

# UUFA POLICY AND PROCEDURE MANUAL

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## 1 GOVERNANCE

### a. Definition & Philosophy

#### i. Definition (8-1-2011)

1. Governance is the process of making and implementing decisions in an organization. Congregation governance refers to the system adopted by a congregation for making decisions about articulating and implementing mission and vision, ensuring that the congregation serves its mission, evaluating congregation programs and ensuring responsible stewardship of resources.

#### ii. Philosophy (8-1-2011)

1. The Unitarian Universalist Fellowship of Athens elects a Board of Trustees to serve as its governing body and calls a minister to serve as its spiritual, programmatic, and administrative leader. The Board of Trustees focuses on serving the congregation's mission and on ensuring the well-being of the congregation. It shall respect the distinction between board governance and ministry.

iii. UUFA's Board of Trustees has adopted this philosophy of governance because it believes that delegating the ministry and management responsibilities of UUFA to the Minister and Staff (paid and unpaid) better serves UUFA's mission and vision in light of its current size and complexity. Delegating these program-related Board responsibilities frees the Board to focus itself more strategically and effectively on governance and fiduciary matters. By resisting demands to make single-situation decisions in favor of global policy-making, the Board empowers program leaders with greater responsibility but holds the leaders and minister accountable for their progress in meeting the mission and vision of UUFA.

### b. Board of Trustees Covenant

i. Every new board will adopt a board covenant.

#### ii. UUFA Board of Trustees Covenant (9/13/2016)

1. We, the Board of Trustees for the Unitarian Universalist Fellowship of Athens, covenant to serve the mission, vision and membership of our Fellowship by committing to:

- a. Be punctual for Board meetings and activities, participating fully and remaining open to discussion.
- b. Speak our truth in love.
- c. Care for each other by participating in dialogue, while also listening actively, remaining flexible in thought, and having patience in our learning process. We remember to remain empathetic and respectful to our team members.
- d. Engage in forgiveness and speak with one voice when discussing Board decisions outside of Board meetings.
- e. Approach situations maintaining balance, always being mindful of the greater Fellowship.
- f. Embrace the challenge and responsibility of leadership.

2. We do this in order to best serve Unitarian Universalism, UUFA, and model to others.

### c. Board Self-Governance

#### i. Board Governance (8-1-2011)

1. The Board of Trustees focuses on serving the congregation's mission and on ensuring the well-being of the congregation. It shall respect the distinction between board governance and ministry. The Board of Trustees governs by

- a. Discerning and articulating the congregation's mission and vision of ministry;
- b. Setting goals and making strategy choices;
- c. Creating written policies to guide the congregation's ministry;

- d. Monitoring and evaluating the congregation's leadership, including itself
  - e. Promoting transparency, collaboration and inclusiveness in all areas of congregation leadership;
  - f. Delegating responsibility and authority.
- ii. Duties and Functions of the Board of Trustees – See UUFA Bylaws
  - iii. The Board represents and leads the Fellowship in the discernment of congregational priorities, the stewardship of congregational resources, and the assessment of the congregation's success in achieving these goals. In this spirit, the Board shall:
    - 1. In conversation with the congregation and the Ministry Council, discern and communicate the mission and vision of the congregation.
    - 2. Engage in continuous strategic planning practices to discern, develop, and communicate strategic direction and define initiatives that will enable the congregation to live its mission and to achieve its vision.
    - 3. Create and communicate the congregation's Annual Vision of Ministry.
    - 4. Develop continuous practices, as set forth more completely in Section 5. Board Monitoring, to monitor the congregation's success in living its mission and achieving the goals established in the Annual Vision of Ministry.
    - 5. Continuously monitor the congregation's financial condition and intervene as necessary to assure the congregation's financial affairs are prudently managed and that its assets are protected.
    - 6. Direct and inspire the organization through the careful establishment of broad written policies reflecting the Fellowship's values, mission, and vision.
      - a. The Board's primary focus shall be on the long-term effects that the congregation has on the lives of the congregation, the community, and the wider world, rather than on the administrative means of attaining those effects.
      - b. No board action shall be considered a Policy unless it is incorporated into these Board Policies.
      - c. The Board shall actively solicit congregational input in developing policies.
    - 7. Develop practices and procedures that specify how the Board conducts its own business. Such practices and procedures must be designed to ensure:
      - a. Prudent, ethical, and lawful conduct that is consistent with the Fellowship's Unitarian Universalist principles;
      - b. The discipline needed to govern with excellence, including regular discussion to identify opportunities for improvement in its governance progress and performance; and
      - c. A Board communication process that keeps all Trustees informed and does not disadvantage any Trustee.
  - d. Officers' Roles – See UUFA Bylaws
  - e. Conflict of Interest
    - i. Trustees shall carry out their duties with undivided loyalty to the Fellowship and its mission. A conflict of interest exists whenever a Trustee or a close relative of a Trustee has interests or duties that interfere with the Trustee's duty of loyalty to the Fellowship and its principles. The conflicting interest may be financial, moral, political, theological, or otherwise.
    - ii. Conflicts of interest arise when a Trustee:
      - 1. Stands to gain or lose because of a Board action.
      - 2. Has a fiduciary duty or close personal or business relationship to any person or corporation that stands to gain or lose because of a Board action.

3. Holds a substantial interest in a corporation or business or serves as an officer or board member of another organization that stands to gain or lose because of a Board action.
  4. Cannot set aside his or her personal preferences as an individual consumer of the Fellowship's services to vote on behalf of the whole Fellowship and its mission.
  5. Faces any other situation that creates or appears to create divided or conflicting loyalties.
- iii. If an issue to be decided by the Board involves a potential conflict of interest for a Board Member, the Board Member will:
1. Identify the potential conflict of interest.
  2. Not participate in discussion of the issue being considered.
  3. Not vote on the issue.
- iv. The Secretary of the Board shall record in the minutes of the Board meeting
1. The potential conflict of interest and
  2. The use of the procedures and criteria of this policy.
- f. Board Committees & Task Forces
- i. The Board may establish Committees to help it carry out its responsibilities. At the Board's direction, Committees may operate as standing bodies (committees) or time-limited bodies (task forces). Unless otherwise stated, a Committee will cease to exist as soon as its task is completed.
1. The Board, as a whole, may direct Committees by outlining specific written objectives, restrictions, and a time frame for completing their work.
  2. Board Committees may not speak or act for the Board except when formally given such authority by Board action for specific and time-limited purposes.
  3. The Board shall review existing board committees and task forces annually.
- g. Board-Ministry Council Relationship
- i. The relationship between the Board of Trustees, which sets policy, and the Ministry Council, which determines the means and manages Fellowship operations, programs, and ministries, is defined here. The Board's official connection to the Ministry Council is through the Minister.
1. All Board authority delegated to the Ministry Council is delegated through the Minister so all the authority and accountability of the Ministry Council, as far as the Board is concerned, is considered to be the authority and accountability of the Minister.
  2. The Board will instruct the Minister through written policies allowing the Minister to use any reasonable interpretation of these policies.
  3. At least annually, the Board and the Minister will review and discuss their working relationship. The Board is responsible for monitoring Ministry Council performance. Performance will be monitored to determine the extent to which:
    - a. The Fellowship's mission and Annual Vision of Ministry goals are being met.
    - b. The Ministry Council operates within the boundaries set by Board policies.
- h. Discipline and Removal of Board Members
- i. Any Board member who
1. violates the Board's Conflict of Interest policy,
  2. commits an action that jeopardizes the congregation's tax-free status, and/or
  3. misses four or more meetings annually for which appropriate prior notice is not given to the President;

- i. may be removed from the Board upon a vote of a two-thirds (2/3) majority of those members of the Board present at a meeting of the Board of Trustees.

## 2 DISCERNMENT

### a. Vision (5-15-2011)

- i. The vision of the Unitarian Universalist Fellowship of Athens, Georgia, is to be a beacon of liberal religion and spirituality in Northeast Georgia. Guided by our Unitarian Universalist principles, our light will shine more brightly as we welcome greater diversity and search for deeper meaning. By speaking and acting for justice, and modeling sustainable stewardship of personal and earth resources, we strive to transform our world.

### b. Mission (5-15-2011)

- i. The Unitarian Universalist Fellowship of Athens, Georgia, is a caring congregation of diverse peoples, ages, backgrounds, and beliefs. Our purpose is to support our members and to commit deeply to our shared Unitarian Universalist principles by worshiping, playing, and exploring life's meaning together, thus promoting love and justice in our larger community and the world.

### c. Congregational Covenant (6-2-2013)

#### i. We covenant to:

1. Commit time, talent and treasure to promote positive change in ourselves and in the world;
2. Care for each other through deep listening and genuine kindness while assuming good will;
3. Create a safe environment by respecting and trusting one another;
4. Encourage each other to express our authentic selves, supporting, inspiring and challenging each other's quest for truth, meaning and spiritual growth;
5. Nurture a diverse and welcoming congregation.

## 3 STRATEGY

### a. Strategic Plan

- i. The Board and Ministry Council shall develop a Strategic Plan that encompasses program development, membership development, a comprehensive financial plan, and a staffing plan and publish it to guide the actions of all congregation leadership.

