

## Introduction

This Manual of Policies and Procedures, as authorized in Article V. (E) of UUCT Bylaws, *“shall detail the responsibilities of individual members of the Board, the composition and responsibilities of the committees of the church, and shall include such other matters as are necessary or desirable to define the organization of the church and to conduct the business and implement the programs of the church. Changes to the Manual of Policies and Procedures shall require an affirmative vote by at least eight members of the Executive Board. Within three months of the beginning of the fiscal year, the Executive Board shall make copies of a revised Manual available to the Congregation.”* A copy of the most current Bylaws can be found in Appendix 1 of this manual.

Policies relating to ongoing organizational matters provide more detail than what is outlined in the Bylaws, so as to respond to changing circumstances and specific situations with the flexibility required for optimum management.

The Executive Board may pass policies appropriate to the purposes of this Manual of Policies and Procedures at any time during the year. Therefore the Board Secretary will flag such policies in Board Minutes so that a list of ongoing revisions to the Manual may be maintained in Board Minutes and the church office records by the church Office Administrator, and thus made available upon request for church officers and members.

Since this Manual is aimed primarily toward guidance for those who conduct the business and implement the programs of the church, note that the Table of Contents is organized around the eight major categories of the UUCT Strategic Plan and related duties of church officers, and those interested in church business and programs.

The UUCT MPP was first published in 2003. It is a compilation of the policies and procedures that our congregation follows. Each section has been thoughtfully discussed and reviewed and represents our collective experience in how we can best govern ourselves to create an environment that reflects and supports an atmosphere that is simultaneously accepting and challenging. We believe that the process of arriving at our decisions is as important as the decisions themselves and that the MPP provides and promotes methods that engender trust, openness and fair treatment of all.

As with any governing document, not all situations that may arise have been contemplated, and some situations are not best handled as was originally thought. Therefore, revisions to the MPP are encouraged. In addition, there are likely to be situations where the consensus is not what is written in the MPP. In these situations, the deviation from the documented process or procedure should be explicitly acknowledged, and the reason(s) for the deviation should be recorded.

## **Section A**

### **Shared Ministry: Lay and Professional Leadership**

The Bylaws specify the composition, means of election, terms of office, eligibility, and general responsibilities for the ten voting members of the Executive Board and for certain adjunct officers and church committees. Additional detail relating to individual roles in our shared ministry of lay and professional leadership is outlined in the sections below.

#### **1. Position Descriptions – Executive Board**

##### **President**

##### **Purpose of Position**

To lead the Executive Board as the governing body of the church, and to function as chief officer in congregational affairs.

##### **Responsibilities**

1. Prepare agendas for Executive Board meetings and chair scheduled and called meetings.
2. Chair official congregational meetings and discussion sessions, prepare written materials as needed to assure that the congregation is informed on all issues to be discussed or voted on, and follow up on congregational decisions and requests for information relating to official church business.
3. Be available for counsel and support to the minister, as requested and as needed; support the work of other staff, as needed.
4. Consult with and work with minister on major congregational issues, decisions, policies and initiatives.
5. Oversee the work of assigned committees, distribute “Gifts of Self” lists as appropriate, and appoint or approve and support assigned chairpersons.
6. Personnel Committee: Advise Personnel Committee of need for advice and actions relating to paid staff, and assist as requested.
7. Capital Improvement Committee: Support and stay informed as needed.
8. Bylaws Committee (when needed).
9. Be informed about all agreements and contracts entered into by the congregation, such as annual working agreements with staff, equipment leasing contracts, and contracts for professional services, and sign off as required.
10. Assist in annual review and update of the UUCT Policy and Procedures Manual.
11. Be responsible for seeing that any UUA reports and surveys sent to the attention of the church president are completed.

12. Participate in New Member Recognition Ceremonies and be available as needed to speak with new members.
13. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
14. Rotate responsibility with other Board members for locking up church on Sundays.
15. Serve on the Support Team of the Office Administrator, along with the Vice President for Management, the Membership Committee Chair, and the Meridian Editor.
16. When the Office Administrator position becomes vacant, the President requests Board authorization to advertise for the position, serves as chair of the search committee, and recommends members to be on that committee. If unable to serve as chair, the President may appoint someone in his/her place.

### **Qualifications**

Membership in the Church for at least one year, and experience in other leadership positions as determined appropriate by the Nominating Committee, and approved by the Executive Board.

### **Amount of Time Required**

Attendance at regular Board meetings and other meetings and meeting preparation as needed. (Approximately eight to ten hours per month.) Board president normally schedules at least one informal meeting per month with the minister. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

### **When Ministry is Performed**

Board meetings at least once per month and other meetings as scheduled; informal contacts as arranged or as convenient; email and telephone contacts, and document review and preparation.

### **Length of Commitment**

One year.

### **Training Provided**

Training while President Elect; UUA National, Regional and District leadership opportunities, workshops and conferences; Board retreats and training sessions.

### **Responsible To**

Board and Congregation.

### **Support Provided**

Office Administrator; other current and former Board members; the Minister; UUA (Boston) and Florida District Office personnel

### **Committee and Task Oversight Responsibilities**

Final Budget Development Committee (FBDC) or a designee

Bylaw Revision Committee  
Capital Improvement Committee  
Committee on the Ministry (effective 7/1/09)  
Executive Board  
Mountain Scholarship Committee  
Mountain Ambassador  
Strategic Plan and Long-range Planning

### **Secondary Shared Responsibilities**

Manual of Policies and Procedures

*Adopted 6/5/03; Revised 10/20/04; 9/23/07; 3/15/09; 06/13/10; 07/01/09; 05/19/2013*

## **President-Elect**

### **Purpose of Position**

To assist in the administrative leadership of the Executive Board, and prepare for service as Board President.

### **Responsibilities**

1. Attend Board and congregational meetings and chair meetings as needed.
2. Be available to the President for advice, consultation, and assistance.
3. Assist in the work of the Personnel Committee as needed.
4. Serve as an ex-officio member of the Finance Committee and the Church Council.
5. Become familiar with the work of the other major committees by, for example, participating in several committee meetings and/or conferring with the committee chairs.
6. Provide support, coordination, and liaison with Executive Board for assigned committees, and distribute “Gifts of Self” lists as appropriate to help in matching volunteers to appropriate ministry areas over which this position has oversight. Also, c
7. Coordinate discussions and decisions relating to conduct of two services.
8. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
9. Rotate responsibility with other Board members for locking up church on Sundays.

### **Qualifications**

Membership in the Church for at least one year, and experience in other leadership positions as determined appropriate by the Nominating Committee, and approved by the Executive Board.

### **Amount of Time Required**

Attendance at regular Board meetings, and other meetings and meeting preparation as needed (six to eight hours per month) and informal meetings and

contacts. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

**When Ministry is Performed**

Board meetings at least once per month and other meetings as scheduled; informal contacts as arranged or as convenient; email and telephone contacts, and through document review and preparation.

**Length of Commitment**

One year.

**Training Provided**

UUA National, Regional and District leadership opportunities, workshops and conferences; Board retreats and training sessions.

**Responsible To**

Board and Congregation.

**Support Provided**

Office Administrator; other current and former Board members; the Minister; UUA (Boston) and Florida District Office personnel.

**Committee and Task Oversight Responsibilities**

Administration (effective 7/1/09)

Professional Leadership (effective 7/1/09)

Personnel Committee (effective 7/1/09)

Ex officio member of the Finance Committee (effective 7/1/09)

Ex officio member of the Church Council (effective 7/1/09)

Denominational Affairs

Become familiar with the work of the other major committees by, for example, participating in several committee meetings and/or conferring with the committee chairs. (effective 7/1/09)

*Adopted 6/5/03; Revised 10/20/04; 8/21/07; 3/15/09; 07/01/09; 05/19/2013*

**Immediate Past President**

**Purpose of Position**

To provide continuity in leadership by remaining a voting member of the Board and available for consultation and leadership after serving as President Elect and President.

**Responsibilities**

1. Attend Board and congregational meetings and chair as requested.
2. Be available to the President for advice, consultation, and assistance.
3. Nominating Committee: Advise Nominating Committee Chair of schedule for identifying nominees for Board and Nominating Committee members, and assist process as needed to assure that work begins and is done in time for

congregational elections in May. Make sure that any vacated Board and Nominating Committee positions are filled by Board appointment until official elections are held, and included on the Nominating Committee's slate. (Nominating Committee is directly responsible to congregation.)

4. Oversee the work of the Shared Ministry Committee (if active).
5. Chair and facilitate the work of the Church Council.
6. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
7. Rotate responsibility with other Board members for locking up church on Sundays.

### **Qualifications**

One year each as President-Elect and President.

Membership in the Church for at least one year, and experience in other leadership positions as determined appropriate by the Nominating Committee, and approved by the Executive Board.

### **Amount of Time Required**

Attendance at regular Board meetings, other meetings and meeting preparation as needed (six to eight hours per month); and informal meetings and contacts in person. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

### **When Ministry is Performed**

Board meetings and other meetings as scheduled; informal contacts as arranged or as convenient; email and telephone contacts, and document review and preparation.

### **Length of Commitment**

One year.

### **Training Provided**

Training while President Elect and President; UUA National, Regional and District leadership opportunities, workshops and conferences; Board retreats and training sessions.

### **Responsible To**

Board and Congregation.

### **Support Provided**

Office Administrator; other current and former Board members; the Minister; UUA (Boston) and Florida District Office personnel.

### **Committee and Task Oversight Responsibilities**

Member of Final Budget Development Committee (FBDC) or Chair of Personnel Committee

Church Council (effective 7/1/09)

Shared Ministry (if active)

Nominating Committee (effective 7/1/09)

Lay Leadership (effective 7/1/09)

*Adopted 6/5/03 Revised 10/20/04; 7/30/06; 3/15/09; 06/13/10; 07/01/09; 05/19/2013*

## **Secretary**

### **Purpose of Position**

Provide administrative support to the Executive Board by maintaining current records of Board proceedings and policies and other duties.

### **Responsibilities**

1. Attend Board and congregational meetings and record decisions and other proceedings as necessary.
2. Provide a draft copy of Minutes of Board and Congregational meetings to Board members in timely fashion (within one week or less of a meeting if possible). Make corrections as authorized by Board action, and provide a copy of corrected Minutes to all Board members, the Minister, the Church Office, and others as requested. (Email copies are acceptable unless otherwise requested.)
- ~~3.~~ Maintain all records of the church, including the safe deposit box, which is to contain all important documents such as deeds and insurance policies. Copies of the documents will be kept in the church office.
4. Keep the signature file and the record of key holders for the safe deposit box.
5. Make a record in the Board Minutes of any new or revised policies adopted by the Board, and assure that the Manual of Policies and Procedures is updated annually as mandated in the Bylaws. Inform the congregation of changes made and distribute updated copies in a manner that will facilitate awareness and access. The actual maintenance and publication of the Manual of Policies and Procedures may be delegated by the Secretary to another person
6. Provide oversight, liaison and assistance to the Membership Committee.
7. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
8. Rotate responsibility with other Board members for locking up church on Sundays.

### **Qualifications**

Membership in the Church for at least one year, and experience in related leadership positions as determined appropriate by the Nominating Committee, and approved by the Executive Board.

**Amount of Time Required**

Attendance at regular Board meetings, other meetings, preparation of minutes, and policy updates as needed (three to six hours per month); and informal meetings and contacts in person, Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

**When Ministry is Performed**

Board meetings at least once per month and other meetings as scheduled; informal contacts as arranged or as convenient; email and telephone contacts, and document review and preparation.

**Length of Commitment**

Two years.

**Training Provided**

Training opportunities at UUA National, Regional and District leadership opportunities, workshops and conferences; Board retreats and training sessions; orientation by previous officers.

**Responsible To**

Board and Congregation.

**Support Provided**

Office Administrator; other current and former Board members; the Minister; UUA (Boston) and Florida District Office personnel

**Committee and Task Oversight Responsibilities**

Board Minutes

Congregational Meeting Minutes

Annual Revision of Manual of Policies and Procedures

Management of Policies and Records

Membership Committee

*Adopted 6/5/03; Revised 10/20/04; 8/28/05; 7/30/06; 05/19/2013*



## **Vice President for Church Community**

### **Purpose of Position**

To share in general decision-making and other leadership tasks, with special attention to matters relating to Church Community

### **Responsibilities**

1. Attend meetings of the Executive Board regularly as an active participant and voting member, and chair meetings when so assigned.
2. Provide support, coordination, and liaison with Executive Board for assigned committees, and distribute “Gifts of Self” lists as appropriate to help in matching volunteers to appropriate ministry areas over which this position has oversight. Also, assist with Young Adult Ministries and YRUU.
3. Attend congregational meetings regularly and preside or assist when so assigned.
4. Participate in leadership or other specialized training.
5. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
6. Rotate responsibility with other Board members for locking up church on Sundays

### **Qualifications**

Meet UUCT Bylaw requirements. Be committed to UU principles. Have experience coordinating groups in volunteer organizations. Be committed to furthering the ministry of the UUCT. Experience as leader and member of one or more church committees. Experience with other major aspects of UUCT church life, such as religious education, and social justice.

### **Amount of Time Required**

At least one Executive Board meeting per month, about two hours in length. Meetings with Shared Ministry (if active) and other committees, and assigned tasks as needed, usually 2-4 hours per month. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

### **When Ministry is Performed**

During Board, committee and congregational meetings; during informal meetings with Board and committee members; in personal contacts with church members and friends; in formal and informal contacts with denominational leadership; in formal and informal contact with members of the community; and as needed in carrying out other church-related tasks and activities.

### **Length of Commitment**

Two years.

### **Training Provided**

Training opportunities at UUA National, Regional and District leadership

opportunities, workshops and conferences; Board retreats and training sessions; orientation by previous officers.

**Responsible To**

Board and Congregation.

**Support Provided**

Advice, encouragement, and technical assistance from other UUCT Board members (past and present), clergy, Florida District, UUA staff, and other denominational groups. Information from UUA and Florida District and Regional publications.

**Committee and Task Oversight Responsibilities**

Caring Ministry  
Communications Committee  
Social Activities Committee  
Audiotape Distribution and Management  
Hospitality  
Welcoming Congregation Committee (currently inactive)  
Young Adult Group

*Adopted 6/5/03; Revised 10/20/04; 8/28/05; 7/30/06; 8/21/07; 05/19/2013*

**Vice President for Worship**

**Purpose of Position**

To share in general decision-making and other leadership tasks, with special attention to matters pertaining to Sunday Service and Worship.

**Responsibilities**

1. Attend meetings of the Executive Board regularly as an active participant and voting member, and chair meetings when so assigned.
2. Provide support, coordination, and liaison with Executive Board for assigned committees, and distribute “Gifts of Self” lists as appropriate to help in matching volunteers to appropriate ministry areas over which this position has oversight.
3. Serve on the Support Team for the Music Director, along with the Music Committee Chair and Program Committee Chair.
4. Attend congregational meetings regularly and preside or assist when so assigned.
5. Participate in leadership or other specialized training.
6. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
7. Rotate responsibility with other Board members for locking up church on Sundays.

## **Qualifications**

Meet UUCT Bylaw requirements. Be committed to UU principles. Have experience coordinating groups in volunteer organizations. Be committed to furthering the ministry of the UUCT. Experience as leader and member of one or more church committees. Experience with other major aspects of UUCT church life, such as religious education, and social justice.

## **Amount of Time Required**

At least one Executive Board meeting per month, about two hours in length. Meetings with Shared Ministry (if active) and other committees, and assigned tasks as needed, usually 2-4 hours per month. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours/week.

