinates and promotes the development of lay leadership within the congregation and monitors Governance Council processes, policies and evaluations.

***How the committee supports the mission of UUCH:***

**Missing text**

***Responsibilities:***

- Recommend to the Governance Council congregational policies, guidelines and processes.
- Review and recommend to the Governance Council committee charters, in consultation with standing committees.
- Assist with writing the annual Governance Council Covenant and detailing responsibilities of Council members.

— Recruit and recommend nominees to the Governance Council, in consultation with appropriate committees.

— Review the Articles of Association annually and recommending any needed changes to the Governance Council.

— Advise the Governance Council on plans for Council education, lay leadership training, and planning an annual Governance Council retreat.

— Oversee the Governance Council's self-assessment improvement process and annual report to the COW.

***Membership:***

**Missing text**

***To whom the committee reports:***

The committee reports to the Governance Council.

### **3) Finance Committee Charter**

***Purpose:***

The Finance Committee and the Treasurer (who is a member of the Finance Committee) are responsible for the management of UUCH's financial resources. This includes receiving contributions and payments; paying expenses, including Payroll; budget planning and preparation; bookkeeping, banking, and reporting.

Note: **Appendix 3: Financial Management Policy**

***How the committee supports the mission of UUCH:***

**Missing text**

***Responsibilities:***

— Track financial commitments made by members and friends for the congregation's financial support. (The Stewardship Committee has the responsibility for raising the funds.)

— Send quarterly statements to members and friends reporting the status of their financial contributions.

— Develop a projection of income and a proposed annual budget for expenses requested by Committees of the Governance Council. This will be combined with a Program Budget developed by the Minister and presented to the Governance Council, which will then present a proposed budget to the Committee of the Whole for consideration and adoption.

- Monitor the congregation’s budget, income, and expenses on an ongoing basis.
- Receive, count, record, and deposit all contributions and revenue received by the congregation.
- Ensure that all expenditures of congregational funds are properly authorized and that there are sufficient funds to cover each payment. (Treasurer)
- Process monthly payroll.
- Maintain complete, clear, and accurate financial records of all contributions and expenditures by the congregation.
- Reconcile the congregation’s checking accounts. (Treasurer)
- Review and audit the congregation’s financial records.
- Provide financial reports to the Minister, the Governance Council, and the Committee of the Whole. (Treasurer)
- Handle tax matters involving the congregation.
- Recommend to the Leadership Committee a member to serve as Treasurer (subject to approval by the Committee of the Whole).

***Membership/Organization:***

The committee will consist of a chair or co-chairs, the Treasurer, and as many members as are necessary to accomplish the tasks for which the committee is responsible. The committee will determine the timing, location and frequency of meetings. During at least the governance trial year, a representative to the Governance Council will be appointed by the committee and, along with the Treasurer, will be expected to attend and participate in those meetings.

***To whom the committee reports:***

The committee reports to the Governance Council.

**I. e. Powers Reserved for the Committee of the Whole**

The Congregation (in the form of the Committee of the Whole) reserves for itself the authorities and responsibilities as outlined in the Articles of Association Section V.

## **I. f. Powers granted to the Governance Council by the Congregation**

The Congregation grants the Governance Council the authorities and responsibilities as outlined in the Articles of Association Section VII.

## **I. g. Delegation to Minister**

The Governance Council delegates its authority to manage the work and resources of the congregation, except as expressly limited by these policies, to the Minister as head of the ministry teams. In the absence of the Minister the Moderator is the responsible party. The Minister manages the work of the Congregation in collaboration with each team. All ministry team leads are accountable to the Minister, who is accountable to the Governance Council for their performance. The Congregation expects the Minister to:

- Lead and unify the paid and volunteer team members in directing their efforts toward the fulfillment of the Congregation’s mission and goals.
- Ensure compliance with the Articles of Association, Governance Council policies, and applicable laws and regulations.
- Accomplish the goals as described in the Annual Vision of Ministry by developing annual objectives with the ministry teams.
- Uphold a high standard of ethical and professional conduct.

# **II. Management**

## **II. a. Care for people**

The Governance Council is responsible for writing all policies regarding the care of people who come under the congregations’ umbrella. The Minister is responsible for seeing that these policies are followed, and shall have the authority to take all necessary steps to deal with situations where such persons are at risk.

### **1) Health and safety**

The Minister, in collaboration with the Buildings and Grounds Team, will ensure that all facilities are maintained in a safe, sanitary, and secure condition, that required licenses and inspections are kept

up to date, and that problems are corrected promptly. Adequate insurance as described under Asset Protection is to be maintained.

**Note: Firearms, alcohol & drug policies and/or building security/intruder policies to be written by Governance Council.**

## **2) Emergency planning**

The Governance Council will maintain a written plan for responding to medical emergencies, fire, toxic conditions, weather problems, threatening communications, natural disasters, and other circumstances that create or threaten potentially dangerous conditions. The Minister shall be designated as the person responsible for responding to any of these conditions.

**Note: Emergency planning policy to be written by Governance Council.**

## **3) Child protection**

Because of our special responsibility for children and youth in the congregation's care, the Governance Council will establish clear guidelines for the protections of children. These guidelines will include procedures for the selection, training, and supervision of all paid and unpaid staff who work with persons age eighteen and younger (**Appendix 4: Child Safety Policy**).

## **4) Nondiscrimination**

No one acting for the congregation shall discriminate because of race, color, age, sex, marital status, sexual orientation, disability, national origin or ancestry, economic status, union membership, or political affiliation. Religious opinion and affiliation may be considered only in the case of paid or unpaid staff positions that include religious teaching or worship leadership.

## **5) Universal access**

The congregation intends to make its premises and activities accessible to persons with the widest possible variety of disabilities. To this end it will meet all legal requirements and engage in continual examination of its properties, practices, and attitudes.

## **6) Sexual harassment**

Employees, volunteers, and agents of the congregation are prohibited from acts of sexual harassment against any member or participant in congregational activities or any employee or applicant for employment. In response to violations of this policy, the Minister or Governance Council will take, as necessary, disciplinary action, which may include termination of employment or membership or exclusion from congregational property and programs.

## 7) Covenant of Right Relations

Our mission statement states that one of the ways we “connect in love” is to embrace our congregation’s Covenant of Right Relations (**Appendix 5: Covenant of Right Relations**).

## 8) Inappropriate Behavior Policy

UUCH 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 the individual. To the degree that inappropriate conduct compromises the health of this congregation, our actions must reflect the emphasis on security, emotional and physical safety (**Appendix 6: Guidelines Regarding Inappropriate Conduct**).

## 9) Removal of team leads

The Minister is responsible for appointing ministry team leads. Team leads may not be removed from their positions by the Minister without adequate reason, and such reason will be provided to the Governance Council.

# II. b. Care for staff

The Governance Council will be responsible for maintaining an up-to-date personnel manual, as required to ensure that the congregation complies with legal requirements and denominational norms for employment practices. The Minister is responsible for ensuring that all policies are followed. The Congregation expects the Minister to take the lead in the selection, hiring, supervision, and discharge of all paid staff and make recommendations to the Committee of the Whole.

**Note: Human resources policy to be written by Governance Council. It should include precise guidelines regarding decisions about hiring staff vs using contracted help.**

## 1) Compensation

Compensation for staff will seek to comply with guidelines for fair compensation as approved by the Unitarian Universalist Association. Compensation for contracted persons will be competitive with local markets. Governance Council approval is required to change compensation for any staff position or to change the basis on which benefits are calculated.

## **2) New staff positions**

Prior to creating a new staff position or seeking applicant to fill a staff vacancy, the Minister shall consult with the Governance Council, which will assist in preparing contracts and terms of offer. The approval of new staff positions will be made by the Committee of the Whole during the budget process.

## **3) Discharge of staff**

Prior to discharging a staff member, the Minister will consult with the Governance Council to ensure that the proposed decision adheres to accepted personnel practices, applicable laws and congregational policies.

# **II. c. Care for Material Resources**

Members, friends, and staff must take all reasonable care to prevent harm to UUCH's financial assets, property, credit and tax exemptions and develop administrative practices and procedures designed to prevent such harm and must report promptly to the Governance Council on any significant shortcomings in their implementation.

## **1) Budget preparation**

Within three months of preparing the Annual Vision of Ministry, the Minister will present a program budget for the following year for each of the Ministerial Teams, and the Finance Committee will present a budget for each of the Committees of the Governing Council.

Proposed budgets must be based on the Annual Vision of Ministry and any strategic plan currently in effect.

The Minister will, when presenting a program budget, demonstrate how the budget matches the Annual Vision of Ministry and express an opinion as to whether it is adequate to fulfill the Annual Vision of Ministry.

The Governance Council will prepare a budget proposal combining the budgets of the Ministry and Governance Councils, along with a projection of income, to present to the Committee of the Whole for consensus within one month prior to, or within one month after, the beginning of the fiscal year.