### b. Vision of Ministry

- i. The Board and Ministry Council shall annually review, revise, and publicize a list of goals consistent with the Strategic Plan to be met within the next 3-5 years. These goals will be in the areas of program development, membership development, capital budget and operating budget.

### c. Annual Vision of Ministry

- i. From the Vision of Ministry, the Board and Ministry Council shall annually develop and publicize a short list of priorities for the following year. The Ministry Council will translate and publicize the short list of priorities into goals and objectives for the year.



## 4 MANAGEMENT

### a. Delegation to Staff

#### i. Minister as Spiritual Leader

1. The senior Parish Minister will serve as the spiritual leader of the congregation.

#### ii. Minister as Chief of Staff

1. The senior Parish Minister will serve as Chief of Staff.

#### iii. Delegation of Management

1. The Chief of Staff shall lead and direct the programmatic and administrative work of the congregation. The Chief of Staff has the authority and responsibility to make day-to-day decisions, allocate designated resources (both financial and human), and adopt administrative practices except as specifically limited by Board of Trustees policies. The Chief of Staff will designate a substitute during his or her absences. The Chief of Staff will report to the Board of Trustees.
2. The Chief of Staff shall have the authority to approve and sign a rental contract/agreement for the use of non-UUFA locations and resources by a UUFA ministry in support of its activities when the cost is within the ministry's existing funds. In the absence of the Chief of Staff, authority is delegated to the Board President in conjunction with the appropriate lay minister.

#### iv. Staff Organization and Performance

1. The Chief of Staff shall be responsible for maintaining a productive and effective staff team, ensuring that its efforts are directed toward fulfilling the mission and vision of the congregation. The Chief of Staff shall also be responsible for ensuring staff compliance with all Board of Trustees policies. The Chief of Staff is responsible for conducting annual reviews (based on job descriptions) of all staff and for developing a plan to resolve any identified problems.

### b. Powers Reserved to the Board of Trustees

#### i. Senior Minister's Compensation

1. The Board of Trustees shall approve the senior Parish Minister's compensation package. The compensation package shall be reviewed annually.

#### ii. Budget

1. The Board of Trustees will propose annual operating and capital budgets to the membership of the congregation for a vote at the annual meeting prior to the beginning each fiscal year. The Finance Committee (see 4.c.i.) works with the Treasurer and the Chief of Staff to develop and propose the budgets to the Board.
2. After the congregation has approved the budgets for the fiscal year, the Board may reallocate funds as long as the reallocation does not exceed ten percent (10%) of the approved total budget.

#### iii. Investments

1. Only the Board of Trustees or the Planned Investment Committee can invest in any instrument other than bank savings accounts and other secure investments in which the investment principal is not at risk.

### c. Care for Resources

#### i. Finance Committee

1. The Board of Trustees establishes a Finance Committee composed of at least eight members, two appointed by the Board each year to three (3) year terms, plus the President and Treasurer.
2. The members of the Finance Committee elect their own chairperson annually.
3. The purpose of the Finance Committee is to help monitor the finances of UUFA and recommend actions the Board of Trustees should take to assure financial stability within the Fellowship.

4. The Finance Committee will work with the Minister and the Ministry Council to develop proposed operating and capital budgets to recommend to the Board to present to the congregation for adopting at the annual congregational meeting.
  5. All members of the Finance Committee shall be voting members of UUFA.
- ii. Tax-exempt Status
1. No member, friend, staff person, or other person affiliated with the congregation shall take any action that will jeopardize the congregation's tax-exempt status under local, state, or federal law.
- iii. Accounting
1. The Board of Trustees is responsible for ensuring that the congregation's management of financial accounts shall follow generally accepted accounting practices for congregations of our size including an annual internal review of the books and an annual audit if deemed necessary by the Board of Trustees.
  2. The Board of Trustees with the assistance of its Finance Committee is responsible for establishing written procedures that shall govern the handling of receipts, approval of expenditures, payment of invoices and other obligations, management of invested funds, and access to financial information. The functions of record keeping, bank reconciliation, and disbursement shall be under the oversight of the Treasurer.
  3. The Board of Trustees designates as the official check signatories, in order of availability, the Treasurer, President, and Finance Committee Chair.
  4. Financial reports shall show overall financial performance compared to budget and highlight significant financial or operational issues. Financial statements shall be made available to any congregation member who wishes to examine them.
  5. The Board is responsible for ensuring that an annual audit is conducted of the congregation's financial records and a written report issued to the Board. If it is not possible to engage a qualified, outside professional for the audit, the auditor(s) shall not be congregation staff or congregation members with financial roles.
- iv. Insurance
1. The Board of Trustees is responsible for ensuring that the congregation shall carry adequate property, general liability, and any other type of insurance necessary to:
  2. Protect the congregation's investment in land, buildings, and property.
  3. Protect the congregation and Board of Trustees against liability.
  4. Protect the congregation and Board of Trustees against misdeed or malfeasance by the Minister, Chief of Staff, staff members, congregation members, visitors, and/or tenants.
  5. The Finance Committee shall annually review the insurance coverage and report concerns to the Board of Trustees.
- v. Reserve Funds
1. The Board of Trustees shall maintain total financial reserves equivalent to one-quarter of the previous year's budgeted expenditures. These reserves may be used for unexpected financial obligations such as emergency building repairs, structural upgrades, and other non-budgeted expenses deemed necessary by the Board of Trustees. Reserves shall be replenished within three years from the date of withdrawal through inclusion in the annual budget.
  2. Reserve funds may cover operational expenses on a short-term basis.
- vi. Voluntarily Restricted Funds

1. The Board of Trustees creates voluntarily restricted funds for capital improvement projects, for programmatic and outreach projects, and for other purposes in keeping with the mission of the congregation. Voluntarily restricted funds are held separately from operating funds and reserve funds. Inactive funds at the end of each fiscal year will be closed, and the funds will revert to the reserve fund.

vii. Endowment Fund

1. An Endowment Fund shall be maintained by the Board of Trustees and placed under the supervision and care of the Planned Investment Committee. The Planned Investment Committee will operate in accordance with its Plan of Operation.

viii. Minister's Discretionary Fund (5-8-2012):

1. A Minister's Discretionary Fund shall be maintained and administered by the Minister for the purpose of aiding needy individuals. This Minister's Discretionary Fund will be funded by voluntary donations. A separate checking account will be maintained for this fund, with the Minister and the Treasurer being designated check signers who will quarterly certify all expenditures from the MDF and certify in writing to the Finance Committee that all funds have been disbursed appropriately.

ix. Document Retention

1. The Chief of Staff will develop written procedures to govern the retention, storage, protection, and destruction of documents, specifying who has access to each category of record. The procedures will include definite retention periods for financial, business, pastoral, personnel, and other types of records in both paper and electronic form in compliance with UUA principles and all applicable laws. These procedures will be approved by the Board of Trustees, and any changes thereof must be approved by the Board of Trustees.

d. Care for Staff

i. Sexual Harassment

1. Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when
  - a. Submission to the conduct is made either explicitly or implicitly a term or condition of employment,
  - b. Submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual, or
  - c. The conduct interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.
2. The Chief of Staff will develop procedures in compliance with local, state, and federal law and with the UUA Manual addressing sexual harassment, for approval by the Board of Trustees.

ii. Other Harassment

1. The congregation prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other classification protected by law, and that:
  - a. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
  - b. Has the purpose or effect of interfering with an individual's work performance; or
  - c. Otherwise adversely affects an individual's employment opportunities.
2. The Chief of Staff will develop procedures, consistent with local, state, and federal law and the UUA Manual addressing other harassment.

iii. Evaluation of Staff

1. The Chief of Staff will develop a clear evaluation process based on the employee's job description that can be used for professional growth. Evaluations shall be conducted at least once a year.

2. The Chief of Staff will develop and implement a plan for improvement of performance for each staff member who receives a below standard or unsatisfactory rating on a performance evaluation. The Chief of Staff shall establish criteria that will be deemed evidence of a “below standard” or “unsatisfactory” rating on a performance evaluation. The evaluation process will be included in the Personnel Manual.

iv. Employee Termination

1. An employee may resign at any time. A thirty-day notice to resign employment with the congregation should be given.
2. The Chief of Staff may recommend the termination of an employee for cause. If an employee is not performing his or her job according to the standards established by the Chief of Staff, the Chief of Staff will address identified performance deficiencies. Employees will be given three documented sessions in which the performance issue will be discussed and a plan of action to remedy the situation will be agreed upon. If the performance issue continues, the employee may be terminated at the third session. All documentation will remain in the employee’s permanent file to which the employee will have access. The Board of Trustees must approve the termination of employees.
3. The employment sessions may be waived by the Chief of Staff and the Board of Trustees in the event that an employee engages in any illegal activity or in any other activity deemed to be detrimental to the well-being of the congregation and/or its members.
4. Procedures for implementing this policy are the responsibility of the Chief of Staff and must be included in the Personnel Manual.

v. Grievance

1. When a grievance cannot be resolved through a process designated by the Chief of Staff, the employee may submit the grievance to the President who shall gather the evidence necessary to conduct an investigation. The President shall recommend a solution to the employee and the Chief of Staff. If the grievance is not resolved, the employee may seek a review by the Board of Trustees. The resolution recommended by the Board of Trustees will be binding upon the employee, the Chief of Staff, and the congregation.

vi. Personnel Manual

1. The Chief of Staff will develop personnel procedures in consultation with staff. Personnel Procedures must support the mission of the congregation and be consistent with Board of Trustees policy as necessary to maintain an effective and productive staff. These policies and procedures shall be incorporated into a personnel manual that the Chief of Staff will provide to each staff person.

vii. Compensation and Benefits

1. The Board of Trustees will approve Fair Compensation of congregation staff. Compensation will take into consideration UUA Fair Compensation Guidelines and recommendations of the Chief of Staff.

viii. Non-Discrimination, Equal Opportunity

1. The Unitarian Universalist Fellowship of Athens is an equal employment opportunity employer. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with federal, state and local laws and without regard to race, gender identity or expression, affectional or sexual orientation, color, religion, national origin, age, disability or any other classification protected by law. Discrimination in the workplace based upon any protected classification is illegal and against policy.
2. Employees who have questions about discrimination in the workplace or who believe this policy has been violated should report their concerns immediately to the Chief of Staff.