## **When Ministry is Performed**

During Board, committee and congregational meetings; during informal meetings with Board and committee members; in personal contacts with church members and friends; in formal and informal contacts with denominational leadership; in formal and informal contact with members of the community; and as needed in carrying out other church-related tasks and activities.

## **.Length of Commitment**

Two years.

## **Training Provided**

Training opportunities at UUA National, Regional and District leadership opportunities, workshops and conferences; Board retreats and training sessions; orientation by previous officers.

## **Responsible To**

Board and Congregation.

## **Support Provided**

Advice, encouragement, and technical assistance from other UUCT Board members (past and present), clergy, Florida District, UUA staff, and other denominational groups. Information from UUA and Florida District publications.

## **Committee and Task Oversight Responsibilities**

Program Committee  
Music Committee  
Sanctuary Set-up  
Sound System Coordination  
Christian Spirituality Group  
Sunday service tape distribution coordination

*Adopted 6/5/03; Revised 10/20/04; 8/28/05; 7/30/06; 8/21/07; 05/19/2013*

## **Vice President for Religious Exploration**

### **Purpose of Position**

Enhance lifespan Religious Exploration programs by supporting RE staff and serving as liaison between RE committees and church leadership.

### **Responsibilities**

1. Attend meetings of the Executive Board regularly as an active participant and voting member, and chair meetings when so assigned.
2. Provide support, coordination, and liaison with Executive Board for assigned committees, and distribute “Gifts of Self” lists as appropriate to help in matching volunteers to appropriate ministry areas over which this position has oversight.
3. Remain current on happenings in all RE Committees, and distribute “Gifts of Self” lists as needed to match volunteers with appropriate committees and tasks.
4. Maintain open lines of communication between Board, RE staff, and all RE Committees.
5. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
6. Rotate responsibility with other Board members for locking up church on Sundays.
7. Serve on the Support Team of the Director of Religious Exploration, along with the Youth RE Committee Chair, and the Adult RE Committee Chair.
8. When the Director of Religious Exploration position becomes vacant, the Vice President for Religious Exploration requests Board authorization to advertise for the position, serves as chair of the search committee, and recommends members to be on that committee. If unable to serve as chair, the VP for RE may appoint someone in his/her place.

### **Qualifications**

Member of UUCT at least one year; commitment to and concern for lifespan Religious Exploration; ability to work as part of a team; able to balance many needs against limited funds – creativity problem solving a plus!

### **Amount of Time Required**

At least one Executive Board meeting per month, about two hours in length; Youth RE and other RE meetings, when called, several hours per month. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

### **When Ministry is Performed**

Board meetings; during Board, committee and congregational meetings; during

informal meetings with Board and committee members; in personal contacts with church members and friends; in formal and informal contacts with denominational leadership; in formal and informal contact with members of the community; and as needed in carrying out other church-related tasks and activities.

**Length of Commitment**

Two years.

**Training Provided**

Training opportunities at UUA National, Regional and District leadership opportunities, workshops and conferences; Board retreats and training sessions; orientation by previous officers.

**Responsible to**

Board and Congregation

**Support Provided**

Camaraderie with other Board members, resources from UUA and District Office; appreciation of myriad population involved in lifespan R.E.

**Committee and Task Oversight Responsibilities**

Nursery  
Youth Religious Exploration  
Adult Education and Religion Exploration  
OWL  
YRUU/Beacon Youth Groups  
Young Adult Ministry  
Spiral Scouts Program  
Freethinkers Forum  
Buddhist Group (currently inactive)

*Adopted 6/5/03; Revised 10/20/04; 7/30/06; 8/21/07; 05/19/2013*

**Vice President for Social Justice**

**Purpose of Position**

To share in general decision-making and other leadership tasks, with special attention to matters pertaining to Social Justice.

**Responsibilities**

1. Attend meetings of the Executive Board regularly as an active participant and voting member, and chair when so assigned.
2. Provide support, coordination, and liaison with Executive Board for assigned committees, and distribute “Gifts of Self” lists as appropriate to help in

matching volunteers to appropriate ministry areas over which this position has oversight.

3. Attend congregational meetings regularly and preside or assist when so assigned.
4. Participate in leadership or other specialized training.
5. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
6. Rotate responsibility with other Board members for locking up church on Sundays.

### **Qualifications**

Meet UUCT Bylaw requirements. Be committed to UU principles. Have experience coordinating groups in volunteer organizations. Be committed to furthering the ministry of the UUCT. Experience as leader and member of one or more church committees. Experience with other major aspects of UUCT church life, such as Religious Exploration, worship, and social justice.

### **Amount of Time Required**

At least one Executive Board meeting per month, about two hours in length. Meetings with Shared Ministry (if active) and other committees, and assigned tasks as needed, usually 2-4 hours per month. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

### **When Ministry is Performed**

During Board, committee and congregational meetings; during informal meetings with Board and committee members; in personal contacts with church members and friends; in formal and informal contacts with denominational leadership; in formal and informal contact with members of the community; and as needed in carrying out other church-related tasks and activities.

### **Length of Commitment**

Two years.

### **Training Provided**

Training opportunities at UUA National, Regional and District leadership opportunities, workshops and conferences; Board retreats and training sessions; orientation by previous officers.

### **Responsible To**

Board and Congregation.

### **Support Provided**

Advice, encouragement, and technical assistance from other UUCT Board members (past and present), clergy, Florida District, UUA staff, and other denominational groups. Information from UUA and Florida District publications.

### **Committee and Task Oversight Responsibilities**

Social Justice Committee

Social Justice Initiatives: UUSC & UU-UNO, etc.  
Harmony Camp  
Green Sanctuary Committee  
Adult Forum Discussion Group  
The Shelter Meal Coordination  
Religious & Cultural Diversity (currently inactive)  
Tallahassee Equality Action Ministry (TEAM) (dissolved)  
Muslim Student Group (currently inactive)  
Multicultural Families (currently inactive)  
Partnership Church (currently inactive)

*Adopted 6/5/03; Revised 10/20/04; 8/28/05; 7/30/06; 8/21/07; 05/19/2013*

## **Vice President for Management**

### **Purpose of Position**

To share in general decision-making and other leadership tasks, with special attention to matters pertaining to the operation and management of the buildings and physical facilities of the Church.

### **Responsibilities**

1. Attend meetings of the Executive Board regularly as an active participant and voting member, and chair meetings when so assigned.
2. Provide support, coordination, and liaison with Executive Board for assigned committees, and distribute “Gifts of Self” lists as appropriate to help in matching volunteers to appropriate ministry areas over which this position has oversight.
3. Provide support for and liaison with the Buildings and Grounds Committee, the Capital Improvement Committee and the Green Sanctuary Committee, and with other committees as needed in matters relating to church buildings and facilities.
4. Oversee matters relating to rental and unpaid use of church facilities, and provide guidance to the Office Administrator when requested and changes in church policy relating to these matters.
5. Participate in leadership or other specialized training.
6. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
7. Rotate responsibility with other Board members for locking up church on Sundays.
8. Serve on the Support Team of the Office Administrator, along with the Board President, the Meridian Editor and the Chair of the Membership Committee.

### **Qualifications**

Meet UUCT Bylaw requirements; be committed to UU principles; have experience coordinating groups in volunteer organizations; be committed to furthering the ministry of the UUCT. Experience as leader and member of one or more church committees. Experience with other major aspects of UUCT church life, such as Religious Exploration, worship, and social justice.

### **Amount of Time Required**

At least one Executive Board meeting per month, about two hours in length. Meetings with Buildings and Grounds and other committees, and other assigned tasks as needed, usually 2-4 hours per month. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

### **When Ministry is Performed**

During Board, committee and congregational meetings; during informal meetings with Board and committee members; in personal contacts with church members and friends; in formal and informal contacts with denominational leadership; in formal and informal contact with members of the community; and as needed in carrying out other church-related tasks and activities.

### **Length of Commitment**

Two years.

### **Training Provided**

Training opportunities at UUA National, Regional and District leadership opportunities, workshops and conferences; Board retreats and training sessions; orientation by previous officers.

### **Responsible To**

Board and Congregation.

### **Support Provided**

Advice, encouragement, and technical assistance from other UUCT Board members (past and present), clergy, Florida District, UUA staff, and other denominational groups. Information from UUA and Florida District publications.

### **Committee and Task Oversight Responsibilities**

Member of Final Budget Development Committee (FBDC)

Aesthetics

Archives and Library

Buildings and Grounds

Facility Use and Rental

Landscape, playgrounds and Memorial Garden

Technology

Capital Improvement Committee

*Adopted 6/5/03. Revised 10/20/04; 8/28/05; 7/30/06; 8/21/07; 06/13/10; 11/20/12; 05/19/2013*



## **Vice President for Finance**

### **Purpose of Position**

To share in general decision-making and other leadership tasks, and to provide leadership for managing the financial affairs of the church.

### **Responsibilities**

1. Attend meetings of the Executive Board regularly as an active participant and voting member, and chair meetings when so assigned.
2. Provide support, coordination, and liaison with Executive Board for assigned committees, and distribute “Gifts of Self” lists as appropriate to help in matching volunteers to appropriate ministry areas over which this position has oversight.
3. Provide oversight and assistance to the Treasurer, Assistant Treasurer, Collecting Treasurer and other Adjunct Officers, and recommend appointments to these positions as required.
4. Prepare an annual Calendar for Development of the Budget and Fundraisers for approval by the Board.
5. Maintain a record of appointees to the Endowment Committee, showing terms of office, and recommend appointments to the Endowment Committee as needed.
6. Report regularly to the Board on fiscal matters, and facilitate the preparation and presentation of periodic reports from the Treasurer.
7. Provide copies of the budget to the Minister, the staff and committee chairs who have budgetary responsibilities at the beginning of each fiscal year.
8. Fulfill other duties as outlined in Section on Financial and Fiscal Policies and Procedures in this Manual.
9. Participate in leadership or other specialized training.
10. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
11. Rotate responsibility with other Board members for locking up church on Sundays.

### **Qualifications**

Meet UUCT Bylaw requirements. Be committed to UU principles. Membership in the Church for at least one year, and experience in related leadership and financial management positions as determined appropriate by the Nominating Committee, and approved by the Executive Board.

### **Amount of Time Required**

At least one Executive Board meeting per month, about two hours in length. Meetings with Finance and other committees, and assigned tasks as needed,

usually 4-8 hours per month. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

**When Ministry is Performed**

During Board, committee and congregational meetings; during meetings with Board and other committees; in personal contacts with church members and friends; in formal and informal contacts with denominational leadership; in formal and informal contact with members of the community; and as needed in carrying out other church-related tasks and activities.

**Length of Commitment**

Two years.

**Training Provided**

Training opportunities at UUA National, Regional and District leadership opportunities, workshops and conferences; Board retreats and training sessions; orientation by previous officers.

**Responsible To**

Board and Congregation.

**Support Provided**

Advice, encouragement, and technical assistance from other UUCT Board members (past and present), clergy, Florida District, UUA staff, and other denominational groups. Information from UUA and Florida District publications.

**Committee and Task Oversight Responsibilities**

Member of Final Budget Development Committee (FBDC)

Finance Committee

Treasurer

Assistant Treasurer

Collecting Treasurer

Canvass

Endowment Committee

Fundraising

Planned Giving

Capital Campaign/Building Fund

*Adopted 6/5/03. Revised 10/20/04; 8/21/07; 5/19/2013*

## **2. Position Descriptions – Adjunct Officers**

### **Treasurer**

#### **Purpose of Position**

Maintain accurate financial records for the church, and manage expenses of church.

#### **Responsibilities**

Pay church bills; enter income and expenses into the software program chosen by the church to track income and expenses for all accounts; reconcile the monthly bank account; watch cash flow to maintain solvency; and coordinate with the Assistant Treasurer in the preparation of the monthly and annual fiscal reports for the Finance Committee and the Board.

#### **Qualifications**

Accounting experience or aptitude determined as appropriate by the VP for Finance.

Computer literate and willingness to learn the software used by the church to track financial accounts.

#### **Amount of Time Required**

Twelve hours per week.

#### **When Ministry is Performed**

As convenient at the church or off-site, and as arranged during meetings and other activities involving others concerned with church finances.

#### **Length of Commitment**

Two years, or as arranged

#### **Training Provided**

From previous Treasurer, Assistant Treasurer, Vice President for Finance, and others as available.

#### **Responsible To**

Executive Board through Finance Committee and VP for Finance.

#### **Support Provided**

VP for Finance, Assistant Treasurer, Collecting Treasurer, Office Administrator; UUA and Florida District Office as requested.

*Adopted 6/5/03; 06/13/10; 5/19/2013*

### **Assistant Treasurer**

#### **Purpose of Position**

To assist the Treasurer in managing the church accounts, and to serve as Treasurer in that person's absence.

## **Responsibilities**

Pay Minister and staff salaries according to designated pay schedule; pay monthly payroll 941 taxes; submit quarterly 941 payroll tax reports; update monthly Balance Sheet with Endowment and Memorial Funds from Vanguard, Finner and Muriel Siebert accounts; coordinate with the Treasurer in preparation of the monthly fiscal reports for the Finance Committee and the Board; and perform such other duties as requested by the Treasurer.

## **Qualifications**

Accounting experience or aptitude determined as appropriate by the Treasurer and VP for Finance. Computer literate and willingness to learn the software program used by the church for payroll submissions.

## **Amount of Time Required**

Twelve hours per week.

## **When Ministry is Performed**

As needed to fulfill responsibilities

## **Length of Commitment**

As arranged

## **Training Provided**

From previous Assistant Treasurer, Collecting Treasurer, current Treasurer, Vice President of Finance, and others as assigned.

## **Responsible To**

Treasurer and VP for Finance.

## **Support Provided**

Treasurer, VP for Finance, and others as requested

*Adopted 6/5/03; Revised 06/13/10; 5/19/2013*

## **Collecting Treasurer**

### **Purpose of Position**

To assist the Treasurer in the collection and deposit of monies received by the Church.

### **Responsibilities**

1. Collect and keep account of all monies received by the Church from Sunday collections, pledges for the Operating Budget, and other recurring and non-recurring fundraising events and purposes.
2. Deposit received monies in the designated bank.
3. Report to the treasurer the amounts deposited and the purposes for which they were donated.
4. Prepare and distribute pledge and donation statements to donors periodically and upon request.

**Qualifications**

Computer literate and willingness to learn the software program that the church uses to track financial accounts.

**Amount of Time Required**

Twelve hours per week.

**When Ministry is Performed**

After Sunday services; on bank days immediately following collections; following periodic fundraisers throughout the year, and during and following the annual canvass program.

**Length of Commitment**

As arranged

**Training Provided**

From previous Collecting Treasurer, current Treasurer, Vice President of Finance, and others as assigned.

**Responsible To**

Board through Finance Committee and VP for Finance.

**Support Provided**

Treasurer, VP for Finance, and others as requested.

*Adopted 6/5/03; Revised 6/19/2013*

**4. Section A Committee Descriptions****Bylaw Revision Committee (ad hoc)****Purpose**

To develop and propose revisions to the UUCT Bylaws in response to changes in congregational size, organization and needs.

**Responsibilities**

1. Review current bylaws for sections already or soon to be out of date.
2. Research and write proposed new sections.
3. Write any procedures needed for transition to proposed revised bylaws.
4. With Board approval, present proposed revisions and transition procedures to congregation for discussion and approval.

*Bylaws Article XI*

*Adopted 6/5/03*

**Capital Improvement Committee (CIC)****Purpose**

To plan and oversee long-term capital improvements to UUCT physical facilities.