## **2) Spending Authority**

The Minister oversees and is responsible for all spending out of Ministerial team budgets and the Treasurer is responsible for all spending out of Governance Committee budgets, subject to the following limitations:

— Donor-restricted funds may not be used in violation of donor restrictions or Governance Council-imposed restrictions.

— Cash operating reserves may not fall below 25 percent of the annual budgeted expenditures without approval from the Governance Council. The Treasurer will be responsible for notifying the Minister and Governance Council if this occurs.

— The budget will be prepared in outline form, with major budget categories representing, in part, designated ministry teams. The Minister may approve overspending by up to 20 percent by any ministry team, provided overall spending remains within the budget and the adjustment is reported promptly to the Governance Council.

— The Minister and the Finance Committee must anticipate and prevent spending in excess of their respective portions of the budget. If they foresee any material deviation from budgeted spending, the Minister or the Finance Committee must promptly inform the Governance Council and recommend options for adjusting the budget.

— The budget will be prepared in outline form, with major budget categories summarizing minor ones. The Minister or Finance Committee may approve overspending by up to 15% over the budgeted amount in any major budget category, provided overall spending remains within budget and the adjustment is promptly reported to the Governance Council.

### **3) Document retention**

The Governance Council must maintain written procedures to govern the backup, retention and destruction of UUCH documents, giving definite retention periods for classes of financial, business, personnel and corporate records in both paper and electronic forms.

**Note: Document Management Policy to be written by Governance Council.**

## **II. d. Ministry Council Charter**

### **1) Purpose**

The purpose of the Ministry Council is to provide a unified structure for making decisions about and coordinating the ministries and programs of the congregation.

### **2) How the Ministry Council supports the mission of UUCH**

Using the policies and Annual Vision of Ministry put forth by the Governance Council, the Ministry Council focuses on the practical activities that bring the desired results.

### **3) Responsibilities**

— Meet with Minister at least quarterly for program planning.



— In addition to quarterly meetings, each Ministry team lead will provide a monthly report of her/his team’s progress toward annual goals to the Minister.

#### **4) Membership**

Members of the Ministry Council will include the Minister plus team leads for each of the Ministry Teams listed in section II. e. The team concept is flexible, in that new teams may be added and existing teams reorganized at the discretion of the Minister.

#### **5) Groups that report to the Council**

Task forces as deemed appropriate by the Ministry Council.

#### **6) To whom the Ministry Council reports**

The Ministry Council reports to the Governance Council through the Minister’s monthly written reports.

## **II. e. Ministry Teams reporting to the Ministry Council**

### **1) Buildings and Grounds Team Charter**

**Purpose:**

Missing text

**How the team supports the mission of UUCH:**

Missing text

**Responsibilities**

- Interior cleaning of hallway, office, classrooms (including yurts), and restrooms
- Building repairs
- Lawn maintenance
- Landscaping
- Parking lot maintenance and grooming
- Building use calendar maintenance

**Membership:**

The team lead is appointed by the Minister. Other members may join the group with the support of the team lead.

**Groups that report to the team**

Subgroups and sub teams as deemed appropriate by the team lead.

**To whom the team reports**

The team reports to the Minister and coordinates its activities through the Ministry Council.

**2) Communications Team Charter****Purpose:**

The purpose of the Communications Team is to provide systems that coordinate and disseminate information that keep members, friends, visitors and the community at large informed.

**How the team supports the mission of UUCH**

Provides a “public welcome” and helps facilitate connections and information within and beyond the congregation.

**Responsibilities:**

- Maintenance of weekly eNews
- Maintenance of UUCH website including up-to-date calendar
- Public relations, advertising and news briefs
- Congregational brochures
- Other web-based electronic communications (Facebook, Twitter, etc.)

**Membership:**

The team lead is appointed by the Minister. Other members may join the group with the support of the team lead.

**Groups that report to the team:**

Subgroups and sub teams as deemed appropriate by the team lead.

**To whom the team reports:**

The team reports to the Minister and coordinates its activities through the Ministry Council.

### **3) Faith in Action Team Charter**

#### **Purpose:**

The purpose of the Faith in Action Team is to motivate and organize our congregation to carry our values into our community and beyond through advocacy, witness, service, education, and community organizing.

#### **How the team supports the mission of UUCH:**

Organizes activities and events that encourage living out our values in public.

#### **Responsibilities:**

— Plan annual Community Forum that deepens our knowledge about a justice issue affecting our community, and provides an opportunity to celebrate and reflect on activities of the past year. Advertise the Forums widely throughout northern Orange County.

— Coordinate member participation in events such as the Walk for Hunger, Gay Pride events in Durham and Alamance Counties, MLK Day events, the HKonJ march in Raleigh, and Justice United Assemblies.

— Inform members of denominational justice initiatives through the Standing on the Side of Love program. Coordinate travel with other local congregations for participation in national/regional events.

— Facilitate study group on the UUA's common read each year.

— Educate the congregation about GA decisions, including Study Action items, and Actions of Immediate Witness.

— Coordinate monthly service projects through congregational input provided through the Faith in Action potluck dinner discussions.

— Coordinate activities and publicize events for community partner (CP) organizations.

#### **Membership:**

The Minister serves as the team lead. The Minister works with UUCH liaisons from community partners to coordinate the work of the team.

#### **Groups that report to the team:**

Core teams working with the liaisons of CPs.

#### **To whom the team reports**

The team reports to the Minister and coordinates its activities through the Ministry Council.

## **4) Fellowship Team Charter**

### **Purpose:**

The purpose of the Fellowship Team is to provide a variety of fun opportunities for members, friends and visitors to get together.

### **How the team supports the mission of UUCH:**

The team supports the mission by building a welcoming and supportive spiritual community through fellowship.

### **Responsibilities:**

- Monthly Friday (should be Wednesday) evening events.
- Annual camping trip.
- Thanksgiving dinner.
- Annual reception (Easter Sunday) for new members and dedicated children.
- Help Hospitality Team set-up for 1<sup>st</sup> Sunday brunches.
- Provide calendar of other social events of interest off the UUCH campus.

### **Membership:**

The team lead is appointed by the Minister. Other members and friends may join the group with the support of the team lead.

### **Groups that report to the team:**

Subgroups and sub teams as deemed appropriate by the team.

### **To whom the team reports:**

The team reports to the Minister and coordinates its activities through the Ministry Council.

## **5) Membership Development Team Charter**

### **Purpose:**

The purpose of the Membership Development Team is to welcome visitors and guide them on a path to membership; and to celebrate, support and retain new members.

### **How the team supports the mission of UUCH:**

The team supports the mission by creating a welcoming and congenial atmosphere for members and visitors.

### **Responsibilities:**

- Staff and supply the Visitor's Table
- Maintain Visitor Log and record entries in PowerChurch
- Maintain Membership Book and record entries in PowerChurch
- Follow up guest visits with written and/or verbal contact
- Review Membership Book quarterly to reach out to members not recently seen
- Participate in annual (Easter Sunday) new member recognition ceremony
- Facilitate *Pathway to Membership* course
- Facilitate *Pathway to Leadership* course
- Incorporate *Soulful Circles* into Membership ministry

### **Membership:**

The team lead is appointed by the Minister. Other members and friends may join the group with the support of the team lead.

### **Groups that report to the team:**

Subgroups and sub teams as deemed appropriate by the team.

### **To whom the team reports:**

The team reports to the Minister and coordinates its activities through the Ministry Council.

## **6) Care Team Charter**

### **Purpose:**

The purpose of the Care Team is to provide a confidential, caring presence to members undergoing stressful life changes.

### **How the team supports the mission of UUCH:**

The team's activities are meant to help the congregation "connect in love."

### **Responsibilities:**

- Meet with the Minister monthly to discuss unmet pastoral needs in the congregation
- Record joys, sorrows and milestones during Sunday services and send cards as appropriate
- Provide a structure for responding to crises (death, divorce, serious health issues, etc.) which affect members of the congregation
- Coordinate visits, rides, meals, housekeeping, or yard work as needed for members undergoing crises
- Listen to congregants' feelings and problems, help structure what needs to be done in each situation; provide, as needed, information about appropriate professional assistance
- Maintain a list of professional individuals and organizations in the community able to assist individuals in crisis
- Maintain a sustained connection between members and the congregation when attendance is impractical or impossible
- Organize workshops and/or support groups for dealing with problems such as joblessness, death and dying, divorce, etc.
- Coordinate receptions for memorial services for members and friends

### **Membership:**

Care Team members are trained by the Minister in appropriate lay pastoral care skills, including strict confidentiality of information shared at the monthly meetings. The Minister serves as the team lead.

### **Groups that report to the team:**

Subgroups and sub teams as deemed appropriate by the team.

### **To whom the team reports:**

The team reports to the Minister and coordinates its activities through the Ministry Council.

## **7) Religious Education for Children and Youth Team Charter**

### **Purpose:**

Strengthening our Unitarian Universalist identity, engaging in social action, and using our UU Principles as a guide to help us create a better world by helping us make important life choices is the focus of our Children's Religious Education Program here at UUCH. As part of UU curricula, children and youth learn through stories, songs, and activities. In both children and youth classes/meetings,

participants engage in open-minded conversations with the goal of learning to respect and to accept others' opinions when they differ from their own.