3. When a complaint about discrimination in the workplace cannot be resolved through a process designated by the Chief of Staff, the employee may submit the complaint to the President who shall gather the evidence necessary to conduct an investigation. The President shall recommend a solution to the employee and the Chief of Staff. If the complaint is not resolved, the employee may seek a review by the Board of Trustees. The resolution recommended by the Board of Trustees will be binding upon the employee and the congregation.
  4. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.
- ix. Members as Staff
    1. The Chief of Staff is authorized to determine which paid staff positions may be filled by congregation members.
  - x. Selection of Staff
    1. The Chief of Staff is responsible for the development of staff positions and for the selection of staff. The Board of Trustees must approve new staff positions and new hires.
  - xi. Personnel Committee
    1. The Board of Trustees may establish a Personnel Committee to assist and advise the Chief of Staff in staff and personnel issues including but not limited to the development of personnel policies, job descriptions, appraisal and grievance procedures, and the recommendation of compensation and benefits for non-ordained paid staff. The President will serve as the chairperson annually.
- e. Care for People
    - i. Sexual Harassment
      1. Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.
      2. The Chief of Staff will develop procedures in compliance with local, state, and federal law, and with the UUA Manual addressing sexual harassment for approval by the Board of Trustees.
    - ii. Other Harassment
      1. The congregation prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, gender, national origin, age, disability, sexual orientation or any other classification protected by law.
      2. The Chief of Staff will develop procedures--consistent with local, state, and federal law and the UUA Manual addressing other harassment--for approval by the Board of Trustees.
    - iii. Non-discrimination
      1. The Unitarian Universalist Fellowship of Athens is a welcoming congregation. Membership in the congregation and participation in all aspects of congregational life will be allowed without regard to race, gender, gender identity, affectional or sexual orientation, color, religion, national origin, age, disability or any other classification.
    - iv. Health and Safety
      1. The Chief of Staff is responsible for developing procedures that protect the health and safety of all persons using congregation facilities.
    - v. Universal Access
      1. The Chief of Staff will work with staff and congregation members to ensure universal accessibility to the maximum extent possible.

f. Personnel Policies and Procedures

i. UUFA Travel Policy

1. Unless otherwise approved by the UUFA Board of Trustees, all travel monies will come from an approved funding line within the current fiscal year budget. This line can be specifically designated for travel or come from an individual staff member's professional development budget in the case of the Minister, the Congregational Administrator, the Music Director, the Director of Religious Education, and the Piano Accompanist. Expenditures over the allocated budget amounts will not be reimbursed by UUFA without approval of the Board of Trustees. In special cases that cause the travelers to exceed their approved budget line, i.e. travel delays, inclement weather, unforeseen circumstances, the traveler can request reimbursement from the Board of Trustees. For travel expenses over and above budgeted allocations travelers must make a written request for reimbursement. In addition, the travelers must present receipts that document their expenditures over and above their allocated funding in order to make a claim for reimbursement to the Board of Trustees. The Board can accept or reject the claim based on the circumstances of the overage and the availability of funds.
2. In order to request reimbursement from the Board of Trustees for travel, the staff member must present valid receipts. Receipts must be originals or customer copies identified by the name/address of the business, dated, itemized, and properly signed or stamped to indicate that payment has been made.
3. For travelers requesting reimbursement above their allocated budget amount, they are responsible for completing and submitting a reimbursement request with appropriate receipts attached within 5 business days of the completion of an authorized trip, to the bookkeeper. The bookkeeper will then forward the request to the Treasurer and the Board of Trustees for consideration.

g. Confidentiality (adopted 6/14/2016)

- i. Employees and board members, finance/investment members, lay ministers, and other volunteers of the Unitarian Universalist Fellowship of Athens, Georgia, who may be exposed to information that is confidential, privileged, and/or proprietary in nature are expected to sign the UUFA Confidentiality Agreement.
- ii. It is the policy of the Unitarian Universalist Fellowship of Athens, Georgia, that such information must be kept confidential both during and after employment or volunteer service.
- iii. Care also shall be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.
- iv. See Appendix – Confidentiality Agreement (adopted 4/12/2016)

5 OVERSIGHT

a. Board Monitoring Role

- i. The Board of Trustees is responsible for ensuring that the staff, ministry teams, committees, and the Board itself engage in a continual process of monitoring and evaluation. The purposes to be accomplished through monitoring and evaluation are to:
  1. Foster excellence in ministry work by encouraging open communication and regular feedback among all whose work contributes to achieving the congregation's mission,
  2. Help the Fellowship to focus on its goals as adopted by the Board, and
  3. Ensure that all congregation leaders adhere closely to Board policy.
- ii. The Minister shall be responsible for regular written reports from the Ministry Council to the Board. Reports shall focus on progress on priorities set by the Board through the Annual Vision of Ministry and on compliance with Board policy.

- iii. The Board shall call upon the Ministry Council on a planned basis throughout the year to report more fully on the Fellowship's work in a given area and to contribute expertise, information, and leadership. The purpose of these reports is to support the Board's learning and reflection on major areas of the Fellowship's mission such as worship, religious education, social justice, membership development, community outreach, and stewardship of congregational property and financial status.
  - iv. The Board may inquire into specific questions of policy compliance, organizational concerns, or other serious issues by appointing a task force, committee, or outside consultant to assess some aspect of Fellowship program or organizational functioning.
- b. Chief of Staff Monitoring Role
- i. The Chief of Staff shall be responsible for regular written reports from the staff to the board. Reports shall focus on progress on priorities as set forth in the Annual Vision of Ministry and on compliance with Board policy.
    - 1. The Board may request detailed reports on the congregation's work in a given area.
    - 2. From time to time, the Board may inquire into specific questions of policy compliance, organizational concerns, or other issues by appointing a task force, committee, or outside consultant to assess some aspect of congregation program or organizational functioning.
- c. Evaluation
- i. Program Evaluation
    - 1. As part of discerning the Annual Vision of Ministry, the Board and Chief of Staff shall review progress on the prior year's Annual Vision of Ministry and related goals with the assistance of the Committee on Shared Ministry.
  - ii. Board and Chief of Staff Evaluation
    - 1. At least once a year, the Board and the Chief of Staff shall evaluate their own and one another's contributions to the congregation's mission.
  - iii. Staff Evaluations
    - 1. The Chief of Staff shall be responsible for creating and carrying out an annual cycle of evaluation of staff as per Section 4 of these policies.
  - iv. Senior Minister Performance Review
    - 1. Newly called Senior Ministers shall be reviewed annually for the first two years of their ministry at the Congregation. Thereafter, the Senior Minister shall be reviewed biennially.
    - 2. The goals of the performance reviews are to:
      - a. Call the congregation's attention to the mutual, relational nature of ministry and the respective responsibilities of all who contribute to its success;
      - b. Support the Senior Minister to remain motivated, creative, and flexible; and
      - c. Equip the Senior Minister and Board to correct any problems and maintain an effective partnership in the future.
    - 3. The Board and Senior Minister shall begin the process by mutually setting criteria for the first review to be performed. The criteria may include items such as mission, covenant with congregation, letter of call, annual vision of ministry goals (for years to be included in the review), strategic goals that may be appropriate, areas identified as needing strengthening per previous review, and goals that the Senior Minister shall set.



4. The Board or its designee and the Senior Minister shall, at minimum, have a conversation about performance at the end of the first and second years. Before the end of the second year, the Board and Senior Minister together shall appoint a review task force of three (3) persons held in high esteem and mutually acceptable to the Board and Senior Minister. The task force and the Senior Minister shall mutually agree upon a set of questions, based on criteria set the previous year and any other items about which both agree. The task force shall facilitate a review of the Senior Minister's performance, gathering data from the congregation and other sources, and producing a written report. The Board shall share the report, together with a written response from the Senior Minister, with the congregation.