### **Responsibilities**

Using professional technical and consulting services as needed, and with Board and congregational approval:

5. Research alternatives, gather information on needs, and make general recommendations to the congregation regarding long-term facility development.
6. Interview professionals and contractors and make recommendation to Board and congregation.
7. Oversee developments of specific building plans for facility development, securing Board and congregational approval at key decision points.
8. Oversee facility construction and any follow-up work required.

*Adopted 6/5/03*

### **Church Council**

#### **Purpose**

To promote communication and cooperation among the various committees and lay ministries of the church.

#### **Responsibilities**

1. To share plans which reflect the activities and objectives of each church committee in order to promote effective coordination and mutual assistance.
2. To provide direct input to the Executive Board on budget and other policy decisions through scheduled meetings of committee chairs or other designated committee representatives with the Immediate Past-President as chair.

*Adopted 6/5/03; Revised 5/19/2013*

### **Program Budget Council**

#### **Purpose**

To prepare and participate in the joint review of the budgetary requests and needs of each church committee and coordinator, and to help in setting priorities to assist the Finance Committee, the Final Budget Development Committee, and the Board in preparing the annual budget.

#### **Composition**

The Program Budget Council is composed of the chairs or coordinators of church program committees and functions that have or need to have line items in the Operating Budget to support their activities. The VP for Finance serves as chair of this committee, but may designate another person to serve in that capacity.

## **Responsibilities**

1. Members should share their goals, objectives and activities with each other in order to promote coordination and collaboration throughout the budget development process.
2. In consultation with members of their respective committees or others affected by their decisions, members are asked to prepare a budget request and submit it to the Vice President for Finance in a timely manner.
3. Members are responsible for attending all budget development meetings which ask for participation of members of the Program Budget Council.

*Approved 11/18/12; Revised 05/19/2013*

## **Final Budget Development Committee**

### **Purpose**

To review and approve a final budget for Board and congregational approval.

### **Composition**

The Final Budget Development Committee (FBDC) is appointed by the Board and is composed of the President of the Board (or designee), the Vice President for Management, the Vice President for Finance, the President-Elect, and the Chair of the Personnel Committee. The Minister is an ex officio member of the FBDC, and other persons may be added if appointed by the Board. The President serves as chair of this committee, but may designate another person to serve in that capacity.

### **Responsibilities**

To review and discuss the annual pledge income figures and the various budget scenarios prepared and presented by the Vice President for Finance;

To decide on a total projected income figure for the budget for the coming fiscal year, and recommend line item expense reductions if needed to arrive at a balanced budget; and

If there is a serious shortfall in pledges or overall income, to decide whether to recommend a second canvass for approval by the Finance Committee and the Board.

*Approved 12/16/12; Revised 05/19/2013*

## **Committee on The Ministry (COTM)**

### **Purpose**

1. Nurturing all aspects of shared congregational ministry for the benefit of the mission of the congregation as a whole. The whole ministry of the congregation is the sum of all actions and relationships that contribute to the mission of the congregation.
2. Educating the congregation regarding the role of the COTM and the nature of shared congregational ministry. The ministry is shared between professional clergy, staff and laity.
3. Assessing the whole ministry of the congregation. The whole ministry of the congregation will be evaluated in light of the congregational mission statement and other documents expressing our shared vision of ministry.
4. Reporting to the Executive Board or congregation as appropriate.

### **Composition and Appointment**

1. The Committee on Ministry shall consist of a minimum of four members selected for staggered three-year terms. Members shall be appointed by the Executive Board from among nominees recommended to the Board by sitting members of the Committee in consultation with the settled (or interim minister. Nominees shall not be contacted prior to submission of their names to the Board. The Board President shall contact the nominee selected by the Board for each vacancy to determine his or her willingness to serve.
2. The Minister and the Committee shall jointly nominate to the Board at least two and no more than three individuals for each vacancy that arises on the Committee and shall present to the Board the qualifications for each nominee. Upon the pending arrival of a newly called settled minister, at least one of the nominees shall be selected from among the members of the Search Committee or the Negotiating Team, if at all possible.
3. Members should be individuals who have the confidence of both the Minister and the Congregation. Before appointment to the Committee, a candidate must have been a member of this church for a minimum period of one year immediately prior to appointment. No individual should serve on the Committee and on the Executive Board at the same time. Committee members may be appointed for no more than two consecutive terms.

### **Responsibilities**

1. The Committee on the Ministry shall seek to nurture healthy relationships among those engaged in the shared ministries which contribute to the whole ministry of the congregation by:
  - a. Attending and observing church activities,
  - b. Talking with members, friends and visitors
  - c. Upholding the Congregation's Covenant of Right Relations by example and direction,
  - d. Assisting the Congregation in conflict management, and



- e. Participating in the Sexual Misconduct and Abuse Response Team (SMART) when needed, pursuant to the Congregational Safety Policy, Sec. 4.2.
2. The Committee on the Ministry shall explore with and educate the Congregation about ministry in general, the whole ministry of the Congregation and its components, and the partnerships and trust necessary to bring this shared congregational ministry to its fullest potential.
3. The Committee on the Ministry shall review each aspect of the ministry of the congregation annually to assess specific issues concerning the Congregation's ministries at the behest of the Executive Board or on its own initiative, with the knowledge of the Executive Board, and report its findings to the Executive Board.
4. The Committee on the Ministry shall implement the process approved by the Board pursuant to Article VI; Section B.1 (i) of the Bylaws for conducting an overall assessment of each aspect of the relationships among those involved in the various ministries of the congregation every three years and report the results to the Board and the Congregation. The assessment shall encompass the performance of the whole ministry of the Congregation based upon the Congregation's vision of shared ministry and the responsibilities and privileges of the Minister as set forth in Article IX, Section D of the Bylaws and the Congregation's Covenant and Working Agreement with the Minister.
5. The Committee on the Ministry shall report at least once each year to the Board, or more frequently as directed by the Board, on the state of the whole ministry of the Congregation and provide recommendations to the Board for strengthening this share congregational ministry.

*Bylaws Article VI.B. Adopted 6/5/03. Revised 7/30/06; 8/21/07; 6/13/10; 4/22/12.*

## **Denominational Affairs Committee**

### **Purpose**

To communicate to members of the congregation about denominational affairs, and increase awareness of opportunities for programs and activities for spiritual and intellectual, and social enrichment offered by our denomination at local, district and national levels

### **Responsibilities**

9. To place items of interest from denominational sources in the congregational newsletter, the Sunday bulletin, the church website and, where appropriate, in local news media.

10. To report about UUCT activities to the UUA, the Southern Region and the Florida District through the internet and through their publications
11. To maintain the Denominational Affairs section of the UUCT Bulletin Board in the sanctuary.
12. To work with the UUCT Executive Board on UUA initiatives.
13. To check the UUA website ([www.uua.org](http://www.uua.org)) and the Florida District Monthly package for information to share with committee chairs, the Board, and others in the congregation.

*Adopted 6/5/03; Revised 5/19/2013*

### **Internal Audit Committee (ad hoc)**

#### **Purpose**

The purpose of the Internal Audit Committee is to assist the Board in fulfilling its oversight responsibilities by reviewing the organizational structure and operational systems of the church. Internal audits should be based primarily on risk assessment, which means that not all systems or operations of the church need to be audited. The Board should determine periodically those areas that are priority for auditing, and those with the highest degree of risk exposure should be scheduled first for review. The church's financial records should be internally audited at least every two years, and all other systems on an as-needed basis.

#### **Composition**

The Internal Audit Committee is not a standing committee, but shall be appointed by the Board when it is determined that an audit should be conducted. The committee may be composed of one to five people with at least one person having a background in financial reporting, accounting or auditing if the financial systems are being audited. Other professional backgrounds that would be appropriate include: attorney, banker, human resources manager, real estate agent, insurance agent, federal or state agency administrator, business owner, building contractor, etc., depending on the operation or system to be audited. The members appointed should be independent to the church's operations, i.e. a member of the Finance Committee should not be appointed to the Internal Audit Committee if the financial books are being audited, but could serve if other areas are being audited. Term of service is at the discretion of the Board and the individual member's willingness to serve. The organizational structure and operational systems of the church that should be considered for audit include:

- Governance and compliance with federal and state laws and regulations
- Management and leadership
- Finances and accounting
- Personnel
- Facilities

- Computer information systems

## **Responsibilities**

1. Prior to the audit, acquire and study internal audit checklists that are pertinent to the area under review, if any are available. If the financial records are being audited, the auditor(s) should obtain from the treasurers, at a minimum, the chart of accounts, copies of treasurer's reports, balance sheets, and transaction reports for the fiscal year in question. The auditor(s) may take a representative sample of data and then determine how extensive an audit should be conducted to give a true picture of the area under review.
2. Perform the internal audit, which includes:
  - a. Reviewing the reliability and integrity of the information;
  - b. Insuring compliance with church policies, plans, procedures, laws and regulations which could have a significant impact on the church's operations and programs;
  - c. Reviewing safeguards over church owned assets;
  - d. Ascertaining whether results of operations or programs are consistent with established congregational objectives and goals and whether these are being carried out as planned.
3. Prepare a report of audit procedures, findings and recommendations, and submit this to the appropriate committee or program staff for review, prior to submission of the audit report to the Board. The committee or staff of the program being audited may, if they wish, submit a written response to the audit report. If one is done, it should be submitted to the Board at the same time as the audit report.

*Adopted 10/23/04; Moved from Section H to Section A 8/21/07*

## **Nominating Committee**

### **Purpose**

To prepare a slate of candidates for any position to be filled by vote of the Congregation. This includes the Executive Board and the positions on the successor Nominating Committee. Nominations shall also be made for the unexpired portion of an interim appointment if the unexpired portion is for one year or more.

### **Composition**

1. The Nominating Committee shall consist of four elected members who shall serve two-year terms, and one appointed member.
2. Two members shall be elected each year on the same date as for the election of officers.
3. To be eligible to serve on the Nominating Committee an individual shall have been a member of the church for at least one year.

4. The chair of the Committee shall be one of the continuing members, selected by vote of the Committee.
5. Each year the Committee shall select an individual who has previously been a president of the church to serve as the appointed member of the Committee.

## **Responsibilities**

1. To meet in a timely fashion, at least six months before any scheduled election, to review the duties and qualifications of elective offices, and to consult as needed with church leaders and others to identify church members with capabilities, experience and interests appropriate for various leadership positions.
2. To prepare and execute a plan for reviewing data, setting priorities, and interviewing prospective candidates in time to present the slate for Board review and congregational voting.
3. To present the names of nominees to the Congregation at least two weeks before the time designated for the election.

*Bylaws Article VI.E*

*Adopted 6/5/03.*

## **Personnel Committee**

### **Purpose**

To foster and support a stable, professional church staff. Toward that end, to develop, recommend and monitor UUCT personnel policies and procedures for the minister and non-ministerial staff, and propose additions and revisions, as needed, and to provide recommendations to the Finance Committee and Executive Board for equitable annual compensation consistent with Unitarian Universalist Association (UUA) fair compensation guidelines. The Personnel Committee may act as advocates to support the minister and non-ministerial staff and working committees of the church in helping fulfill the mission of the church by providing expertise, considered opinion, documented information from denominational and other sources, and by gathering input from staff and support teams.

### **Responsibilities**

1. Research, discuss and make recommendations to the Board about current personnel issues.
2. With input from the Minister and support teams, recommend annual salaries and salary increases for non-ministerial staff in a timely fashion to assist in preparing the annual operating budget. In addition, participate in procedures for

changing hours for current positions and procedures for creating new staff positions, as outlined in A.2.7 and A.2.8.

3. Work with the Minister and support teams to develop a strategy for achieving and maintaining equitable salaries and benefits for non-ministerial staff pursuant to UUA fair compensation guidelines, including specifying Compensation Criteria for prior experience, tenure, education, and credentialing status.
4. In consultation with the Minister, develop and recommend to the Finance Committee and Executive Board the annual compensation package for the Minister pursuant to the fair compensation guidelines of the UUA.
5. Maintain the Staff Personnel Manual, reviewing it on a regular basis and recommending revisions to the Board, as needed. Ensure a copy of the Manual is in the church office so that it is available to the congregation.
6. Provide assistance and support to the Minister, Executive Board and the applicable program committees of the church in implementing personnel policies and procedures.
7. Educate the congregation about fair employment practices and about the duties, responsibilities, and relevant activities of each staff person.
8. Introduce new support team members to their responsibilities by providing copies of relevant personnel documents (e.g. staff position descriptions and Shared Responsibilities Grid) and by holding a joint orientation meeting with the Minister (per Section B of the Staff Personnel Manual).
9. Assist in the hiring of new staff, and ensure UUCT hiring procedures are followed.
10. Maintain and regularly update position descriptions in consultation with the Minister and support teams and personnel forms, as described in Policy A.2.5.
11. Review the Covenant and Working Agreement annually with the Minister and recommend to the Executive Board any appropriate modifications.
12. Work with the Minister in planning for his or her continuing education and in planning for sabbatical leave or other professional or spiritual development. Advocate implementation of such plans to the Executive Board and to the Congregation. Recommend each year that the Executive Board include in the Asking Budget sufficient encumbered funds to cover expenses for Minister's sabbatical.

*Adopted 6/5/03. Revised 10/20/04. Revised 1/23/11. Revised 9/18/11.*

## **Section A Policies**

### **Paid Staff A.2.0**

#### **A.2.5 Position Descriptions and Personnel Forms**

Position descriptions and other forms related to personnel shall be developed in consultation with the Minister and support teams and maintained by the Personnel Committee, with electronic copies sent to the Minister, relevant staff, and the church office.

*Adopted 10/20/04. Revised 12/16/07. Revised 1/23/11. Revised 9/18/11.*

#### A.2.6 Criminal Background Check

A criminal background check is required on all new employees of the church, done by an agency approved by the church's insurer, as specified by the Personnel Committee. If possible, the check should be done and the report received prior to the employee's start date, but no later than six weeks after hiring. The fee shall be paid by the church. A negative report may be cause for non-hire or for dismissal.

Results of the criminal background check shall be held in the strictest confidence and be reviewed: (1) only by the Minister for professional staff, and limited-hours or temporary staff who do not work directly with children; (2) only by the Minister and Director of Religious Exploration for nursery staff and other limited-hours or temporary staff working directly with children. The minister will then communicate a finding of cleared/not cleared to the Board President.

Completed criminal background checks will be filed in the employees' personnel files, which are kept under lock in the Minister's office in recognition of the confidential material they contain. Access to the files is limited and is done through the Minister.

*Adopted 10/20/04. Revised 12/16/07. Revised 3/20/11. Revised 6/12/11. Revised 9/18/11.*

### **Settled Minister A.1.0**

#### A.1.1 Minister's Discretionary Fund

The Minister's Discretionary Fund at the Unitarian Universalist Church of Tallahassee is restricted in use solely for good works and charitable purposes, and is not available for the personal benefit of the minister(s) of the church. The minister(s) of the church is/are the sole distributor of this fund, in accordance with the traditions of ministerial discretion and pastoral confidentiality long held sacred in Unitarian Universalist churches. The Minister may solicit donations from the general congregation or from individual donors if additional money is

needed in the Fund. Checks shall be made payable to the person in need or to a business to pay a bill for the person in need, but in no case shall a check be made payable to the minister or to the person disbursing money from this Fund. The President of the Executive Board will review the disbursements from this fund with the minister(s) on a regular basis, respecting always the need for pastoral confidentiality where appropriate. This review may be delegated to the Committee on Ministry. In the absence of a Settled or Interim Minister, the President of the Executive Board may authorize disbursements from this Fund.