### **How the team supports the mission of UUCH:**

The team extends the ministry of this congregation to all children and youth.

### **Responsibilities:**

- Provide childcare and religious education for the Early Room (birth to Pre K) during Sunday services
- Provide religious education for all other ages through high school through four additional programs: lower elementary (grades K-2), upper elementary (grades 3-5), middle school, and high school
- Offer Our Whole Lives curriculum approximately every two years
- Coordinate social events with Fellowship Team to provide community for families
- Coordinate worship services with Minister for Holiday Pageant, Teacher Appreciation, Child Dedications, Rites of Passage ceremonies
- Recruit and train teachers for all programming

### **Membership:**

The team lead is appointed by the Minister. The success of the UUCH RE program depends on a reliable group of enthusiastic volunteers who facilitate our varied programs. All members, guests, and visitors to UUCH are encouraged to be involved in the RE program as students, participants, teachers and facilitators.

### **Groups that report to the team:**

Subgroups and sub teams as deemed appropriate by the team.

### **To whom the team reports:**

The team reports to the Minister and coordinates its activities through the Ministry Council.

## **8) Worship Team Charter**

### **Purpose:**

The Worship Team, understanding that worship is essential to the life of the congregation, plans and implements worship services that:

- Create space and time for reverence

- Invite personal spiritual expression, exploration, and growth
- Honor diverse backgrounds, beliefs, and worship styles
- Extend hospitality and encourage loving connections among members, friends, and visitors.

### **How the team supports the mission of UUCH:**

Weekly Sunday worship is a central focus of our community. In common worship we join in creating a dramatic, symbolic work of art that declares what we believe to be true and valuable in our lives and in the world.

Regular participation in worship builds connections to the community and invites us into deeper reflection on our faith and action in the world.

### **Responsibilities:**

- Coordinate volunteers for hospitality, worship associates, service leaders, musicians, artistic expression in worship space, storytellers
- Meet with Minister once per month to plan worship elements
- Publish weekly order of service and announcements
- Maintain the worship calendar of volunteers
- Facilitate ***Sermon Crafting*** course to train preachers at least semi- annually

### **Membership:**

The Minister serves as team lead of the Worship Team. The team consists of the Minister, a Worship Associate representative, the Music Coordinator, and the order of service/announcements publisher. Other members of the sub- teams mentioned below may also attend meetings. Hospitality and Worship Associate Team members are trained annually by the Minister. The Storytellers Guild is open to all interested members and friends. The Music and Arts Coordinator selects and schedules all musicians for Worship and Arts.

### **Groups that report to the team:**

- Hospitality
- Worship Associates
- Storytellers Guild
- Music and Arts

### **To whom the team reports:**

The team reports to the Minister and coordinates its activities through the Ministry Council.



## **III. Oversight**

The Governance Council's duty of care requires it to ensure that the Congregation's human and material resources are used for the benefit of its mission. The Governance Council does this in two ways: by monitoring regular reports provided by the Minister and Treasurer, and by scheduled evaluation of the Congregation's progress toward achieving the goals of the Annual Vision of Ministry.

### **III. a. Monitoring**

#### **1) Financial reports**

Monthly financial statements will be prepared by the Treasurer for the Governance Council's review. These statements will show the overall financial performance compared to budget and highlight significant financial or operational issues.

#### **2) Ministry reports**

Monthly reports that show the progress of the ministry teams in meeting the Annual Vision of Ministry will be prepared by the Minister for the Governance Council's review.

#### **3) Governance Council inquiries**

The Congregation grants the Governance Council the power to request any team leader to attend a Governance Council meeting to provide extended information on their progress toward the Annual Vision of Ministry, in coordination with the Minister.

### **III. b. Evaluation**

Everyone responsible for work on behalf of the Congregation will engage in a continual process of evaluation. The purposes to be accomplished through evaluation are to foster excellence in ministry work by ensuring that all congregational leaders:

- Practice open communication and regular feedback.
- Meet performance standards appropriate to their roles.
- Maintain effective working relationships with one another, using our Covenant of Right Relations.
- Focus on achieving goals as approved by the Governance Council and Ministry Teams.

### **1) Ministries evaluation**

The Minister will ensure that all team leads develop goals supportive of the Annual Vision of Ministry and that their performance is evaluated annually in writing. These evaluations will be written through the collaboration of the Minister and each ministry team lead and will take place annually before the Governance Council Retreat.

### **2) Governance Council evaluation**

At their annual retreat, the Governance Council will evaluate their own contribution to the congregation's mission.

### **3) Minister's performance review**

Every three years, the Governance Council and Minister will appoint a triennial review task force of three persons held in high esteem by the Congregation and mutually acceptable to the Governance Council and Minister. The task force will facilitate a performance review of the minister's performance, gathering data from the Congregation and other sources, and produce a written report. The task force report, together with a written response from the Minister, will be published to the Congregation. The goals of the triennial performance review are to call the Congregation's attention to the mutual, relational nature of ministry and the respective responsibilities of all who contribute to its success; to assist the Minister to remain motivated, creative, and flexible; and to equip the Minister and Governance Council to correct any problems and maintain an effective partnership in the future.

## **IV. Discernment**

The identity/mission/covenant statements of our Congregation, as found in the Articles of Association, provide the core values we intend to observe in our organizational life. As such, they provide the starting-place for discerning our Annual Vision of Ministry. The identity/mission/covenant statements for the congregation will be reviewed on a regular basis and suggested revisions will be prepared by the Governance Council to be approved by the Committee of the Whole.

## **V. Strategy**

The current strategic plan should be inserted here.

# Appendix 1 — Consensus Policy

## Introduction

Our congregation is committed to making decisions using the consensus process.

Consensus is a process for making group decisions without voting. Consensus is based on the belief that each person carries some part of the truth; no one person has all of it, and also on a respect for all persons involved in the decision that is being considered. The assumption is that we are all trustworthy. The process is a direct application of the principle about the inherent worth and dignity of everyone.

The participants in a consensus process have not only the right, but the responsibility to express their ideas, feelings, concerns--their own truth. The group benefits from many perspectives and suggestions as possible. While contemplating all of the ideas and seeking a decision, it is important that every member be actively committed to the best interests of the group, even if that means putting aside the best interests of a given individual in the group.

With an emphasis on seeking all possibilities, the consensus process requires more time than does the majority-rule method. The hope is that considering every idea will lead to a superior decision for the group as a whole. Sometimes several members' opinions and truths contradict. Through persistence, creativity and open-mindedness, it's possible to find a solution that contradicts none and perhaps includes all.

After all ideas are expressed and considered, and the consensus seems to be taking shape, the convener attempts to "formulate a minute"; to make a statement expressing the group's potential decision. It is at this point that each member may offer another idea for consideration, stands aside, or blocks the consensus.

## Process

Participating in a consensus decision making meeting means to have an open mind, explicitly undecided on the issue(s) at hand. If someone says before the meeting that "I will block consensus if that decision is considered," that person has already closed any possibility of listening and considering others' ideas. There can be no "proxies" in consensus because the process is a conversation in which all the participants put their heads together to formulate a solution. Often a person's opinions at the end of the discussion are radically different from those they held at the beginning.

Consensus should not be confused with compromise. Compromise focuses on what each person gives up in order to be able to live with a decision. Consensus focuses on what each person and the group can gain by the nature of the decision and the process.

Listening is important. Silence can be useful for focusing group thoughts on issues and clarifying what is important.

Participants in the process need to:

- Come to meetings with an open mind and heart.
- Share their perspectives.
- Keep statements concise.
- Refrain from repeating the same ideas and opinions multiple times.
- Observe and learn each other's body language.
- Commit to listening.
- Refrain from interrupting others.
- Participate in making sure everyone is heard and understood.

During the Inquiry Process, every item at hand will be presented by the group who owns the item. The presenter(s) and other participants will answer questions. The goal of the Inquiry Process is to bring all participants to the same level of information about the item in discussion.

The Advocacy Process gives the opportunity to everybody to express their views and opinions about the item. The Inquiry and Advocacy Processes should be conducted separately to avoid misunderstandings and keep clarity during the consensus process.

Participants have the responsibility to listen carefully and to speak their mind regarding what course of action they believe is in the best interest of the congregation as a whole, even if not most desirable to them personally. Once everyone has had a chance to be heard, the convener will attempt to formulate a “minute” which, to the greatest extent possible, (1) recognizes and satisfies any objections raised by any participant(s); (2) incorporates suggestions and amendments offered by the participant(s); and (3) appears to be acceptable to the greatest number of participants.