#### 6 UUFA Policy on Policies

- a. It shall be the policy of the Board of Trustees of the Unitarian Universalist Fellowship of Athens, Georgia, (UUFA), to develop and maintain a UUFA Policies and Procedures Manual, hereafter referred to as "the Manual."
- b. The Secretary of the Board of Trustees shall be responsible for overseeing any additions, amendments, revisions, or deletions to the Manual and for recording them.
- c. When adding, amending, or revising a policy or procedure, the Secretary will strive to record it in the style and format of the current Manual.
- d. The Board of Trustees will review the Manual at least once every three (3) years, with an eye to currency, consistency, accuracy, and conformity with the UUFA Bylaws.
- e. In accordance with the UUFA Bylaws, committees are to develop and record statements of purpose, along with policies and procedures.
- f. Any policies and procedures developed by UUFA committees, task forces, or staff members are subject to Board of Trustees' approval and oversight and will be filed with this Manual as appendices.
- g. The Secretary shall file the original Manual and appended documents with the official Minutes of the UUFA.
- h. A copy of the Manual shall be conspicuously displayed and made conveniently available to all members and friends of the UUFA; an electronic version, routinely updated by the Secretary, will be filed on the UUFA website.
- i. Copies of the Manual will be available to all trustees, committee chairs, and staff members.

#### 7 ALCOHOL (amended 4-9-2013)

- a. The cost of alcohol provided at any official UUFA function will not be covered by a general admission price.
- b. Alcohol left over from any UUFA function must be removed from the premises or stored under lock and key.
- c. Non-alcoholic beverages will be offered whenever alcohol is provided at UUFA sponsored events. Alcohol may never be sold; it shall be available by donation only. This statement shall be added to the Fellowship Use Form.

#### 8 ADVERTISEMENTS AND ANNOUNCEMENTS

- a. Announcements in Sunday Services
  - i. Announcements should be submitted in writing for inclusion in the Order of Service by the Wednesday prior to the service.
  - ii. Announcements should be brief.
  - iii. Announcements cannot endorse candidates or political parties or promote sales or services for individual profit.
  - iv. Announcements may be read at the beginning of a service at the Minister's or service leader's discretion.
- b. Commercial Announcements and Advertising
  - i. Commercial advertising in the Order of Service is forbidden; advertising in other UUFA publications is allowed only for purposes of fundraising.

- ii. Commercial ads, announcements and business cards may be displayed only in the space(s) provided for that purpose.
- c. Political Announcements, Speeches, and Campaigning:
  - i. All political speech and activity is restricted by IRS Code Section 501(c) (3).
  - ii. Voter education announcements may be made at Potluck and other UUFA-sponsored events.
  - iii. Elected officials may speak at Forums, but candidates for office should not speak as candidates unless all other candidates for that office are also present to speak.
  - iv. Displays of printed materials on political parties or candidates are allowed only in the space(s) provided for voter education.

## 9 BOARD BUSINESS

- a. Executive Session [9/10/2013]
  - i. Meetings of the Board of Trustees shall be open to all members and friends of the congregation except when the Board declares an executive session at which time only the Board of Trustees and those expressly invited by the Executive Committee shall be in attendance.
  - ii. Normally, executive session shall only be used for matters that require confidentiality.
  - iii. When appropriate, executive session shall follow Robert’s Rules of Order Newly Revised (11th edition), which states the following about an executive session: “...A motion to go into executive session is a question of privilege, and therefore is adopted by a majority vote. Whenever a meeting is being held in executive session, only members of the body that is meeting, special invitees, and such employees or staff members as the body or its rules may determine to be necessary are allowed to remain in the hall. Thus, in the case of a board or committee meeting being held in executive session, all persons—whether or not they are members of the organization—who are not members of the board or committee (and who are not otherwise specifically invited or entitled to attend) are excluded from the meeting.” (Chapter 4, pages 95-96)
- b. Conducting Business by Electronic Mail
  - i. UUFA Board of Trustee business may be conducted by electronic mail (e-mail) when an item is too urgent to wait until the next scheduled meeting or is a sufficiently routine and non-controversial matter that can be expeditiously taken care of without taking up Board meeting time.
  - ii. The initiator of electronic business for the Board of Trustees must
    - 1. Put the topic in the subject line of the e-mail;
    - 2. Receive responses from at least six Board members (five, if the initiator is a Board member) in order to constitute a bone fide “discussion” and/or a quorum for a proposed vote;
    - 3. Consider, if a Board member moving a vote, the first positive response to be a “second” to the motion; and
    - 4. Communicate in detail the results of the discussion and/or vote to the Secretary of the Board.
  - iii. Responders to the electronic “discussions” shall reply to the whole Board and any other involved parties, not just to the initiator or particular responder.
- c. Consent Agenda
  - i. The Executive Committee of the UUFA Board of Trustees may from time to time include “consent” items in the Board meeting agenda. Typically, consent items will involve subjects deemed by the Committee to have had adequate discussion in prior meetings, or to be of a sufficiently routine and non-controversial in nature as to warrant no further discussion. A consent item will be presented as a motion for a “yes” or “no” vote, without discussion. If at the Board meeting it is determined that discussion is indeed needed, or if a motion does not pass unanimously, then the item will go to “new Business” on the agenda for the next Board meeting.

d. Timely Agenda Submissions

- i. Any proposal submitted to the Board of Trustees for approval that requires a change in existing policy, the hiring of additional UUFA employees, or significant expenditure of funds or human resources must be presented to the Board on a schedule that would allow discussion and consideration during at least two regularly scheduled Board meetings before approval.
- ii. All non-Board items to be considered, discussed, read, and/or in any other manner handled at an upcoming board meeting should be submitted to the Board Secretary by 4 p.m. the Sunday prior to the Executive Board meeting, which is traditionally one week before a scheduled board meeting.
- iii. All Board items to be considered, discussed, read, and/or in any other manner handled at an upcoming board meeting should be submitted to the Board Secretary by 4 p.m. the Sunday prior to the Board meeting.

## 10 FINANCE

- a. Cause of the Month Collection:
  - i. Social Action/Social Justice Committee's Cause of the Month collection will be administered as follows: Donors write checks payable to UUFA. UUFA writes a check payable to the organization for the amount cover check and cash donations. UUFA sends a cover letter on letterhead to the organization, stating that the money was collected at UUFA for the Cause of the Month sponsored by the Social Action Committee. The committee will continue to keep records of collections and will provide the information to the Board of Trustees and the Tapestry. A W-9 Form should be on file for every local Cause of the Month.
- b. Minister's Sabbatical Expenses
  - i. The minister shall submit a detailed proposal for reimbursement of sabbatical expenses in excess of budgeted business and professional development expenses for Board of Trustees review and approval at least two months in advance of the start of the planned sabbatical. (9/18/07)
- c. Signing Checks
  - i. The official check signatories are, in order of availability: the Treasurer, the Assistant Treasurer, the Finance Committee Chair, and the President. (7/12/2016)
- d. Donations (as amended 5/14/2013)
  - i. Overview:
    1. UUFA encourages and solicits current and deferred gifts from individuals for purposes that further the congregation's mission and help fund its programs, operations, capital campaigns, and future growth. This policy applies to all gifts offered to the congregation (other than payments on pledges to the annual operating budget). Any offer of a gift to the UUFA is very much appreciated.
    2. This policy sets forth general principles for UUFA's acceptance of gifts, and supersedes any previous UUFA Donation Policies.
    3. Confidentiality: If confidentiality is requested by a prospective donor, access to information about the amount or nature of the gift shall be limited to those who have a need to know. The Intent to Donate Form shall be turned in to the Treasurer or Minister.
  - ii. Procedures
    1. Potential donors shall receive a copy of this policy, and shall complete an Intent to Donate form.
    2. The minister will contact appropriate staff, ministry and governance leaders, or committees who shall together decide whether or not to accept the donation.
    3. Upon acceptance, UUFA shall provide the donor with a receipt. If not accepted, donors shall be responsible for removing tangible donations.
    4. The Congregational Administrator shall keep a record of donations.
    5. The Secretary of the Board will send a written note or letter of appreciation to the donor.
  - iii. Tangible Gifts
    1. The donor should be aware that there are some criteria that may affect the decision to donate. Donations are not automatically accepted. Acceptance or rejection of gifts shall be based on the criteria of safety, utility, quality, and storage limitations. UUFA shall retain proprietary rights as to the placement, use, storage, and possible disposition of the gift. Any preference a donor may have should be expressed and will be considered.
    2. The minister will contact appropriate staff, program and governance leaders, or committees who shall together make a decision concerning the removal or disposition of donated items.
    3. UUFA will maintain an ongoing wish list of items not included in the annual operating budget. The Wish List will be maintained by the Minister.

iv. Monetary Gifts

1. Financial pledges are not included in this policy.
2. When considering a substantial monetary gift to the Fellowship, prospective donors and their financial advisors should confer with UUFA's Finance and/or the Planned Investment Committees for more information.
3. Members or Friends of UUFA who wish to donate monetary gifts beyond their pledge are encouraged to discuss the gift with the Minister or a Board Officer in order to determine how the gift can best benefit the Fellowship.
4. Monetary gifts may be used to purchase "Wish List" items not covered by the UUFA operating budget.
5. The Bookkeeper and Treasurer shall be responsible for accounting system procedures for the gift.