*Adopted 6/5/03. Revised 7/30/06; 8/21/07*

#### A.1.2 Minister's Covenant and Working Agreement

The Personnel Committee will work with the Minister to revise, annually or as needed, the Covenant and Working Agreement for approval by the Board.

*Bylaws Article IX.E.*

*Adopted 6/5/03; Revised 1/23/11; 5/19/2013*

### **Paid Non-Ministerial Staff A.2.0**

#### A.2.1 Staff Personnel Manual

General personnel policies that relate directly to non-ministerial staff, such as vacation, staff evaluations and grievances, shall be contained in the Staff Personnel Manual. The Personnel Committee shall periodically review the policies in the Staff Personnel Manual and recommend to the Board revisions and additions when needed.

*Adopted 6/5/03; revised 10/20/04; 5/19/2013*

#### A.2.2 Review and Revisions to Staff Personnel Manual

The Executive Board will review and approve revisions to the Staff Personnel Manual. Board members on support teams for individual staff members will pay particular attention to matters relating to those staff members.

*Adopted 6/5/03. Revised 10/20/0; 12/16/07*

#### A.2.3 Letter of Hire

For new employees, the Vice President for Finance will prepare for the President's signature a letter of hire detailing salary, deductions, net pay, and other salary-related details, with the Personnel Committee providing a current position description and the *Staff Personnel Manual* as attachments. At least annually and whenever any changes to salary are implemented, the Vice President for Finance, with the assistance of the Personnel Committee and the Treasurer, will provide a letter for each paid staff member detailing salary, deductions, net pay, and other salary-related details.

*Adopted 6/5/03. Revised 12/16/07.*

#### A.2.4 Supervision of Staff

The Minister is the Chief of Staff and shall provide daily supervision of all staff except the nursery workers, who are supervised by the Director of Religious Exploration or a designee. The Minister will work with the Personnel Committee as needed, and in consultation with the Board. Support teams shall be established for all staff members except the nursery workers. The lay leaders on the team shall assist and advise the minister on staff matters, as needed and appropriate. The minister will designate one of the lay leaders on the team to assume supervisory duties, if needed, when the minister is absent. The supervisors and support teams are:

<b>Staff Member</b>	<b>Supervisor</b>	<b>Support Team</b>
Office Administrator	Minister	Board President,* VP for Management, Membership Committee Chair, and Meridian Editor
Director of Religious Exploration	Minister	VP for RE,* Youth RE Committee Chair, and Adult RE Committee Chair/Coord.
Music Director	Minister	VP for Worship,* Music Committee Chair, and Program Committee Chair
Nursery Workers	Director of Religious Exp. Or designee	NA
		*Support Team leader

*Adopted 10/20/04. Revised 7/30/06; 8/27/06; 12/16/07. Revised 9/18/11; 5/19/2013.*

#### A.2.5 Position Descriptions and Personnel Forms

Position descriptions and other forms related to personnel shall be developed and maintained by the Personnel Committee and kept in a binder in the church office and in the Minister's office, with electronic copies sent to the church office computer. These forms and documents include, but are not limited to, the following:

- a. Performance review forms
- b. Staff position descriptions



- c. Time documentation procedures and forms
- d. Miscellaneous forms relating to employment, such as the annual notice of salary and salary-related details.

These documents and forms shall be available for Board review but do not require formal Board approval.

*Adopted 10/20/04. Revised 12/16/07.*

#### A.2.6 Background Check

A background check is required on all new employees of the church, done by a certified agency as recommended by the Personnel Committee. If possible, the check should be done and the report received prior to the employee's start date, but no later than six weeks after hiring. The fee shall be paid by the church. A negative report may be cause for non-hire or for dismissal. Completed background checks will be filed in the employees' personnel files, which are kept under lock in the Minister's office in recognition of the confidential material they contain. Access to the files is limited and is done through the Minister.

*Adopted 10/20/04. Revised 12/16/07*

#### A.2.7. Procedure for Changing Hours for Current Positions

1. Any change in hours for a current position which is planned for inclusion in a budget request for the next year should be proposed to the Executive Board by the Minister, a Board member or a committee no later than the Board's November meeting. The Board will determine whether the addition or reduction in hours fits with the church's mission, vision and goals for the coming year. The Board will either (a) approve developing a full proposal on the hours change or (b) veto the change, with a full explanation for its decision. A veto means that the hour's change will not be explored further in that budget cycle.
2. If approval is given, the Board will designate a committee to develop the full proposal. The committee will:
  - a. Thoroughly discuss the proposal within the committee, including investigating and documenting the need for the hours change; making sure there is clear justification for how the added or reduced hours fit with the mission, vision and goals of the congregation; and preparing detailed projections for immediate and future budgetary impact.
  - b. Consult with other UUCT committees and groups who would be impacted by the hours change.
  - c. Consult with the Minister as chief of staff throughout the process, and with any other staff members who would be impacted by the hours change, as the need arises.
  - d. Include the Personnel Committee in the proposal development.
3. The full written proposal should be sent to the Board no later than their January meeting and should cover:

- a. The justification of the need for added or reduced hours, including how the hours change fits with the congregation's mission, vision and goals for the coming year;
  - b. Whether the overall scope of responsibility for the position will change and what specific duties will be added or eliminated;
  - c. The number of hours involved in the change and what the total hours for the position would be after the change;
  - d. Any changes which will also be proposed in the hourly wage or salary for the position, including information gathered on comparable pay rates, and whether and at what level the new salary would fall within the UUA recommended salary guidelines for the position, if applicable;
  - e. Whether any benefits will change as a result of the hours change;
  - f. Whether the hours change will have any impact on where the work will be performed and what resources will be needed, i.e. room, equipment, supplies and office needs.
4. If the hours change proposal is approved by the Board as presented, or with modifications approved by the Board, it may then be included in a request for the upcoming budget.

*Adopted 2/24/08; Revised 5/19/2013*

#### A.2.8. Procedure for Creating New Staff Positions

1. Any new position to be included in a budget request for the next year should be proposed to the Executive Board by the Minister, a Board member or a committee no later than the Board's November meeting. The basic concept for the new position should be presented to the Board so that Board members can determine whether it fits with the church's mission, vision and goals for the coming year. The Board will either approve exploring the concept further or veto the position, with a full explanation for its decision. When the Board vetoes a proposed position the concept will not be explored further in that budget cycle.
2. If approval is given for further exploration, the Board will designate a committee to develop a full proposal. The committee will:
  - a. Thoroughly discuss the concept within the committee, including investigating and documenting the need for the position; making sure there is clear justification for how the position fits with the mission, vision and goals of the congregation; and preparing detailed projections for immediate and future budgetary impact.
  - b. Consult with other UUCT committees and groups who would be impacted by the position.
  - c. Consult with the Minister as chief of staff throughout the process, and with any other staff members who would be impacted by the position, as the need arises.

- d. Include the Personnel Committee in the proposal development.
  - e. Support the proposal by doing a trial run or pilot project using one or more volunteers, as a way to test the concept and document the need for and interest in the services to be provided by the position.
3. The full written proposal should be sent to the Board no later than their January meeting and should cover:
- a. The justification of the need for the new position, including how the services to be provided fit with the congregation's mission, vision and goals for the coming year;
  - b. Overall scope of responsibility and specific duties;
  - c. Amount of time needed;
  - d. Supervision for the position, as well as accountability within UUCT's organizational structure;
  - e. Proposed hourly wage or salary, including information gathered on comparable pay rates, and whether and at what level the proposed salary falls within the UUA recommended salary guidelines for the position, if applicable;
  - f. Whether any benefits beyond FICA would be offered;
  - g. Where the work will be performed and what resources will be needed, i.e. room, equipment, supplies and office needs;
  - h. A general idea of the requirements for the position and knowledge, skills and abilities needed.
4. If the proposal is approved by the Board as presented, or with modifications approved by the Board, it may then be included in a request for the upcoming budget.

*Adopted 2/24/08; Revised 5/19/2013*

### **Communications A.3.0**

#### A.3.1 Decision-Making

Guidelines for decision-making by and within the congregation can be found in the document titled *UUCT Guidelines for Decision-Making* found in Appendix 2.

*Adopted 6/5/03*

#### A.3.2 Communication Guidelines

Guidelines for communicating are found in the document titled *Communication Guidelines*, found in Appendix 3.

*Adopted 6/5/03*

#### A.3.3. Announcements in Order of Service (OOS)

The purposes of announcements in the Order of Service are to:

- a. Briefly outline upcoming UUCT committee sponsored activities.
- b. Inform visitors about Lifespan RE opportunities.
- c. Update Meridian information.
- d. Publicize fund raising activities.

*Adopted 6/5/03; Revised 5/19/2013*

#### A.3.4 Bulletin Boards

Flyers for community activities may be posted on the bulletin board if:

- a. A UUCT group is involved in supporting the organization; for example Cropwalk or The Shelter.
- b. UUs support the mission/vision/activities of the organization

*Adopted 6/5/03; Revised 5/19/2013*

#### A.3.5 Use Of Church Address Lists

Lists of the postal, telephone, email, and other addresses of the members and friends of UUCT may be used for church business and personal use only. They may not be used to advertise or otherwise solicit business. They may not be given or sold to any other organization, except that the postal addresses of members will be given to the Unitarian Universalist Association unless the member requests otherwise.

Members and friends are urged to be very careful in their use of email, addressing messages only to people who are known to be interested in the contents of the message. They should avoid generally broadcast messages except for material that would be suitable for publication in the newsletter.

*Adopted 6/5/03*

#### A.3.7 Use Of The UUCT Banner And Other Identifying Banners

The UUCT banner was created to be carried in processions at the UUA General Assembly and other UUA events. It has also been carried at CropWalk, a non-controversial event in which UUCT members have participated for many years without an objection or question about our church's participation. It is not to be carried by UUCT individuals or subgroups in cases where the level of congregational support is not clear. In such cases, demonstrators should create specific "message" banners--with more targeted comments--that may identify the individuals or subgroups, such as "UUCT Social Justice Committee", for example.

*Adopted 6/5/03; Revised 5/19/2013*

#### A.3.8 Use of the Telephone Tree

The President, with concurrence of other Board members, may authorize development and use of a telephone tree for important notices of general interest, including but not limited to reminders for events such as congregational voting meetings; notices and requests for assistance with fundraisers or other special projects, or other purposes determined necessary or desirable for notifying members or soliciting information.

*Adopted 6/5/03*

#### A.3.9 Church-wide Email Notices

The Minister, President, or other designated Board members designated by the President, may authorize church wide email messages for important notices of general interest, including but not limited to reminders for events such as congregational voting meetings or major fundraisers; requests for assistance with special workdays or caring ministry needs; and notices of last-minute events not on the regular calendar, such as teach-ins with guest speakers.

*Adopted 6/5/03; Revised 08/24/08; 5/19/2013*

#### A.3.10 Congregational Mailings

The President has overall responsibility for assuring that congregational mailings are prepared and sent out in a timely manner. The tasks involved may be delegated.

*Adopted 6/5/03; Revised 5/19/2013*

#### A.3.11 The Meridian

The church shall periodically publish a newsletter titled *The Meridian*. The editor of *The Meridian* is a volunteer position. He/she shall have overall editing authority and, working with the Office Administrator, is responsible for assuring that the newsletter is published in a timely manner.

*Adopted 7/30/06*

##### A.3111 General Guidelines

- a. Submissions should be made to both the editor and to the Office Administrator to assure they are received.
- b. Submissions should be made by the deadline designated by the editor.
- c. Persons submitting information about a meeting, class, fund-raiser, special event or workshop are asked to add the following designations to their descriptive article for publication in *The Meridian*:
  - i. Baby-friendly (infants and young toddlers welcome to attend the event under supervision of parents)
  - ii. Childcare provided (already planned and available)

- iii. Childcare available upon request
- d. The editor and the Office Administrator may establish specific guidelines for the form and formatting of articles and items that are submitted for publication in *The Meridian*. Submitted articles that do not conform to the guidelines may be rejected for publication.

*Adopted 7/30/06; Revised 5/19/2013*

#### A.3112 Calendar Submissions

- a. Items for the calendar published in *The Meridian* should come directly from a staff member, a Board member, a committee chair or a program/activity coordinator, or one of his/her designees.
- b. Unless timely notified in writing by one of the persons named above that there is a change, monthly re-occurring events will be listed in the calendar without having to be re-submitted each month. Every effort should be made to schedule committee meetings and regularly occurring events at the same time, on the same day/night of the week and in the same room.
- c. New calendar dates, as well as any subsequent changes, additions or deletions, should be checked for availability of room space with the Office Administrator and then submitted in writing by one of the people named above for inclusion in *The Meridian*.
- d. Non-routine items for inclusion on the calendar, such as a special event or class, should be described in a separate write-up and submitted in writing to the editor and to the Office Administrator through one of the persons named above.
- e. All religious exploration class descriptions should be approved and submitted by the Director of Religious Exploration or his/her designee. ,

*Adopted 7/30/06; Revised 5/19/2013*

#### A.3.12 Website

##### **Purpose of Website**

The purpose of the UUCT website is to:

- Provide information about UUCT, including its services, facilities, history, principles, and beliefs
- Offer an alternate source of information on UUCT news and events
- Establish a warm and welcoming presence on the Web
- Publish content designed to promote UUCT's mission and vision as well as the Purposes and Principles of the Unitarian Universalist Association
- Provide alternate access to the UUCT Manual of Policies and Procedures and similar documents

## **Statements to be Posted on Website**

The following statements will be posted on the website.

### *Privacy Statement*

*This congregation respects the privacy of its members as well as that of visitors and friends. The website does not capture or intend to capture personal data. Email sent to the church office or a staff member from a UUCT website is used to further communication in that instance only. Email addresses from website contacts will not be added to any UUCT email lists unless requested.*

### *Offsite Links Disclaimer*

*Some of the links on this site lead to resources outside the web pages of UUCT. The presence of these links should not be taken as an endorsement by UUCT of these sites or their content.*

### *Information Accuracy*

*UUCT makes every effort to ensure that the information presented is correct and accurate. However, if inaccuracies occur, every effort will be made to correct them in a timely manner. To report any website inaccuracies or for questions about UUCT's Website Policy, please contact the webmaster.*

## **Privacy and Website**

### **Use of Photos**

In order to protect the privacy of UUCT members and friends, this website generally does not provide personal identification information along with photographs. In cases where identification is warranted, it will only be included with the explicit permission of the person in the photo.

Photos of children will not be used in the website without a completed, signed photo release form. See Appendix 9 for a sample form. The signed forms will be kept on file in the church office.

### **Use of Names**

In order to protect the privacy of members, personal identification information, such as phone number, address, or email will not be included on the website.

## **Webmaster**

Access to managing content on the website is limited to the webmaster and alternate, UUCT staff, and contract web developers. One UUCT member and an alternate will be appointed as webmasters by the Communications Committee in consultation with the Vice President for Church Community. They will have the following responsibilities:

- Administer the website consistent with the congregation's mission and principles
- Update website content on an “as needed” basis
- Review submitted content and images for appropriateness and edit for style, consistency and clear language
- Act as a liaison to any website developers, to the organization hosting the website, and to the Domain Name Service
- Manage access to the website administration site and maintain a list of persons currently granted access
- Work with the Communications Committee, staff and other stakeholders on website development issues, including guiding and implementing needed changes in the website’s design and functionality

## **Communications Committee Website Responsibilities**

The Communications Committee has the following website responsibilities:

- Assure that the appearance is consistent and information is presented in a clear and concise manner
- Coordinate development of general content
- Establish a process for submission and review of content
- Maintain a budget for website-related activities to be overseen by the committee and the VP for Church Community

*Adopted 6/16/13*

### **A.3.13 Facebook Pages**

#### **Purposes of UUCT Facebook Pages**

The purposes of the UUCT Facebook pages are to:

- Serve as a more informal means of communicating than our website
- Provide another means to interact with members of the congregation
- Help inform those in the community who want to know more about our church
- Offer a relatively simple way for more people to express themselves by posting comments, photos, web links, etc.