## **Decision making**

Once any further questioning, discussing, and additional refining of the minute has concluded, the convener will call for consensus by reading the minute and ask whether any member objects to, or wishes to table further discussion of the proposed action or decision. If any member cannot as a matter of conscience stand aside and blocks consensus, the proposed action or decision will be tabled for a period of at least ten days (unless in an emergency the 85% rule presented below is invoked), during which the the convener will arrange for an “elder” to meet confidentially with any dissenting member(s) for additional discourse. At the next meeting the convener will begin a new discussion of the issue to see if full consensus can be reached. If anyone still feels the need to further table the discussion or feels they must in good conscience “block” the resulting proposed action or decision, it will be tabled again or defeated unless a member requests that the 85% rule will be considered.

## **The last resort 85% Rule**

Although there is an expectation that, upon careful and conscientious deliberation, members will eventually be able to reach full consensus, if the members present at the meeting determine, (1) by a supermajority vote of at least 85% of the active members present, that is necessary and appropriate to reach a decision at the current meeting and, (2) by a second vote of at least 85% of the active members present, that the proposed action or decision should be approved over the objection of the dissenting member(s), then the proposed action or decision will be considered approved.

## **Appendix 2 — Policy on charters for committees, task forces, and ministry teams**

### **1) Purpose of charters**

To establish the guidelines and clarify the purposes of committees, sub-committees, teams, and task forces.

### **2) Congregational bodies and persons affected**

All people associated with UUCH, but especially the Governance Council, Ministry Council and Minister.

### **3) Policy**

Committees, sub-committees, teams and task forces are created by the Governance Council or Minister to allow for the creation of working groups within the UUCH governance structure. All charters will include:

- The purpose of the group.
- How the group supports the mission of UUCH.
- Responsibilities of the group.
- How members are chosen.
- What other sub-committees or teams the group oversees (if necessary).

- To whom the group reports.
- A deadline for the work to be completed (task forces only).

All created groups are encouraged to write a covenant for their group.

## **4) Responsibilities**

— It is the responsibility of the Governance Council to ensure that committees and governance task force charters are written.

— It is the responsibility of the Minister to ensure that the team and ministry task force charters are written.

— The Minister will provide the ministry charters to the Governance Council for inclusion in the policy manual.

— Each committee, task force and team may write their own procedures with more detailed information about how the responsibilities of the group will be accomplished and how to comply with Congregational policies. These procedures are for the group's use and do not need to be included in the Governance Policy Book.

# **Appendix 3 — Financial Management Policy**

## **1) Gift Acceptance**

The Finance Committee, in coordination with the Stewardship Committee, controls and is responsible for receiving and acknowledging all gifts to UUCH with the following limitations:

— All noncash gifts, including securities, real estate and personal property must be promptly converted into cash as soon as feasible, unless the item is intended for sale or auction at an event scheduled in the next 6 months or if the item is to be used to carry out the mission of UUCH.

— The Finance Committee may not accept gifts restricted in any way by the donor unless the Governance Council has in advance authorized the creation of a Special Fund to receive the gifts with the stated restrictions. Restricted cash or non-cash gifts of over \$2500 must be approved by the Committee of the Whole.

— Lending or borrowing funds beyond a ninety-day period requires Governance Council approval. Borrowing money in excess of \$10,000 or for any period in excess of one year, requires approval by the Committee of the Whole.

— Purchase, mortgage, or sale of real estate requires the approval of the Committee of the Whole.

## 2) Special Funds

All Funds restricted by the donor or by Governance Council action to be used for special purposes are considered special funds. Special funds currently established and the purposes for which they are restricted include:

- Reserve for Property Maintenance. For projects to improve the building or grounds that are valued in excess of \$750.
- Music Fund. For support of music and musical programs at UUCH.
- Religious Education. For support of the Children's Religious Education program. Receives funds from special Children's Religious fundraising efforts – dinners, bake sales, game nights, etc.
- Capital Fund. For major additions to property or building (such as the Yurts).
- Memorial Garden. For supporting improvements to and maintenance of the Memorial Garden.
- Special Fundraising. For funds supporting projects which flow through UUCH but are not the property of UUCH. Examples are Guest at Your Table, Eagle Scout Project, Prison Ministry, UUSC appeals.
- Minister's Emergency Funds. Funds to be used at the discretion of the minister for purposes which relate to the UUCH mission or are for care of a member or friend.

## 3) Accounting and Financial Standards

UUCH accounting and financial controls must conform to accepted best practices, including:

- Cash management. The members of the Finance Committee must maintain written procedures to govern the handling of receipts, access to cash and bank balances, approval of expenditures, payment of invoices and other obligations and management of invested funds.
- Separation of functions. The functions of bank reconciliation and cash disbursements must be under the control of separate, unrelated persons.
- Approval authority. Governance Council members, the Minister, or Governance committee chairs must sign off on all expenditures. The Treasurer provides the final sign off for all expenditures.
- Fund accounting. The members of the Finance Committee must take care to distinguish donor-restricted, temporarily restricted, voluntarily restricted and unrestricted funds.
- Reconciliation. UUCH accounting reports must be reconciled with financial institution statements as often as those statements are issued.

## 4) Asset Protection

The Governance Council has the overall responsibility for asset protection with delegation of specifics to individuals or committees. All reasonable care must be taken to ensure that UUCH assets are protected from loss or theft, including:

- Adequate insurance to protect against property losses, liability for injuries to others, corporate liability, and directors and officers liability for all personnel with access to material amounts of funds.
- Maintenance of UUCH property and equipment to keep it in working order, subject to reasonable wear and tear.
- Reasonable steps to protect UUCH's intangible property, including intellectual property, electronic data and paper files from significant damage or loss.

## 5) Planning Budget Process

To be developed and by the Finance Committee, submitted to GovCo, approved by consensus by GovCo and added here.

# Appendix 4 — Child Safety Policy

## 1. Policy Statement

As Unitarian Universalists, we covenant to affirm and promote the inherent worth and dignity of every person. This includes the imperative to protect and support the most vulnerable among us, our children and youth, to ensure that everyone who comes here feels valued, safe and secure.

We take seriously our responsibility to provide a safe and nurturing environment. UUCH recognizes the reality of child sexual and physical abuse in our society (congregations' definition in Appendix A), its impact on children and families, and the need for responsible means of addressing this issue.

To do our best to ensure safety for our children and youth, we will:

1. Educate all congregation staff and volunteers who work with children concerning issues of abuse.
2. Supervise our children and those who work with them.
3. Provide a specific process by which allegations of abuse are addressed.



4. Treat all persons with dignity and respect.
5. Share the responsibility with every member of the congregation.

All procedures associated with this policy are to be found in the Appendices.

## 2. Selection and Training of Staff and Volunteers

1. UUCH will establish a UUCH Child Safety Response Team (CSRT) composed of the Minister, the DRE or RE Chairperson, the Moderator(s), and a parent of a minor child. All members of this team will receive :

- a copy of this document,
- all congregational policies and procedures that govern working with children or youth

2. Minister(s) will attend a UUA Safe Congregation Workshop, or equivalent education.

3. Youth Advisors, OWL leaders, religious education (RE) teachers, volunteer nursery helpers will:

- sign the Code of Ethics Form, found in Appendix D
- be a congregant for at least 6 months, recommended by a congregant, or work with a longer-term congregant until a congregant for 6 months,
- be at least 25 years of age (for Youth Advisors).

4. Paid Caregiver(s) will:

- take a certified baby-sitter course or have this requirement waived by the RE Committee, and be recommended by a local UU Congregation, a member or a friend of the congregation:
- if staff, be able to supply references of a number and type acceptable to the RE Committee,
- if substitute, will be supervised by adult congregants during their paid work.

5. **No one** with known criminal charges or who has a known criminal record of either child sexual or physical abuse will be allowed to work with children or youth.

Members and friends who fall into the above category will be required to sign a Limited Access Covenant as a condition of their participation in UUCH. (See Appendix E). Additional restrictions will be specified in the covenant.

No person with a known child-related offense record may serve on a committee determining standards or programs involving children or youth. If he or she is serving on a committee that takes up business directly involving children or youth, the person may not participate in the discussion or decision-making.

6. As part of their training, every RE teacher or assistant, caregiver, youth advisor, and RE committee member shall receive:

- a copy of this document,

— all congregational policies and procedures that govern working with children or youth.

7. UUCH will educate all members and friends in UUCH about policy guidelines (Appendix C) and about procedures for Listening To and Reporting Child Abuse and Neglect (Appendix B). After the adoption of this policy, this information will become a part of the New Member Packet.

### **3. Supervision of Children and Youth**

#### **1. At All Times:**

— North Carolina law mandates that **all** adults report incidents of abuse involving children.

— Doors for rooms used as religious education classrooms will have windows.

— Adults supervising children and youth will:

— Have prior parental or guardian permission for any child or youth who engages in UUCH activities. This will be accomplished by a signed registration form for participation of children and youth in church sponsored activities on site, and a signed permission slip for any activities off site. Visitors attending UUCH worship services will sign their children into the class they are attending. This will constitute permission for that morning's activities.

— Have emergency contact information for all children and youth whose parents or guardians are off-premises.

— Have information to provide for the special needs of a child or youth. RE teachers and the registration form for children and youth religious education programs and activities will ask parents and guardians for any special needs that a child has that should be considered to create a safe and successful environment for their child.