v. Memorial Gifts

1. Monetary memorial gifts that are directed to a specific program will be honored.
2. People wishing to donate tangible memorial gifts to be used within UUFA building or grounds are encouraged to discuss the donation with the minister in advance.
3. A donor may wish to have the gift identified with a placard or other appropriate marker. To keep markers consistent in appearance, UUFA will purchase them at the donor's expense.
4. UUFA cannot assume responsibility for loss or damage of donated items due to natural wear and tear.

vi. Real Property

1. The Fellowship will accept real property as gifts or bequests only with an express written statement that the donor, without reservation, releases the Fellowship from any expectation or obligation to retain ownership of donated property and, further, acknowledges the Fellowship's unrestricted privilege to sell, donate, or otherwise make disposition of the property in a manner determined solely by the UUFA Board of Trustees.

vii. Stocks, Bonds, Securities

1. Gifts of marketable securities will be converted to cash and transferred to the church's investment managers (Planned Investment Committee) for investment as quickly as possible.

viii. Planned Investment Policy (amended 1/12/2016)

1. The UUFA Board of Trustees will appoint a Planned Investment Committee, composed of five to seven voting members of UUFA.
  - a. This committee reports to the Finance Committee and the Board of Trustees.
  - b. Members of this committee are normally appointed for three-year terms; but initially two members will be appointed for one-year terms, two members will be appointed for two-year terms and the rest for three-year terms.
  - c. The UUFA Treasurer and the Assistant Treasurer shall be ex-officio members of the Planned Investment committee. Non-ex-officio members of this committee may not also serve as members of the Finance Committee.
2. The Planned Investment Committee's mission is to manage and hold non-cash financial gifts, bequests, devises, benefits of trust, and financial instruments of any sort, without limitation as to amount or value, that are donated to UUFA and to manage the investment of money that the Board of Trustees, upon advisement of the Finance Committee, deems should be used for investment.
3. Funds donated to UUFA for future use and not for operating funds or specific capital projects shall be deposited to either the **Endowment Fund** or the **Planned Giving Fund** depending on the wishes of the donor.

4. The Planned Investment Committee shall work with the appropriate ministry committee or persons to market the Planned Giving and Endowment program and encourage gifts to those funds.
5. Endowment Fund
  - a. The *Endowment Fund* shall consist only of gifts that the donor specifies shall be set aside and remain invested.
  - b. The income (defined as interest and dividends) shall be distributed at least quarterly to the Planned Giving Fund.
  - c. The principal of the Endowment Fund and any capital gains realized by the Fund shall remain in the Fund.
6. Planned Giving Fund
  - a. The *Planned Giving Fund* shall consist of gifts that are unspecified or undesignated as endowments, and that are not given to the UUFA Cash & Contribution Fund.
  - b. The principal and any capital gains realized by the Fund shall remain in the Fund until they are used according to the discretion of the UUFA Board of Trustees.
7. Cash & Contribution Fund
  - a. The *Cash & Contribution Fund* shall receive stocks or other securities not designated for the Planned Giving or Endowment funds.
  - b. The Treasurer and/or the Assistant Treasurer may move funds from this account into the Operating Checking Account or the Fellowship's Savings Account when these funds are needed for the operations of the Fellowship. Upon notification from the Treasurer and/or the Assistant Treasurer, the Chair of the Planned Investment Committee or an authorized member of the committee will release funds from the *Cash & Contribution Fund* for transfer to the Operating Checking Account or the Fellowship's Savings Account.
  - c. Funds are not to be disbursed directly from the *Cash & Contribution Fund* except to transfer them to the Fellowship's Operating or Savings Accounts.
  - d. Funds can be disbursed from the *Cash & Contribution Fund* to other UUFA financial accounts only with the concurrence of the Finance Committee and the approval of the Board of Trustees.
8. Stock and Other Securities Transfers
  - a. If anyone wants to donate a gift of stock (*not* to be used to fulfill their pledge) to the Fellowship, the donor, following established UUFA Donor Policy, may transfer the stock to one of the three funds listed above. Stocks given as gifts to either the Endowment or Planned Giving Funds may be transferred directly to one of those funds. In keeping with long standing policy of the Fellowship, stocks and securities donated to the Fellowship shall be sold as soon as possible at market price, and the value of the sale shall be reported to the Treasurer by the Chair of the Planned Investment Committee. The funds thus raised shall be kept in the appropriate fund and may be invested or be transferred exactly like any other funds.
  - b. Donors who wish to make a pledge donation of securities or stock should be instructed to transfer the security or stock to the Cash & Contribution Fund. Proceeds from pledge securities or stocks, however, must be transferred immediately into the Operating Checking Account.
9. Planned Investment Committee Guidelines
  - a. The *Planned Investment Committee* will administer and manage the Endowment Fund, the Planned Giving Fund, the Cash & Contribution Fund and any other funds assigned to it by the UUFA Board of Trustees.

- b. The Board sets an annual policy on the amount of cash to remain liquid for operations after considering the advice of the Planned Investment Committee (on how our assets can be invested to maximize income within the UUFA guidelines for investments) and the Finance Committee (on UUFA's projected cash needs monthly through the budget year). The Board should balance the cash needs, the potential income from investing, the risk, our history, and the 'unknown' to make their decision.
- c. The Board also sets policy on the kinds of investment UUFA will make. It is the function of the Planned Investment Committee to invest the available capital within those guidelines and with the approval of the Finance Committee on portfolio balance. The funds are held in trust. Careful, conservative investment management shall be the standard under all circumstances. Investments shall be made only in companies whose business practices are judged by the Planned Investment Committee to be in keeping with the Seven Principles of the UUA. The committee shall not engage in high-risk investment activity such as options and futures investing. At all times in its investment decisions, the committee shall be guided by the Prudent Investor Rule. The Prudent Investor Rule explains, among other points, the exercise of reasonable care in investing, diversification, and in decision-making concerning assets. According to this rule, investments are not to be viewed in isolation but as part of a total portfolio. This rule is therefore a test of conduct and not of portfolio performance.
- d. If a restricted stock or security donation is received, the Treasurer (in consultation with the Finance Committee) would project the cash needs for the specified purpose and request that cash be transferred to the appropriate bank account. The Planned Investment Committee would invest any funds exceeding cash needs. If there is a mistake or misunderstanding that affects cash needs, the cash is easily raised or invested.
- e. The Planned Investment Committee shall meet at least quarterly and shall report the state of the funds it manages to the Finance Committee and the Board of Trustees after those meetings and whenever requested by the Finance Committee or the Board. Minutes of the quarterly meetings will be maintained and provided during the quarterly report to the Finance Committee and Board. A monthly statement of accounts will be provided to the Treasurer at least one week prior to the Finance Committee monthly meeting. The Planned Investment Committee shall adhere to all the policies laid out above.
- f. Investment decisions will be made by the Planned Investment Committee by a recorded vote of its members. It is required that all members do due diligence in researching the status of any stocks or funds being considered for purchase or sale before a vote is taken either in person or by email. At least two-thirds of the members must agree before any changes in the investments shall be made. These decisions may be made through email communication if needed before the scheduled meetings. A printed record of email communications relative to a vote must be kept in a designated notebook in the UUFA office. The committee shall designate one or more of its members to communicate with the brokerage firms holding the accounts and to execute trades voted on by the committee and transfers of funds as spelled out in the above policies.
- g. Most investment decisions shall be made at committee meetings, but in order to respond to rapidly changing market conditions the committee may vote electronically or by other means when it is necessary to protect the investments of the Fellowship. Specific investment decisions which do not require movement of funds into or out of the UUFA banking accounts will not require approval of the Finance Committee or the Board of Trustees but shall be made by vote of the Planned Investment Committee.
- h. The Planned Investment Committee may, at some point, choose to recommend to the Finance Committee and the Board of Trustees that all or part of the investment decisions be managed by outside professional investment management, but the decision to do this (which may involve payment of management fees) may be made only by the Board of Trustees.