Main page: The purpose of this page is to promote activities occurring at UUCT or sponsored by UUCT. Supplementary content includes comments, photos, and other content from page administrators and people who have “liked” the page.

UUCT Sharing page: The purpose of this page is to provide a more informal means of promoting dialogue and interaction among church members, friends and the general public. Content is more varied than on the main page.

Additional pages may be created for specific church activities and groups by their coordinators or participants in keeping with policy A.3. 14.

#### **Disclaimer to be Posted on UUCT Main and Sharing Facebook Pages**

*The Unitarian Universalist Church of Tallahassee (UUCT) welcomes all people to contribute to conversations on this page and to share content related to the church and Unitarian Universalism. We seek balanced dialogue and content that is uplifting, educational, entertaining and thought-provoking, while upholding the dignity/worth of all individuals.*

*The UUCT has the right to delete any inappropriate content from this page including, but not limited to, violations of copyright, attacks or complaints against an individual, financial solicitations not sanctioned by the UUCT or endorsements of a political candidate or party.*

#### **Account Owners and Administrators for Facebook Pages**

The account owner of each page will be registered with an email address so that the ownership role can be transferred as needed.



For both the main Facebook page and the UUCT Sharing page, more than one person will be designated as administrator. Administrators will have full administrative access to the applicable page. The administrators for each page will include one or more representatives of the Communications Committee and at least one staff member. The volunteer administrators will be designated by and report to the Communications Committee. Staff administrators will be designated by and report to the Minister.

The Facebook page administrators:

- Will share responsibility for monitoring content
- Have full authority to create, delete and maintain content
- May remove any content that does not comply with the disclaimer to be posted and/or the content management guidelines

### **Content Management of Main Facebook Page**

An administrator of the main Facebook page will check to see that new content is posted to the page at least once a week, including Sunday service times and topics. UUCT contact information and a link to the UUCT website will be prominently displayed.

Content posted on the main UUCT Facebook page should meet the following guidelines in addition to those set forth in the posted disclaimer statement:

- Be consistent with the Seven Principles of Unitarian Universalism and UUCT's Covenant of Right Relations
- Not reveal private personal information
- Not advertise a commercial businesses
- Concisely set out the "who, what, when, where, why, and how much" of activities and events
- For photos, be of a good quality as determined by an administrator
- For photos of children, have the approval of a parent/guardian via a photo authorization form

*Adopted 6/16/13*

#### **A.3.14 Use of Church's Name**

**The Unitarian Universalist Church of Tallahassee is incorporated under the laws of the State of Florida. To ensure consistency and focus in the church's public messaging, use of the church's name for on-line and social media pages or accounts, either in full or in any abbreviated form, must be approved by the Communications Committee.**

*Adopted 6/16/2013*

### **Resolutions on Issues of Importance A.4.0**

#### **A.4.1 Procedures for Adopting Resolutions**

Procedures for adopting resolutions supported by the church congregation can be found in the document titled *Procedures for Adopting UUCT Resolutions* found in Appendix 4 of this manual.

*Adopted 6/5/03*

#### **A.4.2 Adopted Resolutions**

Copies of resolutions adopted according to approved procedures can be found in Appendix 4 of this manual and also made available to members, friends and interested persons upon request in the church office.

*Adopted 6/5/03; Revised 5/19/2013*

### **Delegates to Florida District and General Assemblies A.5.0**

#### A.5.1 Selection of Delegates

Voting delegates will be chosen by the Board from among those planning to attend. First priority will be given to Board members, then to standing committee chairs, then to people who have not been delegates recently.

*Adopted 6/5/03*

### **Childcare for Meetings and Events A.6.0**

#### A.6.1 General Policy Regarding Childcare

The person in charge of a meeting or event should arrange ahead of time for childcare by contacting the Director of Religious Exploration. When possible, the Director of Religious Exploration will arrange for childcare to be provided by the Nursery Worker, as long as her/his hours do not exceed 40 hours in the week. If the Nursery Worker's hours exceed 40 in the week because s/he is needed for a special program or event such as Harmony Camp and s/he is agreeable to the additional hours, then overtime salary at time and a half will be paid from the budget of the special event. If the Nursery Worker is unavailable, then the Director of Religious Exploration may use the services of other persons. Money should be budgeted annually for childcare expenses.

*Adopted 6/5/03. Revised 7/30/06*

### **Committees A.7.0**

#### A.7.1 Method of Establishing Committees

The Bylaws describe the primary responsibilities and membership of the Committee on the Ministry, the Finance Committee, the Endowment Fund Committee, and the Nominating Committee. Responsibilities and membership requirements for these four committees may be further described in the Committee Descriptions contained in the Manual of Policies and Procedures. The Executive Board is authorized to establish additional committees and to specify their responsibilities. It is recommended that a description of responsibilities and

membership requirements for all committees be included in the Manual of Policies and Procedures.

*Adopted 8/28/05*

#### A.7.2 Oversight and Chairmanship

All committees are to be under the oversight of a designated member of the Executive Board, who shall have responsibility for appointing the chairs of the committees under her/his oversight. Chairs of committees must be members of the church for at least a year.

*Adopted 8/28/05*

#### A.7.3 Annual Reappointment and Review

Near the beginning of each fiscal year, Board members shall meet with the chairs and coordinators of the committees and activities over which they have responsibility, to determine if those persons will continue to serve in those capacities and to review the goals and tasks that are to be accomplished in the coming year. Ideally this would take place in June or early July, but no later than August 1. Outgoing chairs and coordinators are asked to assist in finding a successor and helping with the transition if a new chair or coordinator is named. The Board member is responsible for notifying the President, the President-Elect, and the Office Administrator when there is a change in leadership. The Office Administrator will update the contact list.

*Adopted 8/21/07*

#### A.7.4 Disbanding ad hoc Committees

Ad hoc committees shall disband upon issuing a final report or recommendations to the Board or upon expiration of the time set for termination at the time of appointment, unless otherwise determined by the Board.

*Adopted 03/15/09*

### **Calendar A.8.0**

#### A.8.1 Scheduling Events on the Calendar

The Office Administrator is responsible for maintaining an overall calendar for the church. All requests to schedule an event at the church should be made to the Office Administrator to assure that the desired date and room space is available. See Policy G.1.7 for policies related to room usage.

*Adopted 7/30/06*

### **Manual of Policies and Procedures A.9.0**

#### A.9.1 Development of the Manual of Policies and Procedures

As required by Article V, Section E.6., the Executive Board is responsible for the development and revision of the Manual of Policies and Procedures (MPP). This responsibility falls specifically under the duties of the Board Secretary, who may enlist another person to assist as editor, or may delegate the work to another person almost in entirety.

*Adopted 5/19/2013*

#### A.9.2 Additions or Revisions to the Manual of Policies and Procedures

1. Suggestions for new or revised policies in the MPP usually originate with a Board member, but may be offered by any member or friend in the congregation. If proposed by a member or friend, the new or revised policy should be given first to the Board member whose area of responsibility is covered by the MPP section, and also to an appropriate program committee if there is one.
2. The Board member notifies the Secretary and the editor or designee about the proposed addition or revision. The Secretary and the editor or designee will serve as an Editorial Committee who will review the proposed changes in a timely fashion and may suggest format adjustments, numbering, placement in the MPP, and can also make spelling, typographical and grammatical corrections. If there is a question about content or meaning, a member of the Editorial Committee will discuss these with the appropriate Board member and program committee, if applicable. Once a final version is agreed upon, the proposed new or revised policy will be presented to the Board by the sponsoring Board member.
3. After discussion at a Board meeting at which at least two thirds of board members are present, the Board may approve or disapprove the proposed additions or revisions, or may recommend that further study and possible changes to wording are needed. If the latter is the case, the proposal goes back to the sponsoring Board member who is responsible for involving the appropriate persons for review and revision, and then also responsible for sending the revised proposal to the Editorial Committee for another review, and then to the Board for a vote.
4. Once approved, the Secretary will assure that the new or revised policies are inserted correctly in the MPP and will notify the Office Administrator, who will then notify the congregation by email or notice in *The Meridian*. The Secretary will also notify the Web manager who will update the file accessed via the UUCT public webpage.

*Adopted 5/19/2013*

#### A.9.3 Dissemination and Access

1. The Manual of Policies and Procedures will be available for viewing to the congregation and to the public via a link on the UUCT website. This link will describe what it is and a warning of its size, as well as the relationship between the Bylaws and the MPP.
2. The MPP will be “locked” so that anyone can view it, but only the Secretary and designated back-up individuals can make changes.
3. Only the Web Manager can post an updated MPP to the website, after notification by the Secretary that changes have been approved by the Board.

*Adopted 5/19/2013*

## **Section B**

### **Church Community**

**Committees in this area report to the Vice President for Church Community**

#### **1. Section B Committee Descriptions**

##### **Caring Committee**

##### **Purpose**

The purpose of the Caring Committee Network is to reach out with caring and support to members and friends of UUCT and to their families during times of special need, such as family crisis, transition, temporary or long-term confinement, and other situations where extraordinary help may be appropriately provided. It is the intention of this policy that the first line of caring is at the Church Committee level, such that each member of a Church Committee will look out for special needs among that committee's members, as well those whom committee members serve, or otherwise come into contact.

##### **Responsibilities**

The overall responsibility of the Caring Committee Network is to establish and support a system for (a) identifying special needs, and (b) responding in times of such needs. Strategies include the following:

1. Develop a database of members and friends willing to provide the various “gifts of self” to respond to individual and family needs within the congregation (especially for one-time, periodic or short-term services).
2. Organize a system to match caregivers with those in need, so that everyone in the congregation who is willing and able will serve as part of the Caring Committee Network.

3. Identify and support a Caring Committee Chair who will organize and coordinate caring activities, working in cooperation with UUCT clergy and church leadership, employing church staff, volunteers from the congregation, and community resources as appropriate.
4. Encourage each church committee to create a “climate of caring” in which committee members (a) take note when special needs arise within their own membership, and (b) respond appropriately, either by meeting the member’s need directly, or by notifying the Caring Committee Chair or the minister for additional help.
5. The President-Elect, as head of the Church Council, will periodically remind committee chairs of this policy and bring information back to the Board should modifications or special support be required.
6. Support UUCT clergy and lay leaders, in cooperation with other agencies where appropriate, to provide training for members of the congregation who are willing and able to provide lay services (e.g. caregiver relief and grief support) to meet caring needs.

*Adopted 6/5/03*

## **Social Activities Committee**

### **Purpose**

To foster a spirit of community among members, supporting friends, and interested visitors by supporting and encouraging participation in social activities that will meet varying needs and interests, and help establish bonds of friendship, respect, and mutual support.

### **Responsibilities**

1. Identify social interests and needs of persons in the church community.
2. Provide information about social, cultural and educational events and opportunities in the broader community that meet identified or potential needs and interests of the congregation, by means of church publications such as the Meridian and church bulletin, and personal communication.
3. Arrange or facilitate social activities such as dinners, game nights, book and film discussions, etc, among members of the church community.

*Adopted 6/5/03*

## **Hospitality**

### **Purpose**

To foster a spirit of community by providing hospitality and food service for church events in an atmosphere of fellowship and creativity, and in harmony with UU principles.

### **Responsibilities**

1. The overall responsibility of the Hospitality Committee is to organize and manage a system for food service and clean-up for church-sponsored events, and to assist at specific events as assigned.
2. Maintain supplies of staples, cleaning materials, and other accessories as needed in managing the church kitchen.
3. Use the “gifts of self” database and other means to identify and assign members and friends willing to provide refreshments and clean- up for Sunday services, and for other church events involving refreshments.
4. Provide written instructions, direct supervision and personal assistance to assure that food service and kitchen clean-up tasks are performed properly.
5. Use kitchen management practices in harmony with good environmental principles, such as those recommended by the Green Sanctuary Committee.

*Adopted 6/5/03; Revised 5/19/2013*

### **Communications Committee**

#### **Purpose**

To provide news about UUCT’s special programs, events, and philosophy to the broader community through community media.

#### **Responsibilities**

Tasks for members of the Communications Committee include:

1. Writing, editing and transmitting press releases to local and regional newspapers, TV and radio stations in a timely fashion in order to publicize special Sunday services, special events, and other appropriate news of the church.
2. Maintaining the literature racks in the church that contain brochures and specific information about Unitarian Universalist principles, philosophy, and organization.
3. Posting items of interest to UUCT members, supporting friends, and visitors on congregational bulletin boards.

*Adopted 6/5/03; 06/13/10*

### **Audiotape Distribution & Management**

#### **Purpose**

To assure that a system is in place for taping, archiving and distributing audiotapes of UUCT Sunday services and other recorded programs so tapes are available to share with members and supporting friends who are unable to attend in person, or who wish to obtain copies of particular services or recorded events.

### **Responsibilities**

Tasks for Audiotape distribution and management include:

1. Designing and describing an integrated system for taping Sunday services and other events as assigned.
2. Organizing and maintaining an inventory of master tapes of each event.
3. Organizing and maintaining a system for lending, duplicating, and retrieving tapes to assure that requests are met and inventories are maintained.

*Adopted 6/5/03*

### **Welcoming Congregation Committee (No Description)**

## **2. Section B Policies - None**

### **Section C**

#### **Membership Growth**

**Committees in this area report to the Secretary of the Board**

## **1. Section C Committee Descriptions**

### **Membership Committee**

#### **Purpose**

The overall purposes of the Membership Committee are:



1. To provide a welcoming environment to visitors and a pathway to membership for those interested.
2. To manage the member and supporting friends rosters for the congregation.
3. To ensure that Article IV of the church By Laws on membership is followed and manage any required actions.

## **Responsibilities**

Committee members have the following responsibilities:

1. To meet regularly and work cooperatively with the Membership Chair to help fulfill purposes and tasks of the Committee.
2. To assist the Membership Chair in preparing an annual budget request and operating within assigned budgetary limits.

## **Membership Tasks**

1. Sunday Greeting: Distribute Order of Service; greet people arriving at Sunday Services; and connect with visitors.
2. Visitor List Coordination: Review visitor lists; manage frequent visitor name-tags; oversee short-term Meridian subscription lists; and follow-up with visitors as needed.
3. Newcomer Sessions: With Minister, coordinate and conduct newcomer sessions, including archiving of procedures, materials, and participant names; and managing announcements in Meridian, Sunday bulletins, and on website.
4. New Member Follow-up: Welcome and encourage new members to become active in the life of the congregation; collect bios and photos for posting and publication; share new member interests and gifts of self with applicable coordinators and committee chairs; and oversee New Member Sunday activities.
5. Membership Data Base: Conduct an annual review of membership rolls for keeping membership information updated and accurate; and oversee availability and/or distribution of current membership lists and quarterly contact information and photo directories to the congregation.
6. Youth and Teen Membership: In coordination with the Religious Exploration Program, inform youth about youth membership for those under 16 and full membership for those 16 and over.
7. Small Group Dinners: Oversee coordinating of Dinners for Eight and Dinners for Families with Children, which are held for individuals and families in the congregation to get to know each other better and to introduce new members, supporting friends, and interested visitors to others in a small, informal setting.