#### **2. In Vehicles and Off-Site:**

— Prior parental permission is required for volunteers or staff to transport other congregants' children and youth to/from home to/from UUCH,

— Specified drivers for all functions must be approved by the RE Committee or RE Teachers,

— Every person transported in the vehicle must wear a seatbelt,

— Adults will carry permission slips with emergency contact and medical release information for each child or youth.

#### **3. On-Site:**

— Children or youth will not meet with adults except for UUCH-approved programs or events.

— An approved church volunteer should be present at all times in congregation school classrooms and during any congregation-sponsored activity involving youth. Having two approved church volunteers is recommended.

— The building will not be open to children or youth for any activity until at least one approved volunteer or staff adult is present. Parents are responsible for supervising their children or youth until an approved adult is present in the congregation building for any congregation-sponsored activity. Two adults are recommended.

— No child will be dismissed from religious education classes without an appropriate supervisory parent or guardian known to be on the premises.

— Congregation functions providing childcare require at minimum an approved child caregiver, an unlocked classroom door, and the presence of adults on the premises.

## **4. Responding to and Reporting Child-Related Offense Allegations against a staff member, minister, member, or attendee**

1. If a congregant becomes aware of a prior child-related offense alleged or charged against an adult in the congregation, he or she shall they will notify a member of the UUCH Child Safety Response Team who will inform the other members of the team.

The UUCH Child Safety Response Team will assess and take actions to best assure safety for the children and youth of the congregation. The alleged offender must disclose information requested by the CSRT as a condition for continuing participation in UUCH, and the CSRT will seek court records about all alleged offenses. The CSRT may enter into a covenant with the alleged offender that may include restricting the person from all activities involving children and youth. This information will be kept confidential beyond the members of the UUCH Child Safety Response Team if the Team determines that the offense has not been fully investigated or merits confidentiality. If a new person joins the Team all information will be passed to the new member. When a person leaves the Team, he or she must keep confidential all such information received as a member of the Team.

2. If prior offenses resulted in one or more convictions or guilty pleas, the CSRT will determine whether the restriction should be partial or complete and how much to disclose to the congregation to assure the safety of children and youth.

3. If a congregant becomes aware of a current allegation, he or she shall:

— Notify a member of the UUCH Child Safety Response Team immediately. Whoever receives the information will inform the others. If the charges involve a minister, the Team will notify the District Executive of the Southern Region of the UUA, or the UUA Department of Ministry. If the charges involve a congregant, the Team will notify the minister of every Unitarian Universalist congregation within 50 miles of UUCH and within 25 miles of the location of the alleged offense.

— Follow the procedures outlined in Appendix B, Procedures for Listening to and Reporting Child Abuse and Neglect, to assess and take actions to best assure both safety and confidentiality for the children and youth in the congregation and the person alleged to have committed an uninvestigated occurrence.

4. If the current alleged offense does not result in a plea of guilty or a conviction of the alleged offender, the CSRT will follow the procedure described in 4.1.

5. If the current alleged offense results in a plea of guilty or a conviction the CSRT will determine what information to disclose to the congregation to assure the safety of the children and youth. It will enter into a covenant with the offender restricting the offender from all activities involving children and youth and it will notify a GovCo and COW of the offense. Restrictions from the programs and building and grounds may be partial or complete, temporary or permanent. Only a COW may make the restrictions permanent.

6. If a congregant who has previously pleaded guilty or been convicted of a child-related offense is charged with a further offense he or she must:

— Notify the Child Safety Response Team within 72 hours of the charges or allegations against him or her regardless of where the alleged offense took place. A temporary complete restriction of the alleged offender will go into effect automatically and immediately. The alleged offender will not attend any programs at UUCH or visit the building or grounds until the Team notifies him or her that the restriction upon him or her has been lifted.

— The Team will hold a confidential hearing within 30 days to determine whether to recommend further action to the CoCo and the COW. That action could be permanent or temporary restriction of the alleged offender, or lifting of the restrictions.

7. An alleged offender may appeal to a COW any decision of the CSRT to restrict his or her activity in UUCH programs or on UUCH property. The alleged offender must make his or her appeal in writing to the Moderator of UUCH within 30 days of being notified in writing by the CSRT of their decision to restrict him or her. A COW must be held within 60 days to consider the appeal. All information about the alleged offense and any other current or prior alleged offenses must be fully disclosed to the COW by the alleged offender and the CSRT at the COW in which the appeal is made. A child against whom the offense is allegedly committed cannot be compelled to speak. There is no other appeal within the Congregation.

## 5. Monitoring of Policies and Procedures

The RE Committee will conduct an annual review of the policy, assessing how well the program has met its goals.

## 6. Resources

**Balancing Acts: Keeping Children Safe in Congregations** by Rev. Debra Haffner is available on the UUA Website. See Appendix E for where to find this document.

**Safe Congregations Handbook: Nurturing Healthy Boundaries in our Faith Communities**, edited by Revs. Patricia Hoertdoerfer and Fredric Muir (available at the UUA Bookstore). It is a wonderful resource on issues of power, leadership, and developing appropriated guidelines for

congregation and youth groups. Included in it are a series of workshops appropriate for boards, RE committees, youth groups, and staffs.

The **Southern Region Child & Youth Protection Requirements** were developed for all district-sponsored events involving the care of children or youth programming. Though these cannot be imposed on local congregations, they are a model and are recommended for practices for local congregations. Particularly if UUCH is hosting youth conferences and other similar activities, these recommendations can provide guidance and practices to protect the children, volunteers, paid staff, and the congregation. In addition, these requirements can be found at the Southern Region Website at: <http://www.tjd.uua.org/re/cypr0405.pdf>

## 7. APPENDICES:

### Appendix A: Definition of Child Abuse

The definition that UUCH is using is:

Child abuse is the nonaccidental injury, sexual abuse/exploitation or neglect, treatment, or maltreatment of a child by any person under circumstances that indicate the child's health, welfare, or safety is harmed.

In this document, "child" shall mean anyone aged from infancy to under 12 years and "youth" shall mean anyone aged 12 to 18 years.

### Appendix B: Procedures for Listening To and Reporting Child Abuse and Neglect

1. The child/person tells his or her story to a teacher, minister, or friend, who...

- listens carefully
- provides an appropriate setting (takes the child out of a classroom; stays with the child/person)
- believes the child's story (affirms the child for his/her courage; is comfortable with silences and tears).

This is the first step to healing.

2. The hearer must not ask investigative questions; must write notes on what is said with names, dates, times, etc.; must report the story to the minister and/or moderator(s); and must report to the appropriate agency.

- Be honest, don't make promises you can't keep, but offer hope.
- Your notes will enable you to make an accurate report; you will need them if you are asked to testify.
- All interviews with a child must be done by a member of the Children's Protective Services (CPS) within the Department of Social Services.

3. The minister and/or moderators will assist the congregant in making a verbal report to Child Protective Services immediately. A written report must be sent to CPS within 36 hours. Copies of the written report should be given to the minister and/or moderators.

— All involved will keep the entire matter confidential until an official CPS or police investigation is complete.

— Remember you are not asked to determine whether a crime has been committed; the law states you are to report what a reasonable person would suspect to be abuse or neglect.

4. The congregation and the denomination can offer counseling and referrals for the victim and perpetrator, safe haven for the victim, follow-up services for the victim and/or family assistance with family reunification or restructuring, and healing and support services for the congregation.

— Ask for support for yourself; talk with the minister(s) or personal therapist about your own feelings.

— You are not alone!

## **Appendix C: Information About the Policy Stressed to all Adults in UUCH, Especially RE Teachers, Youth Advisors, and Child Care Providers**

North Carolina law mandates that **all** adults report incidents of abuse involving children.

If a child discloses physical or sexual abuse to **any adult at UUCH**, that adult must interact with the child as outlined in Appendix B, Procedures for Listening to and Reporting Child Abuse and Neglect, steps 1 and 2, then contact the minister and/or moderator(s) immediately. They will help the adult through the process of following the church's Safe Congregation Policy and the reporting law of the State of North Carolina.

## **Appendix D: Codes of Conduct and Ethics for Leaders of Children and Youth**

### **1. Code of Ethics:**

Adults and older youth who are in leadership roles are in a position of stewardship and play a key role in fostering spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the social nurture, care and support that will enable children and youth to develop a positive sense of self and spirit of independence and responsibility.

The relationship between young people and their leaders must be one of mutual respect if the positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth, and adults suffer damaging effects when leaders become sexually involved with young persons in their care; therefore, leaders shall refrain from engaging in sexual, seductive, or erotic behavior with children and youth.

Neither shall they sexually harass or engage in behavior with youth that constitutes verbal, emotional or physical abuse.

Leaders shall be informed of the Code of Ethics and agree to it before assuming their role. In case of violation of this code, appropriate action will be taken.

(adopted by the Unitarian Universalist Association, 1986)

## 2. Code of Conduct

1. No minister, adult leader, child care employee, church school teacher, or any other person working in a paid or volunteer capacity under the auspices of the Unitarian Universalist Congregation of Hillsborough will engage in sexualized behavior with persons under the age of 18 years.