#### 10. Planned Investment Committee Advisory Capacity

- a. At the end of the fiscal year and before October 15 of the same calendar year, the Planned Investment Committee shall conduct an annual review of all UUFA finances and investments and provide the Treasurer and the Finance Committee with recommendations concerning the best utilization of UUFA assets.
    - b. Upon review and approval, these recommendations will be forwarded to the Board of Trustees by the Finance Committee.
- e. UUFA Credit Cards (10-14-2014)
  - i. The following UUFA staff members have been issued Bank of America (BOA) credit cards:
    - 1. UUFA Minister
    - 2. UUFA Administrator
    - 3. Music Program Director
    - 4. Director of Religious Education
    - 5. Treasurer
  - ii. Purchases on all five cards feed into a corporate account that must be paid by the seventh day of each month. All five cards have a cumulative credit limit of \$5000. Any purchase over \$500 must be approved by the Board of Trustees, the Treasurer, or the Minister. Credit card holders should be aware of the impact large purchases will have on the credit limits of the other credit card holders.
  - iii. Each credit card holder has view only rights to their BOA credit card account and must carefully track credit card spending each month.
  - iv. Receipts for credit card purchases must be presented to the bookkeeper within 3 days of the actual purchase. Lost receipts could result in the refusal of payment for the items charged.
  - v. Cardholders must independently reconcile all purchases against the credit card statement for their account at the end of each month. All reconciled statements must be returned to the Bookkeeper prior to the seventh day of each month. Any discrepancies in the online or paper statement must be annotated and reported to the Bookkeeper and the Treasurer.
  - vi. Cash advances on credit cards are not allowed without written permission from the Board of Trustees, the Treasurer, or the Minister.
  - vii. Credit cards are not to be used for personal purchases under any circumstances. Misuse of the credit card can result in actions ranging from revocation of card use privileges up to and including dismissal.
  - viii. Lost or stolen cards must be reported to the Bookkeeper, the Treasurer, and the Minister immediately.
- f. Background Check (9/13/2016)
  - i. Any person (volunteer or employee) given authority to conduct financial transactions (check signing, banking, investments, and other significant transactions) on behalf of the congregation must give consent for UUFA to complete a background and credit check prior to assuming his or her duties.
- g. Access to Financial Records (1/10/2017)
  - i. The financial records of UUFA are open to inspection by any Fellowship member, with the exception of the records on individual giving (pledges, donations, commitments, etc.). Records of individual giving are confidential and are available to the Minister, Treasurer, Assistant Treasurer, Congregational Administrator, and the Bookkeeper. Records of gifts made by stock transfer will be available to the Chair of the Investment Committee. Access to records of individual giving may only be granted to others with the agreement of the Board of Trustees.

## 11 FUNDRAISING POLICY (amended 5-14-2013)

- a. General Policies



- i. Fundraising activities sponsored by the UUFA are restricted to those of direct benefit to the Fellowship's programs and/or select non-UUFA programs that support Unitarian Universalist principles.
  - ii. Announcements of fundraising activities may be communicated in the Sunday Order of Service, newsletters, or on-line bulletins. Oral announcements during the service must be approved by the minister, or the day's worship leader, and/or the worship assistant.
  - iii. UUFA address directories and other databases (e.g., email directories) may not be used as mailing lists by individuals or organizations for non-UUFA fundraising purposes.
- b. Non-Budgeted Fundraising Policy (12/8/2015)
- i. All non-budgeted fundraising activities at UUFA should:
    - 1. Be consistent with the Mission and Vision of UUFA.
    - 2. Be consistent with the Principles and Purposes of the UUA.
    - 3. Be consistent with our nonprofit status.
    - 4. Not overburden our congregation with requests for money.
  - ii. All non-budgeted fundraising requests should be made to the Ministry Council for approval or denial. The Ministry Council shall consult the Fellowship calendar before approving any fundraising requests and should use discretion to avoid any conflicts.
  - iii. The fundraising request shall include all of the following information (Fundraising Request Form may be available from Treasurer):
    - 1. Name of fundraiser
    - 2. Purpose of fundraiser
    - 3. Single event (please provide anticipated start and end date)
    - 4. On-going or limited term (please provide committee or program information and anticipated terminal date for use of funds)
    - 5. Sponsoring individual, committee, or program
    - 6. Facility needs
    - 7. Staffing/volunteer needs
    - 8. Proposed use of funds
    - 9. Anticipated revenue
    - 10. Anticipated expenses
    - 11. Describe the fundraiser
    - 12. Describe how the fundraiser furthers the Mission and Vision of the UUFA
  - iv. If approved by the Ministry Council, the Lay Minister for Stewardship will notify the Treasurer and the Bookkeeper of the Ministry Council action so that the proper accounting for the funds can be established and maintained for the duration of the fundraising activity.
  - v. Unless otherwise approved by the Ministry Council, all funds thus raised shall be credited to the Fellowship general operating account under the general category "Non-Pledge Fundraising" with a specific project line item, and all expenses shall be debited to the same line item.
  - vi. Upfront expenses, such as event deposits or the purchase of needed supplies, exceeding \$200, unsupported by existing reserves or the program's budget, shall be charged or reimbursed only upon prior approval of the Treasurer. The chair of the event or of the sponsoring group is the only person who shall approve expense reimbursement requests.
  - vii. The Ministry Council will identify fundraisers as ongoing or limited term with term limits specified.

- c. Minister's Discretionary Fund (MDF)
  - i. The minister shall have the discretion to solicit funds specifically for the MDF and will keep said funds in a separate checking account to be audited quarterly by the treasurer, who is also a designated signor on this account.
- d. Sales of Goods or Services by Individuals
  - i. When any member/friend/visitor/staff person (hereafter referred to as "the vendor") sells items or services or holds events for profit or personal gain at UUFA, 20 percent (20%) of the sales or net proceeds are to be donated to UUFA. The Minister, Board President or Treasurer shall have the authority to negotiate agreements for a different percentage.
  - ii. The vendor shall sign a sales agreement agreeing to the donation of twenty percent (20%) of the sales or net proceeds and absolving the UUFA from responsibility for any loss or damage.
  - iii. Guests who are invited by UUFA to speak or perform at services or programs may sell items such as books or tapes related to the presentation. Twenty percent (20%) of the net proceeds may be requested as a donation to UUFA.
  - iv. Artists of the Month and others who display their works at the Fellowship at the invitation of the UUFA will be offered the use of Fellowship facilities for a reception. Items sold at the reception, or as a result thereof, are subject to the UUFA twenty (20%) percent donation policy.
  - v. Exemptions from the 20% donation policy:
    - 1. Items sold by children (up to age of 18 years)
    - 2. Items provided by our partner church in Okland, Romania, for its benefit.
  - vi. UUFA members may fundraise for outside organizations such as Girl Scouts during coffee hour or potlucks by making announcements or providing order forms in the Fellowship Hall. Large displays of items for sale will not be allowed.
- e. Sales Agreement Form
  - i. All vendors will be required to fill out and sign a Sales Agreement Form. The form should include vendor's name and percentage to be donated to UUFA for the sale of artwork goods, or services while on display at the Unitarian Universalist Fellowship of Athens, Georgia.
  - ii. The form will also indicate that the Unitarian Universalist Fellowship of Athens, Georgia, is not responsible for loss or damage of any artwork or goods while on display in the UUFA building or grounds.

## 12 BUILDINGS and GROUNDS

- a. Audio/Visual Equipment
  - i. All audio/visual equipment shall remain on UUFA premises unless a lending request has been approved by the Board, Minister, Administration, DRE, or Music Director. (11.18.13)
  - ii. Users of audio/visual equipment should be trained in its operation. (1/8/00)
- b. Hiring Contractors and Trades People
  - i. Written bids along with completed W-9 Forms are required for all work awarded to contractors or trades people costing \$300 or more. For work costing \$500 or more, three (3) written bids are required, except in cases of emergency or limited availability of services.
  - ii. Payment will be made only if a check request is tendered and if the amount invoiced agrees with the bid. If the contractor or tradesperson has been clear at the outset that the initial bid is an "estimate," an additional amount up to ten percent (10%) may be added to the payment.
  - iii. Expenditures of \$2,500 or more must be approved by the Board. (5/8/12)
  - iv. Only the President of the Board is authorized to sign contracts binding UUFA. (11/8/11)
  - v. UUFA agents must be assured that the prospective contractor or tradesperson fully understands this policy.



c. Piano Maintenance

- i. In accordance with the agreement signed by Board President Stu Fors with Despy Karlas on 11-19-85 upon the occasion of her donating a gift of a grand piano in memory of her son Christopher, the UUFA will maintain the piano in the best possible condition, both inside and out, adhering to her recommendations as follows:
  1. Find means to achieve maximum stability in temperature and humidity. Changes of temperature and especially changes of humidity play havoc with the soundboard, the many parts of the action, the string, and the tuning of piano.
  2. Keep the piano locked and covered with a professional cover when not in use (It should not be used as a table or flower stand!)
  3. Possibly disallow the use of the piano by outside groups who rent the Fellowship building.
  4. Place the piano on a dolly to protect the instrument when it is moved.
  5. Have the instrument tuned at least every six months and have any problems that may arise taken care of promptly by a reputable piano technician. Periodic action regulation may eventually be needed.
  6. Attach an appropriate brass plate or plaque to the piano, indicating that the piano was given in memory of Christopher Durant Ballew.

d. Facility Usage

- i. General Policy: It is the policy of the Board of Trustees that the building and grounds are primarily for the use, enjoyment, and needs of our membership and secondarily for use by outside parties. Any individual or group using the Facilities must have an approved reservation or rental agreement with the Minister or staff. Policy and Procedures for rental of the building and grounds can be found in this section. All usage will be consistent with safety policies, and Green Sanctuary guidelines.
- ii. Facilities include the following:
  1. The Sanctuary and related rooms with the hall,
  2. The Fellowship Hall,
  3. The building and the foyer/narthex,
  4. The kitchen,
  5. The religious education wing,
  6. The administrative wing, including meeting rooms in administrative wings,
  7. The parking lot and sidewalks,
  8. The playground, and
  9. All of the grounds surrounding the building including both developed and natural areas.
- iii. Function is defined as a meeting, workshop, rally, dance, party, reception, class, concert, commemoration, or religious service.
- iv. Religious functions include weddings and unions, dedications and christenings, confirmations and coming-of-age ceremonies, funerals and memorial services, and any other function defined as religious by the minister.
- v. Responsible party is defined as the person signing a rental agreement or the Lay Leader reserving the facility for use.
- vi. Sanctuary when defined as a place of refuge or safety.
  1. The Minister or a member of the UUFA Executive Committee may extend unsupervised usage of the facilities as a sanctuary to any member of the Fellowship for short term, non-overnight use.