*Adopted 6/5/03; Revised 6/16/2013*

## **2. Section C Policies – None**

### **Section D**

#### **Worship**

**Committees in this area report to the Vice President for Worship**

### **1. Section D Committee Descriptions**

#### **Program Committee**

##### **Purpose**

The purpose of the Program Committee is to find speakers from both in our congregation and in the larger community for those Sundays of the month when the minister is not speaking. In addition, the committee's purpose is to find lay leaders in the congregation and train/support them in managing/coordinating the lay led Sunday services. Lastly, the purpose of the committee is to act as a sounding board or advisory committee to the minister on all Sunday programs.

The goals of the committee, in addition to finding speakers and lay leaders, are to provide Sunday morning programs that will attract, stimulate, inspire, and challenge our diverse community of members, supporting friends, and visitors. Goals include endeavoring to express our diversity in style as well as content of Sunday services, which may include ideas that challenge the intellect, aesthetic experiences that stir emotions, and informational or practical activities that help us cope with everyday life. The aim is to present well-planned services that are welcoming and support UU principles, while addressing identified and emerging needs and interests of the church community, the community at large, and the wider world.

##### **Composition of Membership**

Ideally, the committee should consist of between five and nine members. Membership is open to any member or supporting friend of the congregation who is interested in serving. The VP for Worship and the Program Chair should try to create a balanced committee by encouraging the recruiting of theists and nontheists, males and females, young adults and older adults. Recruiting

individuals with a variety of tastes, opinions, and experience will add spice and variety to the group's discussions, choices and decisions.

### **Leadership**

Current UUCT Bylaws state that the Vice President for Worship shall appoint the chair of the Program Committee. In cases where the VP for Worship position is vacant, the President of the Board will appoint the chair.

### **Responsibilities**

1. Identifying topics and speakers for lay-led Sunday services and organizing such services when necessary.
2. Working with the Minister to determine common service elements and other service issues.
3. Assigning, training and supporting Lay Leaders in their roles of coordinating Sunday services.
4. Working with the Music Director and Music Committee to assist in providing music for Sunday services, especially lay-led services.
5. Attending and participating in regular committee meetings and completing assignments as necessary outside of regular meeting times.
6. Attending Sunday services as often as possible in order to stay aware of the quality of ongoing programs and sharing with the minister and other Program Committee members any constructive ideas on how future services might be improved

### **Reports and Budget Responsibilities**

The committee shall prepare an annual budget request and operate within assigned budgetary limits.

### **Relationship to the Minister**

The Minister is an ex-officio member of the Program Committee and works with the committee in order to facilitate common service elements, a series of programs, themes that may be developed over the course of several weeks, special seasonal services, etc.

*Adopted 6/5/03; Revised 9/23/07*

### **Music Committee & Choir**

#### **Purpose**

The purpose of the Music Committee is to support a strong, inspiring music ministry for all ages that creates a climate of reverence and joy, attracting visitors and

providing an enriched spiritual experience for all who participate, whether as performers or listeners.

### **Responsibilities**

Committee members have the following responsibilities:

1. To meet regularly and work cooperatively with the Music Director in matters relating to the Music Ministry of the church.
2. To assist the Music Director in preparing an annual budget request and operating within assigned budgetary limits.

*Adopted 6/5/03*

## **2. Section D Policies**

### **Music Committee Sponsorship of Music Events D.1.0**

#### **D.1.1 Music Committee Sponsorship of Music Events, Generally**

The Music Committee may sponsor music events including, but not limited to, fundraisers and community-builder concerts (i.e., non-fundraisers), with the advice and assistance of the Vice President for Worship, who shall insure that the committee complies with the policies in Section G and Section H, including in particular G.1.2 What is the Rental Rate for Facility Use?, H.2.0 Fundraising, H.8.5 Music Fund and H.8.14 Community Builder Concert fund.

*Adopted 5/17/09; Revised 8/19/12.*

#### **D.1.2 Community Builder Concerts**

A “community builder concert” (CBC) sponsored by the Music Committee is an event that promotes building community within the UUCT and/or reaches out to non-members to introduce them to our community (outreach). The Music Committee will be responsible for publicity, setting up beforehand, and clean up afterwards. A CBC is distinctly not a fundraiser. Compensation may be paid to performer(s) beyond free use of church facilities. Monies related to sponsorship of a CBC will be handled in accordance with the policy set forth in H.8.14 (CBC Fund). "Net proceeds" from each CBC shall be incidental to the purpose of the event and placed in the CBC Fund.

*Adopted 5/17/09. Revised 8/19/12*

#### **D.1.3 Limitations on Music Committee CBC Contract Negotiations**

The Music Committee may negotiate a contract with performer(s) for use of the church facilities for a CBC; provided that the contract in full is reviewed and approved by the VP for Worship before becoming effective. The VP for Worship shall not approve any contract that could obligate the UUCT to pay any concert expense from any source other than proceeds raised by that particular CBC or from existing monies in the CBC Fund. As a general rule, the contract should require the payment of all

expenses (e.g., promotion, presentation, fees, and compensation of performers) from the proceeds of that CBC.

*Adopted 5/17/09*

## **Section E**

### **Lifespan Religious Exploration**

**Committee chairs and program coordinators in this area report to the Vice President for Religious Exploration**

#### **1. Section E Committee Descriptions**

##### **RE Committee**

##### **Purpose**

To provide a well rounded, liberal Religious Exploration for our children and adults in an environment where they feel safe, accepted, respected, and happy. We offer our children a community experience through structured classes, religious celebration, social interaction, social service, and family activities.

##### **Composition**

The Youth RE Committee shall be composed of the following members:

1. The Director of Religious Exploration (DRE) who provides staff leadership for the Youth RE program.
2. The Committee Chair, who provides leadership at monthly meetings, calls for votes, prepares the annual budget with input from the DRE, tracks committee expenses throughout the year, approves reimbursements, and oversees the annual update of policies and procedures relating to Youth RE.
3. One teacher liaison from each teaching team.
4. The Chief Childcare Coordinator,
5. One youth group advisor liaison.
6. The Adult RE Coordinator
7. The Community Forum Coordinator
8. The Freethinker Forum Coordinator
9. Other interested individuals.

##### **Responsibilities**

1. Meet monthly, except in July, with agenda prepared by the DRE in consultation with the Chair. Assure that meetings are open to all interested people.

2. Plan thematic events and activities for the year, integrated with the curriculum chosen for the Lifespan.
3. Plan for implementation of OWL, Coming of Age, and other rites of passage.
4. Recruit new teachers and committee members as needed.
5. Hold welcoming activities to make new families feel welcome and make sure all are familiar with the Lifespan RE program and how they can give and benefit.
6. Hold a visioning party annually to help the committee to understand the needs and desires of the congregation for the Lifespan RE program. Alternate the audience annually between RE teachers and the whole congregation.
7. Assist with registration of Youth RE.
8. Assist the DRE in planning intergenerational services.
9. Hold special events or social justice activities throughout the year to encourage intergenerational community-building.
10. Assist the DRE in planning for required and additional teacher training.
11. Annually review and update policies and procedures relating to RE and safety to ensure compliance.
12. Prepare an annual budget.
13. Evaluate the RE program's performance based on the goals for the year.
14. Hold the end-of-year RE party.
15. Assist with classroom cleanups and other administrative tasks as needed.

### **Adult RE Coordinator**

The Adult RE Coordinator shall keep abreast of available curricula, consult at least quarterly with an Adult RE Team comprised of the minister, DRE, RE Committee chair, VP for RE, and other interested persons, and coordinate recruiting and training of facilitators, scheduling classes, class sign-ups, and publicizing the Adult RE program and classes offered.

## **2. Section E Policies**

### Childcare for Meetings and Events A.6.0

#### A.6.1 General Policy Regarding Childcare

The meeting or event coordinator should arrange ahead of time for childcare by contacting the Director of Religious Exploration and Chief Childcare Provider two weeks prior to the meeting or event date. When the childcare request is first made, the

Director of Religious Exploration will provide childcare information to the meeting or event coordinator, who should then provide that information to the parents. The meeting or event coordinator is responsible for communicating any cancellation or changes to the Director of Religious Education and Chief Child Care Provider.

When possible, the Director of Religious Exploration will arrange for childcare to be provided by Childcare Providers, as long as they will not exceed 40 hours worked during the week. If the Childcare Provider's hours exceed 40 in the week because s/he is needed for a special program or event, and s/he is agreeable to the additional hours, then overtime salary at time and a half will be paid from the budget of the special event. If Childcare Providers are unavailable, then the Director of Religious Exploration may use the services of other persons in keeping with the congregation's Safety Policy.

In cases when children do not arrive for pre-arranged childcare, Childcare Providers shall be paid for one hour's wage.

Money shall be budgeted annually for childcare expenses.

## **General Policies E.1.0**

### E.1.1. Recruiting Volunteers

- Volunteers are needed in all Lifespan RE programs: Nursery, Children & Youth RE, Youth Group and Adult RE. Volunteer Sign Up sheets should be distributed to all parents and other interested church members/friends annually.
- To ensure the best possible programs, all parents of children in the Children & Youth RE program are asked to contribute several hours of volunteer time during the year.

### E.1.2 Resources and Training

- The DRE shall subscribe to and distribute useful information from the UUA and other related sources.
- The DRE shall maintain a resource library
- DRE will distribute information on training available to teachers, etc.

## **Children & Youth RE Program E.2.0**

### E.2.1 Year Round Calendar

We offer something for the children during the school year and summer.

### E.2.2 Teaching Recommendations During School Year

- That a team of teachers (2 to 4 members) teach each class to share the responsibility.
- That every teacher teach at least once a month so a relationship can be formed with the children.

### E.2.3 Curricula

- A thematic wheel including curriculum choices will include coverage of the 5 areas of emphasis (UU Identity, Jewish and Christian Heritage, Peace, Social Justice and the Interdependent Web), World Religions, Personal Spiritual Growth and Development
- The O.W.L. curriculum will be offered on a 2- or 3-year cycle, so each child has the opportunity to participate in each phase of the curricula.

*Adopted 6/5/03*

### E.2.4 Registration and Attendance

- All children and youth from infants through high school are asked to register during the designated weeks in late spring to summer.
- Visitors should register after three visits.
- DRE keeps overall attendance and registration records; teachers keep weekly class attendance.
- The DRE will contact students/parents who have not been to class in a while.

*Adopted 6/5/03*

### E.2.5 Class Parent

Parents will be encouraged to volunteer as class parents for each class to organize special activities, and be willing to notify the class members about special events.

### E.2.6 Welcoming

- DRE sets up and staffs the welcome table/parent resource center (volunteer does on the one Sunday DRE has off per month).
- New families should receive a copy of the RE brochure and a volunteer sign up sheet. As soon as possible, they should receive special invitations to participate in events and volunteer jobs so they are able to quickly feel a part of things.

### E.2.7 Sharing the Good News

- The DRE ensures that Children & Youth RE activities are submitted to the Meridian and posted on the church calendar.



- Sunday attendance is recorded on the weekly stat sheet for the Church and later is included in the Meridian.
- RE Brochure is prepared annually by DRE (with assistance from the Adult RE Coordinator), which gives an overview of the RE program and important information for parents to have.
- Plan a special service to celebrate the year (in May) and recognize teachers and other RE volunteers.

#### E.2.8 Integrating Children & Youth Into Church Community

- The DRE works with the Minister on a regular basis to make the “Time for All Ages” portion of the service a meaningful experience.
- Plan a portion of the service each spring to recognize graduating seniors.
- Plan a portion of the service each fall to recognize new middle and high school students.
- Plan a portion of the service to welcome any newborns.
- Encourage middle and high school students to plan and conduct a Sunday morning service.
- DRE works with the Minister to provide several intergenerational services during which the children are in church for the entire service (e.g., Easter, Earth Day).

#### E.2.9 Fun and Fellowship

Parent, Youth, and Intergenerational Activities can be organized throughout the year, e.g.: Kids’ Fun Night, canoe trips, Make a Friend program.

#### **Youth Group E.3.0**

##### E.3.1 Youth Group

- Facilitate a strong Youth Group through
- Advisor Training
- Budgeting for group activities
- Encourage attendance at CONS
- Host CONS
- Run a Coming of Age Program for young teens every few years

*Adopted 6/5/03*

#### **Nursery Program E.4.0**

##### E.4.1 General Nursery Policy

- Employ mature Sunday morning childcare workers to ensure the children are well cared for and see a familiar face.
- Volunteer adult helpers should be recruited when needed.

- Nursery is intended for children younger than age 4 at the start of the school year.
- Nursery children are expected to enroll in the RE program.

### E.6.1 Mission

Supporting each person's search for truth and meaning through intellectual and spiritual growth in an environment of respect and trust where each person is known and valued for who they are.

### E.6.2 Program

The Adult RE Program shall provide opportunities for adults from the UUCT congregation and the church's wider community to grow intellectually and spiritually through faith development, faith in action, spiritual practice, and personal growth.

- Faith development includes opportunities to develop personal understanding of truth and meaning by exploring theology, ethics, religion, humanism, the UU principles, and UU history.
- Faith in action provides intellectual and spiritual foundations through the lenses of the seven UU principles, personal faith, and the congregation's mission for understanding social and environmental justice challenges and for initiating individual and collective action.
- Spiritual practice programs support development of personal and communal spiritual disciplines and practices that help individuals connect with the ground of their being, however they understand it.
- Personal growth programs provide education and group support for meeting the challenges of life and for recognizing and developing each person's gifts, and discovering ways for sharing those gifts with the congregation and the community.

### E.6.3 Policies

E.6.3.1 The Adult RE Coordinator, in consultation with the Adult RE Team, shall develop Adult RE Facilitator Guidelines and provide formal and informal training for new facilitators. Guidelines shall address, among other topics, development of behavioral covenants and facilitation approaches that foster intellectually and emotionally safe environments for dialogue and group learning in which all participants are equally respected and heard and each person is known and valued for who they are.

E.6.3.2 Adult RE programs shall be facilitated by at least one person who is a member or supporting friend of the congregation. The Adult RE Team may make exceptions for

a guest facilitator where they are confident that an individual is prepared to facilitate a program in a manner consistent with the Adult RE Facilitator Guidelines.

E.6.3.3 Adult RE programs shall be open to all UUCT members, supporting friends, and visitors and to members of the church's wider community, ages 15 and above.

E.6.3.4 Fees may be charged where a class requires special resources beyond those that can be provided within the limits of the Adult RE budget.

#### E.6.3.4 Coordination

The Adult RE program shall coordinate with, among others,

- the efforts of the Membership Committee to provide faith development opportunities that complement the church's New UU classes;
- the Green Sanctuary and Social Justice Committees' environmental and social justice education and action initiatives; and
- the VP for Church Community's initiatives to provide opportunities for building church community.

## **Section F**

### **Social Justice**

**Committees in this area report to the Vice President for Social Justice**

#### **1. Section F Committee Descriptions**

**Social Justice Committee – No description**

**Racial and Cultural Diversity (RCDC Committee) (currently inactive)**

## **Purpose**

To act on a vision of a Unitarian Universalist faith which supports, and seeks ways to include, a diverse and multicultural global village, and to implement a process (such as the Journey Toward Wholeness) that will help us realize diversity and anti-oppression within our church and to extend our leadership to the broader community.

## **Responsibilities**

Committee members have the following responsibilities:

1. To educate ourselves and our church members by defining and exploring diversity as including racial, cultural, sexual, age, and physical differences.
2. To seek and sponsor activities and programs which encourage a diverse mix within our UU church.
3. To ensure our church's commitment to diversity by monitoring our progress toward wholeness
4. To expand our actions into the local community to be leaders against personal, institutional, economic, and other types of oppression.