2. Neither shall anyone engage in behavior with children, youth, or adults that constitutes sexual harassment or verbal, emotional, or physical abuse.

3. *Neither shall they have been convicted of or had allegations of any prior behavior with children, youth, or adults that constitutes sexual harassment or verbal, emotional, or physical abuse.*

**I sign below, acknowledging that I have read the above Codes of Ethics and Conduct and will abide by them.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

## Appendix E: Limited Access Covenant

The terms of this covenant will vary on a case-by-case basis. Samples of covenants can be found on the UUA Website at: [www.uua.org/cde/ethics/balancing](http://www.uua.org/cde/ethics/balancing).

This site refers to the document **Balancing Acts: Keeping Children Safe in Congregations** by Rev. Debra Haffner, which draws upon the experiences of other churches that have dealt with these issues.

Two samples of Limited Access Agreements are on this site, which clearly outline issues to be considered in each case.

# Appendix 5 — Covenant of Right Relations

We, the members and friends of the Unitarian Universalist Congregation of Hillsborough, agree to embrace our mission to connect in love.

We will work together for the common good by nurturing mutual trust, sharing information honestly and responsibly. We encourage and support the participation of everyone in the congregation, expressing gratitude and appreciation for the contributions of all.

1. We will communicate with and about each other openly. We intend to:

Listen carefully to understand and appreciate the perspectives and opinions of others, mindful that our views may not be shared by others.

- Speak respectfully and kindly of those present and not present.
- Avoid repeating rumors about individuals and groups.
- Recognize and respect the diversity of beliefs within our community, including the words and ways people choose to express their spirituality.

2. We will seek peaceful and constructive resolutions when conflicts arise. We intend to:

- Act with good intentions and assume the same of others.
- Verify the accuracy of our perceptions and assumptions.
- Deal directly with individual(s) to seek common ground.
- Be forgiving and loving and willing to accept forgiveness.
- Apologize, when appropriate, and seek to make amends.

# Appendix 6 — Share the Plate Policy

## Reasons for sharing the plate

The ritual of the Sunday morning offering is a staple for congregations. It celebrates the fact that the congregation is supported and governed by its people, and it is a convenient way to deposit our weekly or monthly pledge payments. But it is often a part of the service that feels uninspiring. When the basket is passed, very few contribute to the offering unless their pledge is “due,” yet visitors often feel obligated to contribute because they aren’t clear about our offering etiquette.



Many Unitarian Universalist congregations are finding that giving at least a portion of the Sunday offering away to charity adds new enthusiasm to the ritual. Giving goes up, a spirit of generosity is felt in during the worship service, and participants are reminded on a weekly basis how important it is to support service to others.

Other benefits of sharing the plate include:

- It gives us greater visibility in the community and may help attract new members.
- It gives visitors a chance to hear which organizations we support, and allows them to participate.
- It has been shown in other UU congregations to increase Sunday morning collections and to enhance church growth.
- It provides opportunities to have special collections for disaster relief and emergencies.
- It gives us satisfaction on a regular basis by letting everyone know how much has been collected for community organizations.

## **Criteria for choosing the recipients**

- Recipients will not be associated with a particular political party.
- Recipients will be non-profit and priority will be given to recipients that are local, interfaith, or UUA-affiliated organizations.
- If emergency relief is needed by an organization deemed worthy of our support, a second collection can be approved and taken by the moderator and minister.
- A list of recipients for the share-the-plate program will be developed each year in the Fall by a task force of the congregation. The task force facilitator will be a Leadership Committee member. It will include the LOFTA team leader, the minister, and other interested members of the congregation. The formation of the task force will be announced at the September Committee of the Whole (COW) and the task force will present their recommendations to the COW in December. The Task Force will consider 5th Sundays and non-Sunday service collections in assignment of recipients. A list of share-the-plate recipients will be published as part of the agenda for the December COW. During the annual process, the task force will review and recommend changes in affiliation agreements the congregation may have with share-the-plate recipients from previous years.
- The information about the recipients will be published through the available communication channels. Weekly, the service coordinators will say two or three sentences about the recipient for that Sunday. When possible, the Worship Team will coordinate talks by guest speakers from the organizations we support during the month they receive our donations to inform us of their work.
- Each Sunday, 50% of the plate collection will be given to the designated recipient for that month, and 50% will be added to the UUCH operating budget. Please note that the “plate collection” is that money that is put in the basket with no designation. Cash or checks that are designated as

“pledge” or which have been designated for other purposes by the giver will not be counted in the plate collection.

## Appendix 7 — UUCH Membership Policy

Approved by the Governance Council on September 13, 2017

**PURPOSE:** Expand and delineate the information about membership in the Articles of Association.

Membership Team Lead or designated appointee(s) shall maintain a membership roll of all persons who are active members of the Congregation.

**Active members** are members of the Congregation who have not resigned as members, who have participated in Congregational activities within the past year, and who have made a financial contribution (of any amount) of record to the Congregation during the past year.

**Non-active members** are persons who have become members of the Congregation and who have not resigned from membership, but have not participated in Congregational activities or made a financial contribution of record to the Congregation during the past year. The requirement for participation or financial contribution may be waived at the discretion of the Treasurer, Minister, Secretary and Membership team Leader during the annual review of membership roll.

**Friends** are persons who participate in UUCH activities and/or contribute to UUCH financially, but have chosen not to become members.

A member must be at least 18 years old, *or* must have finished the Coming of Age program. To become a member, a person (18 or older) must have completed the Path to Membership program, which includes a discussion of the UUCH identity, mission, covenant and the Covenant of Right Relations.

Membership Team Lead or designated appointee(s) shall maintain a list of all active members and shall review the membership roll at the beginning of each calendar year. If the membership requirements described above have not been met, the member will receive written notice that their status has been changed to non-active member, and to contact the minister or membership lead if they wish to remain on the active list.

A member can be removed as described in the Guidelines Regarding Inappropriate Conduct.

Approved by GovCo 9.13.2017

# **Appendix 8 — Bob Wildermann Award**

Approved by the Governance Council on January 10, 2018

Given to honor a member or friend of UUCH who has given the congregation generous gifts of heart, spirit, and energy in the roles of connector and peacemaker. This award is named in honor of Bob Wildermann, who offered these gifts with love from 1992 until his untimely death in 2000.

## **Frequency**

The congregation will be reminded of the award and asked for nominations through the appropriate channels (a short article in the e-news, an announcement during Sunday morning services, etc.) every year in September. It's the Governance Council's responsibility to remind the congregation of the existence of the Award. The award doesn't need to be given annually. It will be given when an individual is nominated from within the congregation (one or several members and/or friends) for contributions which are exemplary and well noted in our congregational life.

## **Nomination**

The Governance Council will announce in August that nominations will be received by the Moderator until end of November 1 of that year. Nominations will include the reasons why this person should be so honored.

## **Selection Process**

The Governance Council will review any nominations received and will create a task force to review any nominations to see if the nominee represents the intent of the award in actions and spirit. If so, the task force will introduce this name as a nominee to the Governance Council meeting in December or January, with their reasoning and the Governance Council will affirm that this award be presented or not. All discussion of award nominees will be help in deep confidentiality. This means that no discussion of any sort by anyone about the nominees will take place outside of the meetings specifically intended for the purpose of that discussion.

## **Presentation**

The award will be presented at the next Committee of the Whole Meeting of the Congregation.

# Appendix 9 — UUCH Safe Congregation Policy

**PURPOSE:** The Unitarian Universalist Congregation of Hillsborough is committed to promoting a safe and welcoming environment, supportive of personal and spiritual growth. The Congregation recognizes the right of its minister(s), employees/contractors, members, friends, and guests, to be a place of safety for all. UUCH is committed to be a place where we feel secure among our friends and guests, and prepared to handle any emergency situations that arise.

To extend the Child Safety Policy (Appendix 4), the Covenant of Right Relations (Appendix 5), and the Guidelines Regarding Inappropriate Conduct (Appendix 6), all of which clearly state what is acceptable behavior and what is not; this UUCH Safe Congregation Policy establishes healthy, safe, and effective procedures and actions in response to unhealthy or unlawful activities, or unexpected emergencies.

**SCOPE:** This policy and its procedure covers the following: medical emergencies, fire, natural disasters, inclement weather, intruder(s), smoking, drugs and alcohol, firearms and weapons, hostile threats.

**ACTIONS:** The procedures about the above mentioned situations have to indicate:

1. Who is responsible.
2. If signage is necessary and where to put it.
3. The responsive actions to be taken.
4. The scope of training, education, and prevention.

## Smoke free Policy and Procedures

### A: PURPOSE OF THIS POLICY

This policy prohibits the use of tobacco, vaping, and electronic cigarettes (or similar products) in UUCH buildings and property. These products may cause harmful physical side effects. This policy protects congregants and visitors from these air pollutants.