2. The Minister or a member of the UUFA Executive Committee may, at her or his discretion, extend overnight usage of the facilities as a sanctuary to any member of the congregation who finds themselves and their dependents displaced from their normal residence by emergency or unexpected situation.
  3. Usage of the facilities as a sanctuary by non-members shall be under the supervision of the Minister, Staff, or Lay Leader.
  4. Efforts shall be made to inform the staff, Lay Ministers, and Board of Trustees whenever usage as a sanctuary occurs.
- vii. Building Access
1. Keys to the building should be given only to those who the Board of Trustees have designated individually or by position description and under such conditions as the board shall require.
  2. The security code used to unlock the key box shall be changed annually (by September 30) throughout the program year. The code shall be given to the Staff, Board of Trustees, and Lay Ministers. Distribution of the security code to members of the Fellowship shall be given only to those who have a need to be in the building at times when it is normally locked.
- viii. Reservations for Fellowship related activities
1. Members and Contributing Friends wishing to use the Facilities for Fellowship related functions (ex fundraisers, SGM meetings, committee meetings, youth activities, service projects) must make a reservation with the Fellowship Administrator in advance.
- ix. Rental for Single Events
1. Stipulations and Definitions: A Fellowship Administrator or Minister may contract for rental of part or all of the UUFA premises to individuals, groups, or organizations with the following stipulations:
  2. Renters: There are two classifications of renters:
    - a. Renters who are Active Members or Pledging Contributing Friends of the UUFA who wish to rent the premises for a private or public function or who represent a group or organization wishing to rent the premises for a private or public function and
    - b. Persons not in classifications above who wish to rent the premises for a private or public function, or who represent a group or organization wishing to rent the premises for a private or public function.
  3. In case of a conflict with date and/or time,
    - a. Renters in classification “a” will take precedence over renters in classification “b.”
    - b. Members wishing to use facilities for functions may not dislocate renters or events already booked regardless of renter’s status.
  4. Rental Agreement negotiation will be between the renter and Fellowship Administrator or the Minister.
  5. Rental Agreements will be signed by the Renter and Fellowship Administrator on behalf of the Fellowship. The rental agreement will designate the portion of the premises to be rented, the rental fees, and any condition of the rental.
  6. Rental Rates and related fees will be set by the UUFA Board of Trustees.
    - a. The rates are determined according to the portions of the premises rented.
      - i. These rates are subject to negotiation, depending on circumstances. It is assumed that access to bathrooms is part of the basic rental fee in all agreements.
    - b. There are two levels of rental rates -- one for weddings and funeral or memorial services, and another for other functions. Members of the Fellowship may receive a discount under certain circumstances for weddings, funerals, or memorial services. Rates are listed in the current Rental Agreement Form.

- c. The Minister or Board of Trustees may authorize a rental at a reduced fee or for free. No free rentals will be given to a person or organization charging a fee for the function.
  - 7. Use of the outside areas is included in the fees but such use must be approved and included in the rental agreement. The outside must be cleaned up after use. In accordance with the smoking policy, smoking is allowed only in the parking lot.
  - 8. A Security Deposit is required of all Renters. The amount of the deposit for one-time renters will be determined at the time the Rental Agreement is drawn. The deposit will be returned to the Renter, only after a Fellowship administrator has assessed the premises to be in clean and acceptable condition.
  - 9. Cleaning Fee: In lieu of Renters cleaning the building themselves, a cleaning fee may be negotiated and paid in advance.
  - 10. Billing:
    - a. The UUFA will submit the Rental Agreement to the Renter. The Agreement must be signed, and Rental Fees must be paid in full, including deposit, at least thirty (30) days prior to the function (or when rented if less than thirty (30) days prior to use). The date and time of rental will be confirmed when the signed Rental Agreement and full deposit are received.
  - 11. Exceptions:
    - a. "Artists of the Month" and others who display their works at the Fellowship at the invitation of the UUFA will be offered the use of Fellowship facilities for receptions. The artist will be entirely responsible for organizing the reception. As a courtesy, rent will be waived. All other stipulations contained in the Rental Agreement must be followed, and the artist will sign the agreement with that understanding. Items sold at the reception, or as a result thereof, are subject to the UUFA 20% donation policy. (See Fund Raising)
    - x. Cleanup: The Responsible Party shall ensure that the area of the Fellowship used will be returned to its original condition and the building secured before leaving.
  - e. Smoking
    - i. Smoking anywhere inside the UUFA building is prohibited. Smoking on the grounds is allowed only in the parking lot. No cigar or cigarette butts, matches, or wrappers are to be left in the parking lot or on the grounds.
  - f. Facility Changes
    - i. All proposed facilities changes (major and minor) will be presented to the Building and Grounds Committee, who will vet said changes, presenting a recommendation to the Board of Trustees.
    - ii. All rejected proposals by the Building and Grounds Committee may be appealed to the Board of Trustees.
- 13 CHILDCARE
- a. Childcare for official congregation-wide meetings will be funded by the congregational budget. (2/9/10)
  - b. Childcare for RE specific activities will be organized by the Director of Religious Exploration (DRE). The DRE and RE committee will determine if the funds come from parents, their budgets, or a combination of both. (2/9/10)
  - c. Childcare for other meetings or events may be organized by the sponsoring groups, which will determine whether they will use their budgeted funds or ask parents to contribute. (2/9/10)
- 14 DIRECTORIES AND DATA BASES
- a. UUFA address directories and other databases will be used only for UUFA purposes.
  - b. A statement to this effect shall be included in all UUFA address directories.

## 15 MEMORIAL/FUNERAL SERVICE RECEPTIONS.

- a. Use of the Fellowship Hall:
  - i. As provided for in Rental for Single Events under BUILDING AND GROUNDS, “members of the Fellowship may receive a discount under certain circumstances for weddings, funerals, or memorial services. Rates are listed in the current Rental Agreement Form.” The Minister or Board of Trustees may authorize a rental at a reduced fee or for free.
- b. Food Provided by UUFA:
  - i. Unless a reception is catered by the family, food provided by UUFA at receptions will include desserts, coffee, and punch. (1/12/10).

## 16 PROTECTING THE ENVIRONMENT

- a. Recycling
  - i. When purchasing or donating items for use at UUFA functions, individuals and staff members should make every effort to acquire products that have been made from recycled materials and/or can be recycled. Bins will be provided to collect items for recycling.

## 17 SAFETY

- a. Disruptive Behavior
  - i. Introduction
    - 1. The Unitarian Universalist Fellowship of Athens, Georgia, (UUFA) strives to be an inclusive community, affirming our differences in beliefs, opinions, and life experiences. While openness to a wide variety of individuals is one of the primary values held by our congregation and expressed in our denomination’s purposes and principles, 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 disruptive behavior compromises the spiritual health of our congregation or threatens its members, friends, and visitors, our actions as people of faith must reflect this emphasis on security, even if this policy ultimately requires the expulsion or exclusion of an offending person or persons.
  - ii. Definition of Disruptive Behavior
    - 1. Disruptive behavior of an individual or individuals within the UUFA building, on its grounds, or at activities sponsored by the Fellowship is defined as:
      - a. Conduct perceived as a threat to the safety or well-being of any adult or child, including specifically behavior contrary to the UUFA’s “Honoring the Children” and “Safe Congregations Response Team” policies;
      - b. Conduct that adversely affects UUFA activities;
      - c. Conduct that tends to hold the UUFA up to ridicule in the community.
  - iii. Response to Disruptive Behavior
    - 1. Situations not requiring immediate response will be referred to an ad hoc committee appointed by the Board of Trustees. The committee will respond in terms of its own judgments while observing the following:
      - a. The committee will respond to problems as they arise. There will be no attempt to define “acceptable” behavior in advance;
      - b. Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided;
      - c. The committee will collect all necessary information;
      - d. To aid in evaluating the problem, the following points will be considered:
        - i. DANGER – Is the individual the source of a threat or perceived threat to persons or property?