*Adopted 6/5/03*

**Green Sanctuary Committee – No description**

**Partnership Church – No description (Inactive)**

**The Shelter Committee – No description**

**TEAM (Tallahassee Equality Action Ministry) – No description (inactive)**

**Muslim Student Group – No description (Inactive)**

**Multicultural Families – No description (Inactive)**

**Harmony Camp – No description**

**Crop Walk, UUSC, and UU-UNO**

## **3. Section F Policies – None**

## **Section G**

### **Facilities and Property**

**Committees in this area report to the Vice President for Management**

## **1. Section G Committee Descriptions**

## **Buildings and Grounds Committee**

### **Purpose**

To oversee short-term capital improvements and on-going maintenance of facilities and grounds.

### **Responsibilities**

1. To review and approve perennial plants to be planted on the UUCT grounds.
2. To review and approve painting and other temporary or minor permanent repairs and changes to the buildings. Persons proposing such changes should consult with people with a stake in the outcome and prepare a proposal to the Committee. Major changes of the appearance of buildings and grounds should be approved by the Board or the Congregation, depending on the scope of the work.

*Adopted 6/5/03*

## **Aesthetics Committee**

### **Purpose**

To assure that elements of harmony and beauty are considered in the planning and design of church facilities and events.

### **Responsibilities**

1. To advise on plantings on the UUCT grounds as approved by the Buildings and Grounds Committee.
2. To advise on painting and other temporary or minor permanent changes to the buildings as approved by the Buildings and Grounds Committee. Persons proposing such changes should consult with people with a stake in the outcome and prepare a proposal to the Committee. Major changes of the appearance of buildings and grounds should be approved by the Board or the Congregation, depending on the scope of the work.
3. The Aesthetics Committee surveys congregational opinions and researches options where major aesthetic issues are concerned. The committee also provides advice on art works and displays to be hung in the sanctuary and other areas of the church that are conspicuously public.

*Adopted 6/5/03*

## **Technology Committee**

### **Purpose**

To provide adequate technology and communications systems to support church programs.

### **Responsibilities**

To anticipate and respond to needs for maintaining, upgrading, and effectively using computers, telephone systems and other electronic media.

*Adopted 6/5/03*

## **Landscaping Committee – No description**

### **2. Section G Policies**

#### **Use of Facilities G.1.0**

##### **G.1.1 Who Can Use the UUCT Facilities?**

The UUCT facilities, the sanctuary, the classrooms, and the grounds are ordinarily reserved for officially sponsored church-related functions. However, we are happy to make these facilities available for use by other approved persons or groups at times that do not conflict with UUCT activities. The church sanctuary, classrooms, and grounds may be used by the public for such purposes as religious gatherings, general meetings, lectures, instructional programs, voting, conferences, weddings, memorial services, and receptions.

*Adopted 8/19/12*

##### **G.1.2 What is the Rental Rate for Facility Use?**

There are four rental rate schedules for renting the UUCT facilities:

1. **Community Rate** – for the general public, including local government.
2. **Non-profit Rate** – for renters providing documentation of their status as a 501(c) non-profit organization.
3. **Sponsored Rate** – for any part of the church's regular ongoing programs, such as:
  - Sunday morning services and youth programs.
  - Special programs sponsored by the church, such as workshops and religious exploration activities.
  - Activities and events to raise funds for UUCT or UUCT programs.
  - Community builder concerts approved by the Music Committee.
  - Interest groups established by and for church members (for example, craft groups, meditation practices, book clubs, or discussion forums).
  - Other groups or events as approved by the Executive Board.
4. **Member Rate** – for renters who are Qualified Members of UUCT, as per the UUCT bylaws.

**Sanctuary Use** (4-hour rental, including setup, the event, and clean-up time)

Event	Community Rate	Non-profit Rate	Sponsored Rate	Member Rate
Wedding or Party	\$300	n/a	n/a	\$150
Wedding Rehearsal	\$50	n/a	n/a	\$25
Memorial Service	\$200	n/a	n/a	Free
Meeting, Training, Concert, Other	\$200	\$100	Free	\$100
Ongoing Meeting or Religious Service	\$130	\$65	Free	\$130
Use of Sanctuary Sound System	\$50	\$50	Free	Free

**Classroom Use** (2-hour rental, including setup, the event, and clean-up time)

Event	Community Rate	Non-profit Rate	Sponsored Rate	Member Rate
Meeting, Training, Concert, Other	\$50	\$25	Free	\$25
Ongoing Meeting or Religious Service	\$50	\$25	Free	\$50

*Adopted 8/19/12*

**G.1.3 How Do I Schedule Use of the Facilities?**

Contact the UUCT Office Administrator. The Office Administrator will try to accommodate requests for use of a specific room, giving preference to regularly scheduled meetings (such as ongoing meetings or religious services). You will need to fill out an *Agreement for Use of Church Facilities* form.

*Adopted 8/19/12.*

**G.1.4 When are the Rental Fee and Agreement Form Due?**

If you are a one-time or short term recurring user, you must turn in a completed *Agreement for Use of Church Facilities* form and pay 25% of the rental fee at least two weeks prior to your event. You must pay the remainder of the rental fee at least one week prior to the event. No portion of the rental fee is refundable. You will also need to provide a \$250 cleaning deposit on a separate check. The cleaning deposit will be refunded provided you follow the instructions contained in the *Agreement for Use of Church Facilities*.

If you are an ongoing user, contact the Office Administrator to arrange a payment schedule. You must turn in a completed *Agreement for Use of Church Facilities* form at least two weeks prior to your first use.

*Adopted 8/19/12*

#### G.1.5 What are My Responsibilities as a Renter?

Your responsibilities are outlined in the *Agreement for Use of Church Facilities* form. If you are an ongoing, non-sponsored user of the facilities, you will need to obtain general liability insurance for your use of the facilities.

*Adopted 8/19/12*

#### G.1.6 Other Information and Frequently Asked Questions

1. Does rental of the sanctuary include use of the kitchen, covered veranda, and Memorial Garden?  
Yes. We ask you to be respectful when planning your event, as the Memorial Garden is a place to honor and remember departed family and friends.
2. Does the rental fee include the services of the minister and music director?  
No. The rental fee only covers the use of the facilities. It does not include whatever the minister or music director might charge, if their services are needed.
3. Can I use the UUCT facilities to raise funds for my group, organization, or cause?  
Yes, if the beneficiary is a non-political entity and you pay the community or non-profit rental rate.
4. Can a UUCT committee or group use the sanctuary for an ad hoc fund raising event such as disaster relief or a fund raising concert?  
Yes. UUCT committees or groups can use the sponsored rental rate for a fund raising event, but all such events must be conducted in accordance with the fundraising policies in Section H.
5. Can a UUCT member use the member rate for an ad hoc fund raising event such as disaster relief or a fund raising concert? Can a UUCT member use the discounted member rental rate to host a meeting for an organization he or she belongs to or supports?  
No. The member rate is intended to apply to personal events, such as a ceremony or celebration, rather than an event affiliated with an organization. Free or reduced facility rental rates for an organization, benefit, or charity are



considered financial support. In keeping with our principles supporting the use of the democratic process, the financial support of our church should be coordinated through the UUCT Social Justice and Fundraising Committees.

6. Can a UUCT member use the member rate for the memorial service of a friend or family member?

Yes. Memorial services for friends or family of a member qualify for the member rate.

7. What are the seating capacities and amenities for the various rooms?

Contact the Office Administrator or visit the UUCT webpage.

8. I'm a member and I'd like to start an interest group at church. What do I do?

Contact the Office Administrator and find a time that is convenient and a space that is available. So long as the interest group is primarily made up by and for church members, it is a sponsored activity (with no rental fee). If and when you invite non-members into the group, you will either need to start paying the appropriate rental fee or have the Executive Board recognize your group as providing outreach for the congregation and approve its continued use of the sponsor rate.

9. What is the difference between an ongoing use and a short term recurring use?

An ongoing use is indefinite in length, with no set end point for the rental. A short term recurring use like a workshop series or study course has a pre-determined length. A short term recurring use is treated like a single one-time event for purposes of insurance and other policies, but a separate rental fee applies for each individual use of the facilities. For example, a renter intending to host a five-week course taught on Thursday evenings would not have to obtain his or her own general liability coverage, but the renter would have to pay rental fees for five evenings.

*Adopted 8/19/12*

## **Use of Equipment G.2.0**

### **G.2.1 Use of Equipment**

The facilities and equipment of Unitarian Universalist Church of Tallahassee are meant primarily for use by church members to serve the purposes of church organizations and church ministries. In order to be good stewards and to obtain the maximum life expectancy for our church-owned equipment, we do not permit the loan of church equipment to outside organizations or to individuals (including members, friends, and staff) for personal or other non-church-related use outside the church facility and grounds.

For church-sponsored activities, the following policies apply:

1. Certain equipment is reserved specifically for on-campus use and should not be removed from church buildings and grounds. Equipment reserved for campus use includes:

- a. Music, sound, and lighting equipment
- b. Worship equipment and furnishings (chalice, chalice stands, worship tables)
- c. Office equipment, including computers, printers, fax machines, telephones, etc.
- d. Audio-visual equipment (TVs, VCRs, projectors, etc.)
- e. Custodial equipment
- f. Other equipment designated by Board action upon recommendation of the Vice President for Management

2. Other portable equipment (including chairs, tables, coffeepots, etc.,) may be borrowed for church-sponsored activities off-campus. Requests for equipment for church-related activities will be handled by the Church office and fulfilled on a first-come, first-served basis. The Church office may refer any request to the Vice President for Management if there is a question. Borrowed equipment should be returned to the church in the same condition as when borrowed, and within three days (ordinarily no later than 10AM Sunday) after the event.

2. Special church-wide events such as worship services off-site may qualify as exceptions to the above general rules, and must be approved by the Vice President for Management.

*Adopted 6/5/03*

### **Other Policies G.3.0**

#### **G.3.1 Pets on the Grounds**

Pets capable of frightening or injuring people are not allowed at church on Sunday, or other occasions when large groups of people are present. Exceptions may be made for special occasions.

*Adopted 6/5/03*

#### **G.3.2 Sanctuary Set-up for Sunday Services**

A volunteer will be designated as Sunday Set-up Coordinator. The Coordinator is responsible for soliciting set-up helpers and for scheduling the helpers for setting up the sanctuary for Sunday services. Two or three helpers are needed each week.

*Adopted 7/30/06; Revised 5/19/2013*

### G.3.3 Sales of Items on Church Grounds

1. The sale of political items is prohibited.
2. Performers and speakers at a church service, event or community builder concert may sell goods (e.g. CD's and books) as a part of their compensation.
3. Items may not be sold by members, friends, or visitors for personal benefit, except as a part of an approved fundraiser or under the conditions described in #2.
4. The sale of goods and services by commercial vendors is prohibited, except as a part of an approved fundraiser.
5. Children may sell goods in support of an organization to which they belong, under the supervision of a parent or guardian
6. Event tickets for organizations/groups renting church facilities for that event may be sold with prior approval of the Vice President of Management.

*Adopted 5/17/09*

### G.3.4 Keys to Church Facilities

Each member of the Executive Board will receive a copy of keys to the sanctuary and to the church office at the beginning of his or her term of office, and will hand over the keys to his or her successor upon completing the term or resigning from the office. The Board may permit other persons to hold keys upon payment of a key duplicating fee, and records of names and addresses of all key holders should be maintained by the Office Administrator. A duplicate of all keys will be maintained in the church office.

*Adopted 6/05/03; Revised and renumbered 8/19/12*

## **Memorial Garden Policies G.4.0**

### G.4.1 Purpose

The primary purpose of the Memorial Garden at the Unitarian Universalist Church of Tallahassee is to provide a record of deceased members of the church, as well as a place to memorialize or honor other family and friends. A secondary purpose is to provide a place for serene contemplation.

*Adopted 11/26/06*

### G.4.2 Memorial Garden Committee

The Board will establish a Memorial Garden Sub-Committee consisting of no less than three and no more than seven members. Consistent with the Bylaws, the Chair of the Committee shall be appointed by the Board. The Memorial Garden

Committee shall be a subcommittee of the Buildings and Grounds Committee. The Memorial Garden Committee shall be responsible for approving applications for engraved plaques and pavers, for assuring that the garden is kept in good condition, and for maintaining a record of plaques and engraved pavers that have been purchased, the names of those whose ashes are scattered there, and the names of all who donate to the Memorial Garden.

*Adopted 11/26/06*

#### G.4.3 Design of the Memorial Garden

The Memorial Garden is located in the wooded area north of the sanctuary and was designed by Frank Douglas, Landscape Designer with Tallahassee Nurseries, Inc. The masonry work was done by Bob Hayes of Hayes Masonry Contractors, Inc. Construction of the Memorial Garden was begun in the fall of 2006 and made possible by a generous donation from a donor member. The garden is wheelchair accessible and the plants were selected that are native or semi-native to the area and hardy for north Florida climate.

*Adopted 11/26/06*

#### G.4.4 Eligibility for Placement of Plaques on the Memorial Wall

The Memorial Wall is designed for the placement of cast bronze plaques that display the names of deceased members of the church. Any member, friend or non-member may pay for a cast bronze plaque to be placed on the wall, but the name on the plaque must be that of a deceased person who was a member of UUCT at the time of death. The Memorial Garden Committee, in consultation with the Membership Committee and the Board, will determine eligibility. The Board may grant a waiver of this policy in special situations. Members and friends are invited to donate plaques for former members long-deceased who founded or helped develop UUCT in its early years.

*Adopted 11/26/06*

#### G.4.5 Cast Bronze Plaques

Cast bronze plaques will be 3” x 6”, and lettering on the plaques may be no less than one-quarter inch high. The usual configuration is to place the deceased person’s name on the top line and the dates of birth and death, or date of death only, on the second line. However, three lines are allowed on the cast bronze plaques. No more than one person’s name may be on a plaque. No titles, degrees, symbols or logos may be assigned to the name line or placed on the plaque. The Memorial Garden Committee will decide placement of the plaques on the Memorial Wall. Applications for a plaque will be made on the application form supplied by the Memorial Garden Committee and the application form will include an “inscription verification” section for review and signed approval by the

person paying for the plaque before the order is placed for purchase. The Memorial Garden Committee shall establish the price to be charged for the cast bronze plaques.

*Adopted 11/26/06*

#### G.4.6 Brick Pavers

An area in the Memorial Garden will have brick pavers, which may be purchased for engraving as a memorial in memory of a deceased person; in honor of a living person or event (birth, graduation, etc.); or just in support of the Garden. Any member or friend of the church may purchase a brick to be engraved. Bricks honoring pets, living or dead, are not allowed. Engraved bricks are 4” x 8”. Three lines may be engraved on the 4 x 8 brick, up to a maximum of 18 characters per line. Engraved bricks will be sold to help raise money to support the establishment and upkeep of the Memorial Garden. Applications for an engraved brick paver will be made on the application form supplied by the Memorial Garden Committee and the application form will include an “inscription verification” section for review and signed approval by the person paying for the plaque before the order is placed for purchase. The Memorial Garden Committee shall establish the price to be charged for sale of the brick pavers. To receive the multiple price breaks, orders for more than one brick must be placed at the same time.

*Adopted 11/26/06*

#### G.4.7 Scattering of Ashes and Storage or Burial of Urns

If requested by the family of the deceased, ashes may be scattered in the Memorial Garden as part of a memorial service or may be scattered by an individual family member alone. Permission must be obtained from the Memorial Garden Committee for the scattering of ashes, and arrangements made with the Minister if the scattering of ashes is to be part of a memorial service. Urns or vials containing cremains may not be buried in the Memorial Garden or stored in church buildings or on church grounds.