### B: SCOPE

Products that produce harmful aerial pollutants, when inhaled, are prohibited. All UUCH property is designated as a Smoke-Free zone except the parking lot.

### C: RESPONSIBILITIES

UUCH members and friends are responsible for understanding the restrictions of this policy as it pertains to themselves and other UUCH members and friends.

**D: POLICY STATEMENT**

UUCH is a Smoke Free zone. People are allowed to use these products in our parking lot.

**E: PROCEDURE & ACTION PLAN**

No Smoking signs must be posted at all UUCH building entrances, and driveway that leads from parking lot to buildings.

Violators will be directed to the parking area to use their products.

**F: APPROVAL**

The above Policy Statement has been reviewed and approved by the Governance Council. Approval is reflected in the minutes of the GovCo on this date: May 9, 2018.

**911 Type Emergencies Policy & Procedure**

Most recent revision date: October 10, 2018.

**A: Purpose of this Policy**

This 911 Type Emergencies policy is designed to protect congregants and visitors in case of emergency situations, such as medical, fire, explosions, loss of utilities, tornado, active intruder(s), and other unforeseen situations.

**B: Scope**

This policy/procedure includes Sunday service and other congregation sponsored activities at UUCH.

**C: Responsibility**

UUCH has the responsibility to consider possible responses to medical, fire, explosions, loss of utilities, tornado, active intruder(s), and other unforeseen emergency situations so that we can respond quickly to provide assistance and direction to congregants and visitors on the UUCH campus.

**D: Policy Statement**

This policy assures that UUCH has procedures in place should emergencies occur to insure the safety of congregants, visitors and groups using UUCH facilities.

**E: Procedure**

The Governance Council is responsible to create a Response Team. Members of the Response Team present take the lead to assist and direct congregants and visitors depending of the kind of emergency. The Response Team will call 911 and act in two directions: help people who could need immediate medical assistance, and direct the rest of the congregants and visitors to a safe place and

avoiding panic behaviors. For detailed procedures depending on the type of emergency, consult the Safety Procedure Manual.

## **F: Prevention & Preparedness**

For the GovCo to decide:

1. One global response team or several?
2. For example, medical and active intruder need special expertise.
3. Chain of command?
4. Education of the team(s)?
5. Education updates.
6. Rehearsals (leaders only or whole congregation).

## **Medical Emergency Procedure**

Specified and willing church members will be identified as competent to administer CPR, or provide other intervention. They will be part of the Response Team.

Response Team member/s determine the degree of need. If emergency services ( the person needs to be brought to a hospital or clinic) must be summoned, call 911. Otherwise, simply bring the person to their home to recover.

Notify minister, moderator and/or Service Leader. Make any calls or communication necessary to family or friends of the person needing medical assistance.

The Minister/Service Leader should inform those in the sanctuary and encourage people to stay calm and respond as appropriate.

Follow-up with person to check their status and determine if any further assistance is requested.

Debrief, follow-up with person and other entities as necessary, review procedures and make any necessary adjustments.

## **Active Intruder (Firearm/Suspicious Packages/Cases/Bags) Procedure**

An **Intruder** is a person to become present without invitation, permission or welcome and with possible criminal intent.

**Lock-down** includes: checking playground and people outside, securing/locking all doors, close curtains/shades if possible, if appropriate, stand in sanctuary perimeter and hallways.

This procedure includes private citizens and staff members with carrying permits. This policy does not apply to law enforcement, in fulfilling their professional role and duty.

Specified church members will be trained to how to secure the building, notify leaders in all rooms and the buildings on the property, put UUCH in lock-down mode (lock doors, turn off lights, ask people to move and sit down next to inner walls avoiding windows), and notify authorities. These people will be part of the Response Team.

The Minister/Service Leader should ask if the intruders could respectfully but quietly remain in the sanctuary.

The individual will be immediately approached by Response Team member(s) and asked to take the weapon or offensive materials off church property or to secure it in his/her vehicle.

UUCH reserves the right to restrict the movement of suspicious containers such as a large package, case or backpack, into the church. The person will first politely be asked by a Response Team member to leave it in his/her vehicle because people will be anxious to have such items conveyed into the church, or it can be inspected by a UUCH designated member.

If the person refuses, the Response Team member(s) will inform the person that they do not have permission to be on UUCH property and will direct them to leave the property.

If such persons do not leave upon request, Response Team member(s) calls 911 and ensure that law enforcement officers shall be summoned to remove from the premises the individual/s carrying concealed firearms, other weapons and/or offensive material.

8. The Minister or Service Leader uses their discretion to continue, or unite the group such as in a circle for example to sing hymns to wait until summoned authorities arrive.

9. After Intruder Incident, debrief, notify local media, notify members and UUA. Review procedures and make any necessary adjustments.

## **Building Emergencies and Evacuation Procedures**

### **Fire (evacuate)**

Determine the degree of need. Alert designated Response Team member/s for immediate response. If small and manageable, use fire extinguishers, or alert Minister/Service Leader for building evacuation.

The Minister/Service Leader should direct those in the sanctuary to evacuate building quickly, encourage people to stay calm and exit quickly and reconvene in the parking lot.

Designated person on the Response Team evacuates people in Religious Education classrooms and yurts, bathrooms, office and kitchen area exiting to the grassy area in back of the building, as fewer people, can exit more quickly. Take a head count for RE classrooms/groups and when safe,

move group to parking lot. Reunite children with parents as quickly as possible in the parking area. Do not reenter a burning building.

Designated person on Safety Response Team calls 911.

Debrief, contact insurance company and other authorities as necessary, review procedures and make any necessary adjustments.

### **Tornados (shelter in place)**

The Minister/Service Leader should direct those in the sanctuary to move quickly and sit down next to inner walls of the building avoiding windows, in the hallway and bathrooms; encourage people to stay calm.

Designated person on Response Team relocates people in Religious Education classrooms especially yurts, bathrooms, office and kitchen area. Take a head count for RE classrooms/groups, keeping people calm.

If necessary, designated person on Safety Response Team calls 911.

Debrief, contact insurance company and other authorities as necessary, review procedures and make any necessary adjustments.

### **G: Approval**

The above Policy Statement has been reviewed and approved by the Governing Council (GovCo). Approval is reflected in the minutes of the GovCo on this date: October 10, 2018.

## **Appendix 10 — Rental Policy and Fee Structure**

### **Introduction**

The Unitarian Universalist Congregation of Hillsborough provides a limited number of community organizations ongoing use of the building; other organizations and individuals may arrange to use our facilities on a one-time only or short-term basis. The Congregation's top priority is to its own program and membership needs. If additional space is available, then priority is given firstly to nonprofit groups whose visions align with and are supported by the Congregation. Secondly, to other nonprofits, and thirdly to for-profit organizations so long as the organization and the activity do not contravene the purpose of UUCH.



Building use activities fall under the jurisdiction of the Governance Council. No commitment for building use is final until the Building Use Agreement has been completed and executed by the Facilities'-Use Coordinator and/or representative from the Governance Council. When a scheduling conflict arises, it will be resolved by the Facilities Use Coordinator and/or representative of the Governance Council. Generally, members take first precedence, long-term renters second, and one-time renters third.

Approval of the use of the grounds and facilities does not constitute or imply UUCH's endorsement of a group, its mission, or its positions. Groups approved to use the facilities must not advertise the event in such a way as to imply endorsement by the Congregation. No activities or advocacy may take place within our buildings or grounds that conflict with the Articles of Association and the purpose and practices of this congregation or of the Unitarian Universalist Association. Renters or approved users of our facilities may not sub-let any of the rooms or equipment to any other person or group.

## **Smoking policy:**

UUCH is a non-smoking facility, which includes vaping.

## **Restrictions on use of Fire or Flame:**

No open fires/flames are permitted on the UUCH campus. However, with prior authorization from the Facilities'-Use Coordinator, indoor candles (such as votive candles, tea lights, floating candles, or ceremonial chalice) may be permitted for ceremonial use or lighting effect. Also, exception may be made for special outdoor ceremonial events in specially-designed equipment or locations, but only with the explicit pre-approval of the Governance Council and supervision by the Facilities'-Use Coordinator or their representative. No incense, saging, smudging, or scented candles are permitted on the UUCH campus.

## **Weapons:**

UUCH does not allow weapons of any kind on our property, except when in the possession of a sworn officer of the law who may be on the premises. (see UUCH Safety Policy)

## **Alcoholic Beverages:**

Consumption of only wine and beer is allowed provided your group complies with all state and federal laws and you have assigned a specific person responsible for beverage logistics and to monitor consumption. Your group will assume all responsibilities and any resulting liabilities. Alcoholic beverages cannot be sold on UUCH property unless you have a certified license from the North Carolina State ABC Board. (see UUCH Safety Policy)

## **Pets/Animals:**

Service animals are welcome. While we love all animals, allergy and safety concerns require that other pets stay home.

## **Equipment and piano use:**

Wifi internet access, HDTV, DVD player, digital projector, easel, piano, and sound equipment options are available to rent upon request. The sanctuary piano may not be used at all without explicit permission or rental contract. No items whatsoever may be placed on the piano!