- ii. DISRUPTIVENESS – How much interference with UUFA functions is occurring?
- iii. OFFENSIVENESS – How likely is it that prospective or existing members will be driven away by the offensive behavior?
- e. To determine the necessary response. The following points will be considered:
  - i. CAUSES – Why is the disruption occurring? Is it a conflict between the individual and others in the UUFA? Is it due to a professionally diagnosed condition of mental illness?
  - ii. HISTORY – Has the behavior occurred in the past? What is the frequency and degree of disruption in the past?
  - iii. PROBABILITY OF CHANGE – How likely is it that the problem behavior will diminish in the future?
- f. The committee will decide on the necessary response on a case-by-case basis. However, the following three levels of response are recommended:
  - i. LEVEL ONE – The committee shall inform the Minister of the problem, and either the Minister or a member of the appropriate committee shall meet with the alleged offender to communicate concern.
  - ii. LEVEL TWO – The offender shall be excluded from the UUFA and/or specific Fellowship activities for a limited period of time, with reasons and the conditions of return provided in writing to the affected individual. (If an offender is a member of the Fellowship, directives stated in the UUFA Suspension or Termination of Membership for Cause Policy may also apply.)
  - iii. LEVEL THREE – The offender is permanently excluded from the UUFA premises and all Fellowship activities, including voting membership. Before Level Three is carried out, the relevant committee will consult with the Board of Trustees and the Minister. If it is decided that expulsion will take place, a letter will be sent to the individual by the Minister and a member of the Board of Trustees explaining the expulsion and the individual’s rights and possible recourse. (If an offender is a member of the Fellowship, directives stated in the UUFA Suspension or Termination of Membership for Cause Policy may also apply.)
- iv. Situations requiring an immediate response. If an immediate response is required, the matter will be undertaken by the Minister, if available, the Director of Religious Education, a congregational officer, or the leader of the group involved. Immediate responses may include asking the offending person or persons to leave, or suspending a meeting or activity until such a time as it can safely be resumed. If further assistance is required, the Police Department may be called.
  - 1. Whenever any of these actions is undertaken, the Minister and Board of Trustees must be notified. (The President, on behalf of the Board of Trustees, will follow up with a letter to the offender, which states the nature of the offense and denies access to the Fellowship pending judgment by the ad hoc committee referred to in the section above.) The matter will be handled according to the process described in that section.
- v. Appeals
  - 1. Any action taken under Levels One, Two, or Three may be appealed to the Executive Committee of the Board of Trustees and/or the Minister. Any such appeal shall be in writing and delivered to the President of the Board of Trustees or the Minister. In such a case, the Minister or the Executive Committee may, but need not, consult the Board of Trustees as a whole. (If an offender is a member of the Fellowship, directives stated in the UUFA Suspension or Termination of Membership for Cause Policy may also apply.)



- b. Emergency Closings
  - i. The President or a member of the Executive Committee, in consultation with either the Minister or the Worship Assistant and the Forum Committee Chairperson, will decide whether or not to cancel Sunday morning programs. Decisions will be made no later than one hour before the first scheduled event on the Sunday in question, and the decision will be disseminated by a message on the UUFA answering machine, an email blast to the congregation, and by other means (e.g. posting on the website) as the options become available. (2011)
- c. Fire Safety (2/8/11)
  - i. 911
    - 1. Dial 9, wait for dial tone, then dial 911. There are phones in the kitchen, the RE hallway, in the main office, the DRE's office, the minister's office, and the sofa room.
    - 2. Calmly answer the questions the operator asks. They can and do begin dispatching before they finish interviewing a caller. If you are comfortable with the fire extinguishers, assign the call to someone else.
  - ii. Evacuation: The manual alarms are scattered throughout the building. However, activating them does NOT call the fire department. Evacuation should begin immediately upon hearing the alarm.
  - iii. Fire Extinguishers
    - 1. Locations of the four (4) fire extinguishers:
    - 2. West wall of the RE wing.
    - 3. Kitchen on the wall between the stove and the fridge.
    - 4. The office in the corner near the door to the lobby.
    - 5. The sanctuary on the wall near the sound room, facing the big window.
  - iv. Operating an Extinguisher
    - 1. Before using the extinguisher, consider the size of the fire, the probable fuel (what is on fire), and your own skill level. (The extinguisher in the kitchen is heavy.) If you suspect there is a fire in a closed room, check the door handle/knob to see if it is hot. Opening a door adds oxygen to a room and can help a fire grow. If a room is full of smoke and you need to check for victims, or if you want to see if the fire has a small source that you can extinguish, CRAWL PART WAY into the room while someone waits at the door. If you cannot find the source, back out. If you get disoriented, have the person at the door call to you and get out.
    - 2. Pull the ring on the side of the handle sharply to break the plastic tab holding the ring in place.
    - 3. From about ten feet (10 ft.) away, point the nozzle at the BASE of the fire and squeeze the handle. To operate the fire extinguisher, think PASS:
      - a. Point
      - b. Aim
      - c. Squeeze
      - d. Sweep side to side
  - v. The Stove Extinguisher: The extinguisher over the stove in the kitchen is an automatic fire system with two nozzles. One sprays the stove with a chemical, while the other automatically cuts off the gas flow to the stove. If the alarm does not automatically activate, it can be activated manually by the alarm located to the right of the door opening to the Fellowship Hall.
- d. Protecting Children from Abuse
  - i. See Appendix -- Honoring the Children

e. Safe Congregations Response Team Policy On Convicted, Indicted, or Legally Charged Sexual Offenders (Adopted 6/16/05, and Amended 8/28/05)

i. Statement of Intent

1. As Unitarian Universalists, we commit ourselves to the inherent dignity and worth of every person and act with justice and compassion in our common life. We seek to create a safe environment regarding children and youth from harm. We own a commitment to educate ourselves and our children about sexual misconduct, abuse, molestation, harassment, and exploitation. We pledge to do our best to protect and support anyone in our midst who is at risk or in crisis. We, as a congregation, pledge to conduct ourselves in a manner that conveys mutual respect and consideration.

ii. Policy

1. Congregational Response

a. In response to the reality that sexual misconduct, abuse, molestation, harassment and exploitation exist in our society, we the Board of Trustees of the UUFA establish the following policy.

- i. In order to protect the safety and welfare of our members, a Safe Congregations Response Team (hereafter referred to as “the Response Team”) will be designated by the Board of Trustees to recommend policies and procedures to the Board.
- ii. When a convicted, indicted, or legally accused sexual offender becomes part of the congregation, the minister shall inform the Response Team, the Board of Trustees, the professional staff, and the Mid-South District Executive.
- iii. The Response Team shall make recommendations about the inclusion/exclusion of legally accused, indicted, or convicted sexual offenders in the life of the congregation.
- iv. The Response Team shall supervise the agreements made with and monitor the interactions of any such individuals.
- v. The Response team shall include at least one licensed psychotherapist.

2. Conditions for Inclusion

a. Should a convicted sexual offender or someone legally charged with a sexual offense wish to participate in the life of the congregation, he/she will be informed that he/she must abide by the following mandates or risk exclusion from the congregation.

- i. He/she must allow the minister or a representative of the Response Team to contact the current or past treatment provider and/or parole officer. \*
- ii. He/she must go for a risk assessment with a qualified therapist, or submit the most recent assessment undertaken. \*
- iii. A treatment provider must supply a report on the individual’s risk for recidivism. \*
- iv. He/she must sign a Limited Access Agreement. \*\*
- v. He/she must comply with the requirements of the Limited Access Agreement. \*\*

b. Once an individual decides to comply with these conditions, the Response Team will determine any necessary limitations to the individual’s participation in the life of the congregation.

c. Should the individual refuse to follow any or all of the mandates listed above, he/she will be informed that the Response Team must recommend to the Board of Trustees that he/she be excluded from the life and activities of the UUFA.

d. Additional Responsibilities of the Minister and the Response Team

- i. The Response Team and Minister shall inform incoming board presidents, new ministers and directors of religious education of any legally charged, indicted, or convicted sex offenders who are members or friends of the congregation.

- ii. Parents and concerned congregants may contact the Minister or any member of the Response Team with any concerns or questions. These questions or concerns will then be conveyed to the Response Team.
  - iii. If a staff member is accused of sexual misconduct, the Mid-South District Executive will be notified immediately. For anyone other than a convicted offender, all confidentiality will be respected.
  - iv. \*The individual will be expected to sign a release form so that the minister can contact his/her sex offender treatment provider and/or current therapist. It is understood that it is expected that the offender treatment provider will be a member of ATSA, the Association for the Treatment of Sexual Abusers. The therapist and, if applicable, the parole office will be asked for their professional assessment of the likelihood that the sex offender will re-offend and whether additional restrictions beyond the UUFA's standard Limited Access Agreement ought to be placed on the person's participation. The minister and Response Team will need to know the number, timing and nature of offenses.
  - v. \*\*The individual will agree to and sign the Limited Access Agreement attached to this policy and will strictly abide by its mandates. The Limited Access Agreement will contain the conditions under which this person may participate in the life of the congregation. The terms of the Agreement describe requirements for supervision and accountability both on part of the individual and the leadership of the congregation. The individual will meet regularly with the Response Team to assess his/her compliance with the mandates established in this policy.
- f. Weapons
- i. For the safety of the entire congregation, no individual shall carry firearms or anything intended for use as a weapon on UUFA property at any time with the sole exception of law enforcement officers in the act of performing their duties. UUFA property includes the building as well as the parking lot and surrounding grounds. (12/8/09)

## 18 APPENDICES

- a. [Governance Definitions](#) (amended 6/13/2017)
- b. [Honoring the Children](#)
- c. [UUA Handbook for Treasurers and Finance Leaders](#)
- d. [Confidentiality Agreement](#) (adopted 4/12/2016)
- e. [UUFA Employee Handbook](#) (appended 5/9/2017)