## **Energy conservation:**

Conserving energy is important to the operation of our facilities and to our UUCH values. We expect renters and users of our facilities to minimize the use of heating, cooling, and lighting to levels necessary for basic comfort and use.

## **Age requirement:**

Renters must be at least 21 years of age.

## **Fees for Facility Usage:**

### **Non Member Pricing:**

Refundable Security Deposit \$250.

A security deposit shall be required for all non-member functions, unless fees are waived with the approval of the Facilities'-Use Coordinator and/or Governance Council. All or a portion of the Security Deposit will not be refunded if the space has not been returned to its standard arrangement (see Setup and Cleanup Agreement). Security Deposit is due upon acceptance of rental space request.

Sanctuary	\$150 for up to 3 hours
Any classroom	\$50 for up to 3 hours
Yurt	\$50 for up to 3 hours
Kitchen	\$50 for up to 3 hours
Sound System	\$50 for up to 3 hours
Piano	\$50 for up to 3 hours

### **Prices for Members of UUCH:**

Members of our Congregation are not charged rental fees for use of the church facilities for “life-passage” events (such as weddings, memorial services, graduations, anniversaries, etc.) provided the entire Congregation is invited to attend.

However, for Members who schedule more private personal or non-UUCH-group events with limited attendees (i.e., NOT inviting the entire Congregation), rental prices will be half of the non-Member pricing.

The Refundable Security Deposit of \$250 will still be charged, but can be waived for members at the discretion of the Governance Council (GovCo) and/or the Facilities'-Use Coordinator.

### **Pricing for Special Groups:**

The Governance Council approves certain community organizations as Community Partnerships each fiscal year. These groups will have rental fees and security deposits waived. Other groups may also have rental fees reduced or waived with approval from the Governance Council. The Governance Council retains the authority and responsibility for negotiating contracts with all long-term renters.

## **Setup and Cleanup Agreement:**

It is assumed that renters will be responsible for all their own set up and clean up, and that these activities will occur during the specified rental period slot. Failure to properly clean the facilities and return them to the proper configurations (see section on “Furnishings and Equipment” below) will result in forfeiture of some or all of the security deposit and could result in cancellation or denial of future usage agreement with that organization or persons. If food is served in the Main Worship Hall, then food trash, crumbs, and any spills should be cleaned up; and the rows, aisles, and open areas should be vacuumed and swept before leaving.

## **Furnishings and Equipment:**

Tables and chairs in all rooms can be arranged as needed for any event or meeting. However, no furniture or equipment is to be moved outside the building without special approval and permission from the Facilities'-Use Coordinator. Renters are responsible for setting up each room and then resetting the furniture in each space that is used. That resetting should be **EITHER** to the same configuration in which each space was found, **OR** in the case of our Sanctuary (Main Worship Hall) to the “Standard Chair/Furniture Configuration” (for which visual guides are available and posted in the Sanctuary) for our regular Sunday morning worship services. Failure to reset each space in these proper configurations will result in a forfeiture of part or all of the security fee.

### **Kitchen and Food:**

Renters/users of our facilities may bring their own refreshments or hire caterers for their events. Coffee and tea pots are available for your use by request. Renters/users are expected to supply their own food-service supplies--including disposable plates, cups, napkins, tablecloths, paper towels, coffee supplies, etc. When your event ends, you (or your caterer) are responsible for clearing the rooms of all food, beverages and trash. Counter surfaces and appliances should be cleaned and wiped dry. Janitorial supplies are provided by UUCH. Any UUCH pots, pans, trays, serving utensils, etc., that are used in food preparation or serving should be properly washed, dried, and stored away before leaving UUCH at the close of the event/meeting. For those rentals that include kitchen privileges, a portion of the shared refrigerator and freezer space is available for use during the event/meeting.

### **Trash disposal and recycling:**

After each event or meeting when food, snacks, and/or drinks are served, renters/users should put all non-recyclable trash, debris, and food scraps into the clearly marked trash containers lined with trash bags. Then tied bags full of trash/garbage should be taken to the large trash container outside the back door. No trash/garbage should remain in the kitchen once the event/meeting is over. The same process should be followed for recyclables: All recyclables should be placed in the clearly marked bin in the kitchen, and then when full, or before leaving UUCH, the recyclables in the bin should be taken to the back of the building and emptied into the large recycling container there. Return the recycling bin to the kitchen.

### **Liability for loss/damage:**

UUCH is not responsible for loss or damage to any of the renters' belongings, material or equipment.

### **Cancellation Policy:**

All reservations will require a 72-hour notice of cancellation. Renters failing to cancel within this timeframe will forfeit their security deposit in full.

### **Deliveries:**

Any deliveries for scheduled events must take place during rental period for the event, as UUCH cannot assume responsibility for these deliveries outside of that time frame.

## **Decorations:**

Rentals shall not drive nails, hooks, tacks, or screws into any part of the premises. Generally, all decorating must be freestanding. In no case, will the facility be defaced, marred or permanently altered. Scotch, masking, duct tapes and glue are not allowed on any surface. All other adhesives must be approved. Glitter, confetti, sand, or any substance that causes litter or debris inside the facility or on the grounds is prohibited.

## **Parking:**

Parking in handicapped spaces, service or fire lanes, and parking along roads (NC 10 and Lawrence) are all strictly prohibited. Fire lanes must remain clear and free of all vehicles except emergency vehicles at all times. Handicapped parking is available only to those with the appropriate license tag or temporary designation issued.

## **Noise limitations:**

All renters should keep the noise associated with their event at a level that is respectful of our church neighbors as well as other events happening at the same time in the church.

## **Signage/Advertising:**

All signage and advertising for meetings or events should be in accordance with county standards and should only be placed on UUCH property within 24 hours prior to any meeting or event, and then removed immediately afterwards. [This includes long-term rental groups that meet on a regular basis--whether weekly or monthly.]

# **Appendix 11 — Guidelines Regarding Inappropriate Conduct**

## A. PURPOSE OF THIS POLICY

UUCH 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 the individual. To the degree that inappropriate conduct compromises the health of this congregation, our actions must reflect the emphasis on security, emotional and physical safety.

## B. SCOPE

There may be times when inappropriate conduct or persistent behavior inconsistent with the Covenant of Right Relations can lead to one or more of the following: Perceived threats to the safety of any adult or child; The disruption of the congregation's activities; Diminishment of the congregation's effectiveness in carrying out its mission.

## C. RESPONSIBILITIES

UUCH members and friends are responsible for understanding the restrictions of this policy as it pertains to themselves and other UUCH members and friends.

## D. PROCEDURE & ACTION PLAN

The following is a process for UUCH to consider when any of the above issues, or others that may arise, cannot be resolved by the immediately affected parties by using our Covenant of Right Relations (Appendix 5 of the Governance Policy Book).

**Situations Requiring Immediate Response:** If it is felt that an immediate response is required, this should be undertaken by the leader of the group involved. This may include asking the disruptive person or persons to leave or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required the local Police Department may be called.

**In All Situations, the Minister and Moderator will be notified.** The situation will then be referred to the Governance Council, which will respond in terms of their own judgment on a case by case basis. **Suggested guidelines are as follows:**

A) The Governance Council will respond to problems as they arise. The Covenant of Right Relations will be used as a guide in assessing behavior.

B) Inappropriate conduct will be dealt with individually.

C) The Governance Council shall immediately appoint three members of the congregation ("Conflict Resolution Team") to collect necessary information. The GovCo and the team shall maintain confidentiality while adhering to the core principles of the Covenant of Right Relations.

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

1) Is the individual the source of a threat or perceived threat to persons or property?

2) Have the immediately affected parties sought constructive resolution by using the Covenant of Right Relations?

3) To what extent is the behavior interfering with UUCH functions?

4) To what extent is the health and mission of the congregation being affected?

**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 within UUCH? Is it due to a professionally diagnosed condition?

**History** - What is the history and degree of inappropriate conduct which has occurred in the past? Has the behavior been previously documented?

**Probability of Change** - How likely is it that the inappropriate conduct will diminish in the future?

After an investigation has been completed, the Governance Council shall decide on the appropriate action to be taken. The following three levels of response are possible:

**Level One** - The minister, along with representative(s) chosen by the Governance Council, shall meet with the individual to communicate the concern.

**Level Two** - The individual is excluded from UUCH and/or specific congregational activities for a limited period of time. A letter shall be sent by the minister and moderator, clearly stating the reasons for action(s) and condition(s) of return.

**Level Three** - The individual is permanently excluded from UUCH premises and all UUCH activities. A letter will be sent to the individual(s) by the Governance Council on behalf of UUCH, clearly explaining the expulsion. The GovCo will inform the congregation of the action taken while maintaining appropriate confidentiality.

## E: APPROVAL

The above Policy Statement has been reviewed and approved by the Committee on the Whole on December 9, 2012 and confirmed by the Governance Council. Approval is reflected in the minutes of the GovCo on this date: October 10, 2018.

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