*Adopted 11/26/06; Revised 9/23/07*

#### G.4.8 Special Garden Features

Once the initial Memorial Garden is completed, the placement of other special features in the Garden such as memorial rocks, statues, birdbaths, additional benches or other similar items must be approved by the Memorial Garden and the Buildings and Grounds Committees. The entire cost of any such new feature, including shipping and removal or replacement of plants if needed to make a place for the new feature, shall be borne by the person donating the item. The Memorial Garden Committee will discuss possible locations for placement of the item with the chair of the Buildings and Grounds Committee and the person

ordering the new item, but the Memorial Garden Committee shall make the final decision on placement.

*Adopted 11/26/06*

#### G.4.9 Memorial Garden Book

A Memorial Garden Book shall be purchased and maintained by a member of the Memorial Garden Committee. The Memorial Garden Book shall contain a record of the history of the Garden, the names of donors to the establishment and maintenance of the Garden, and the names of people who are memorialized or honored in the Garden or whose ashes are strewn in the Garden.

*Adopted 11/26/06; Revised 5/19/2013*

## **Section H**

### **Finance and Fiscal Management**

#### **Committees in this area report to the Vice President for Finance**

#### **1. Section H Committee Descriptions**

##### **Finance Committee**

##### **Purpose**

To oversee the management of the church's financial resources, under the general direction and oversight of the Board, and with the help of the Church Treasurer and Assistant Treasurers.

##### **Composition of the Finance Committee**

1. Any member or friend of the congregation may serve on the Finance Committee, and an annual invitation for volunteers shall be issued in The Meridian.
2. The Finance Committee shall be composed of no less than six and no more than 10 people.
3. The Vice President for Finance shall serve as the chair of the Finance Committee and is counted as a member for meeting the minimum membership requirement.

4. The Treasurer is automatically a member of the Finance Committee and is also counted as a member for meeting the minimum membership requirement.
5. The Assistant Treasurer and Collecting Treasurer are also members of the Finance Committee and counted toward the membership requirement.
6. The President Elect is automatically a voting member of the Finance Committee, and counts as a member for meeting the minimum membership requirement.
7. A quorum shall be three members.
8. The Finance Committee shall meet at least nine times during the fiscal year, preferably monthly, at a place and time mutually agreed-upon by the members of the Committee.

### **Responsibilities**

1. Monitor, record and report the church's financial affairs, which include income and expenses for all funds, pledge payments, and pass-through accounts. Reports shall be made monthly to the Board, and periodically to the congregation in the church's newsletter, The Meridian, or by way of handouts or mailings. A complete financial report shall be given to the congregation within 60 days after the end of each fiscal year.
2. Prepare the annual budget, with input from the Board and committee chairs, for review and approval by the Board and final adoption by the congregation.
3. Solicit, collect and oversee church funds in accordance with approved policies and procedures.
4. Conduct an annual canvass.
5. Review and recommend for approval all fund raising events conducted in the name of the church.
6. Assure that the church has sufficient property and liability insurance for congregational personnel and facilities.
7. Provide oversight to the Canvass, Endowment, Fundraising, Planned Giving and Capital Campaign Committees.
8. Prepare policies and procedures for adoption by the Board on matters of fiscal policy.
9. Annually review and update signatories for all of the church's financial accounts. The Secretary of the Executive Board is responsible for maintaining the signatory and key-holder list for the church's safe-deposit box.

*Bylaws Article VI.C*

*Adopted 6/5/03; Revised 9/23/07; 5/19/2013*

### **Fundraising Committee/Fundraising Coordinator**

## **Purpose**

The purpose of the Fundraising Committee is to encourage, coordinate, sponsor or conduct special projects to raise money in support of church programs. Ideally, fundraising should focus on raising money for major one-time purchases for church programs, and other special non-recurring expenditure items. However, if pledge income and other recurring income for the Operating Budget does not cover annual operating expenses, fundraising may, of necessity, concentrate on projects needed to supplement pledge income for the Operating Budget. However, fundraising may not be conducted to raise money for staff salaries and benefits. Planning and implementation of Share-the-Plate programs and fundraising events for social justice causes fall under the responsibility of the Vice President for Social Justice. The Chair of the Fundraising Committee shall be a voting member of the Finance Committee. If there is no formal Fundraising Committee, the responsibilities described herein will be carried out by a Fundraising Coordinator. In the absence of a Fundraising Coordinator, the VP for Finance and the Finance Committee will be responsible for coordinating fundraising activities.

## **Responsibilities**

1. Participate in the development of the fundraising request forms and the procedures established in the Calendar for Budget Development that relate to fundraising. The Chair (or Coordinator) will also participate in budget planning meetings where fundraising activities are on the agenda.
2. Assist the VP for Finance in compiling fundraising request forms after they have been returned, and prepare draft of the final list of fundraisers for approval by the Finance Committee and the Board according to the procedures and timeline established in the annual Calendar for Budget Development.
3. Prepare a yearlong calendar, including those events submitted by the VP for Social Justice of fundraising events for social justice causes, showing all approved fundraisers, and distribute the calendar as soon as possible after the beginning of the new fiscal year to the Minister, staff, Executive Board, and the Program Budget Council.
4. Assure that all fundraisers:
  - a. Are related to and support the purpose and mission of the church;
  - b. Are consistent with the goals and strategies of the Strategic Plan;
  - c. Are coordinated and appropriately spaced throughout the fiscal year to avoid conflicts and over-scheduling in any particular month; and
  - d. Clearly identify the purpose and program to which donations will be applied and ensure that the donations will be used for the sole purpose for which they were raised.



5. If requested, assist other committee chairs and committee members in the planning and implementation of their specific events.
6. Plan and conduct special fundraising events such as a yard sale, auction, etc., if these are needed to supplement pledge and other recurring income for the Operating Budget.
7. Provide receipts to donors when appropriate or requested.
8. Comply with all applicable state and federal laws dealing with gifts, bequests and donations to churches and other non-profit groups, and assure that donors understand that the church cannot be used as a funnel to make contributions through it for non-church related purposes.
9. On an ongoing basis, inform members of the congregation about funds and fundraisers and other opportunities for giving.

*Adopted 10/20/04; Revised 9/23/07; 1/25/09; 5/19/2013*

## **Endowment Committee**

### **Purpose**

To manage and administer the monies in the Endowment Fund.

### **Composition**

1. The Endowment Committee shall consist of three members appointed for three-year staggered terms. The incoming member shall be appointed at the beginning of the calendar year. A member of the Committee may serve no more than two consecutive terms, except for a member who has served for fewer than two years as an interim appointment.
2. Members of the Committee shall be appointed by the Executive Board from a list of candidates prepared by the Finance Committee.
3. The Committee shall elect its own chair annually.
4. The chair of the Endowment Committee or at least one member of the Endowment Committee shall also be a member of the Finance Committee.
5. Should it become necessary to restructure the Committee, the Executive Board will follow procedures outlined in the UUCT Bylaws.

### **Responsibilities**

The Endowment Committee is empowered to manage the endowment fund of the church, subject to the general oversight provided for in these policies. The Committee shall have the authority to invest endowment funds, including authority to purchase and sell stocks, bonds, mutual funds, and other similar financial instruments. All buy and sell orders for endowment funds shall be

reviewed by and approved by the Finance Committee, except for those that are part of a budget which has been approved by the congregation, such as utilization of the interest on the Hazel Richards Fund for Mountain scholarships. It shall not engage in real estate investments. The Committee members shall endeavor to be prudent investors and shall at all times be aware of church plans and policies that might impact or influence their choice of investment instruments. The President and the Vice President for Finance shall be responsible for informing the Endowment Committee of any such plans, and shall meet as needed with the Committee to discuss long range plans that might affect Committee decisions.

*Bylaws Article VI.D.2.*

*Adopted 6/3/04; Revised 9/23/07; 06/13/10*

**Planned Giving Committee – No description**

**Canvass Committee – No description**

**Capital Campaign Committee – No description**

**2. Section H Policies**

**Fiscal Management and Accounting Policies H.1.0**

**H.1.1 General Finance and Accounting Policies**

1. The Finance Committee shall be responsible for the selection and maintenance of an appropriate software program for use by the church.
2. The church shall have and follow an annual budget, which is approved by the Finance Committee and the Board, and adopted by the congregation.
3. All entries in the account books shall be supported by the documentation that gave rise to the transaction.
4. All accounts shall be kept current and balanced monthly.
5. Access to the accounting records and fiscal management software shall be limited to persons who have designated responsibilities for these records and data. Security of data shall be maintained.
6. Membership and financial data shall be backed up on a regular basis.
7. At least once every four years, and always when a new Treasurer takes office, a financial management review of the books shall be conducted by an accountant, a bookkeeper or an experienced church member who is knowledgeable about church finances.

*Adopted 6/5/03. Revised 10/20/04; 9/23/07; 5/19/2013*

### H.1.2 Budgeting

1. Committees are responsible for developing their budget requests under the oversight of the Board member responsible for that committee.
2. Budget requests from Board members, staff, and committee chairs shall be submitted to the Finance Committee in a timely manner for review and possible inclusion in the Asking Budget.
3. Budget requests shall be consistent with the church's long-range plan for growth and development (The Strategic Plan, when such a plan is in effect), and should include substantiation of need.
4. The Finance Committee shall prepare a projection of income for the coming year for review by the Board before expenditure budgets are approved.
5. New programs, particularly those that require an increase in personnel or personnel hours, shall be thoroughly explained and justified.

*Adopted 6/5/03; Revised 9/23/07*

### H.1.3 Petty Cash

1. The Office Administrator shall be responsible for the petty cash fund, and shall maintain receipts and documentation of all expenditures against the fund.
2. The VP for Management will provide oversight and approve requisitions for additional petty cash funds.
3. Upon request and receipt of an approved requisition, the Treasurer is authorized to issue a check to the Office Administrator for the petty cash fund in an amount not to exceed \$50.00.
4. A member of the Finance Committee shall periodically count and review the petty cash fund to assure that it is being managed appropriately.
5. Petty cash funds may not be used for cash advances against salary.

*Adopted 6/5/03*

### H.1.4 Bank and Brokerage Accounts

1. The Board shall authorize all bank or brokerage accounts opened in the name of the church.
2. The Treasurer and/or the Assistant Treasurer shall reconcile monthly all accounts that hold the funds of the church. If a separate bank account is established for a special project, such as a Capital Improvement Project, then the person designated as treasurer for that account shall be responsible for the monthly reconciliation, and shall make monthly, but no less than quarterly, reports to the Finance Committee for review and approval.
3. At least three people shall be authorized to sign checks against the bank account that holds the operating funds. Most checks should be signed by the Treasurer, and signed by one of the other three only in case of inability or absence of the Treasurer. The three persons designated should be the Treasurer, Assistant Treasurer, and the VP for Finance or a member of the Finance Committee.

4. Copies of the account statements from the firms that hold the church's endowment funds shall be sent to and reviewed by the members of the Endowment Fund Committee, along with the Vice President for Finance, and others with a need to know. Sales of stocks and fixed equities in an account shall only be made in accordance with the policies established for the Endowment Fund Committee.
5. Because of the necessity to have someone available at all times to sell donated stock and to transfer funds if needed, three persons shall be authorized signatories on the brokerage account where donated stock is received. Ordinarily, these people shall be the Treasurer, the Assistant Treasurer, and the Vice President for Finance or a member of the Finance Committee.
6. Statements from brokerage accounts shall be sent to the Treasurer, the Assistant Treasurer, and the Vice President for Finance, who shall review them for accuracy and assure that accrued interest is appropriately allocated to each fund in the account, as appropriate.

*Adopted 6/5/03. Revised 11/06/03; Revised 9/23/07; 06/13/10*

#### H.1.5 Pledge and Non-Pledge Contributions by Cash or Check

1. Two persons working together in the same room shall count the offering and other collections. One of the persons counting the money should be a member of the Finance Committee if at all possible. Both shall initial a written form noting the amounts received in cash and the number of checks. The form along with the cash and checks shall be delivered to the Collecting Treasurer for deposit and other appropriate action. The information entered on the form shall also be entered and initialed on the attendance record form, which is kept in a notebook in the sanctuary.
2. As soon as reasonably possible, the Collecting Treasurer shall prepare the bank deposit from the Sunday collection, along with a written Collection Report designating the various accounts and/or funds to which the monies should be allocated. Duplicates of the deposit slip and collection report shall be given to the Treasurer.
3. The Collecting Treasurer shall send statements at least annually to all persons who make a pledge or a donation in support of the church. These reports shall include non-pledge contributions and donations to other causes, in addition to the record of pledge payments.
4. Donors of single contributions of \$250 or more (other than pledge payments) shall receive a special letter of acknowledgement to meet IRS requirements. The Collecting Treasurer shall notify the VP for Finance or the Board President to assure that a letter is sent in a timely manner. The Collecting Treasurer shall

assure that the Treasurer is also informed about the donation so it can be attributed to the correct program or fund.

5. To meet IRS requirements, the letter of acknowledgement shall be on church letterhead and shall indicate the date of receipt, the amount, the fund or cause that is the recipient, and whether the full amount is considered a donation or if any goods or services have been received that might reduce the amount.
6. The church shall not return undesignated contributions to donors who make such a request. If extenuating circumstances indicate that it is best to make such a return, the Vice President for Finance shall notify the donor in writing that they will need to file an amended tax return if they claimed a charitable deduction in a prior year, and shall also notify the IRS in order to avoid the potential penalty for “aiding and abetting” a taxpayer in the substantial underpayment of taxes.

*Adopted 6/5/03. Revised 8/28/05; Revised 9/23/07; 5/19/2013*

#### H.1.6 Non-Cash Contributions

1. The Board at its discretion may accept contributions of non-cash property. If the Board accepts the contribution, the President or his/her designee shall notify the VP for Finance who shall assure that a written acknowledgement is sent to the donor describing the gifted property but not stating a value if the non-cash gift has an estimated value of \$250 or more but less than \$500.
2. Non-cash property gifts with an estimated value under \$250 should be acknowledged if the donor requests it.
3. If the non-cash property has an estimated value of \$500 or more, the church shall provide a copy of IRS Form 8283 to the donor, along with the written acknowledgement letter.
4. Many people make gifts of self through donated hours of service to the church. In a spirit of shared ministry, this gift of time is gratefully accepted but cannot be acknowledged by the church as a contribution. However, the Board and committee chairs should assure that all volunteers are informed that they may deduct shared ministry-related mileage (at the current year’s IRS standard mileage rate for the use of vehicle in service of charitable organizations) and other out-of-pocket ministry-related expenses on their personal tax return as a charitable contribution if they itemize.
5. Future interest in annuity and life income gifts should be properly noted and recorded by the Treasurer and the Vice President for Finance, but need not be carried on the books as an asset until realized.
6. Upon request, donors of non-cash items for a church fundraiser such as a yard sale or an auction shall be given a receipt showing the name of the church, the date the goods were received, and a description of the items in generic terms, but not indicating a value.

*Bylaws Article VIII.B.*

*Adopted 6/5/03*

#### H.1.7 Directed Donations

Self-directing of gifts by a donor or earmarking a particular individual or family to receive a gift by a donor is not allowed. This applies both to cash and non-cash donations.

*Adopted 6/5/03; Revised 9/23/07*

#### H.1.8 Donations of Stock or Mutual Funds

1. Persons who wish to make a gift to the church of equities or mutual funds should notify the Vice-president for Finance or a designee and indicate the name of the stock and the expected date of transfer. The VP for Finance or a designee shall provide the donor with the name and account number of the church's brokerage account where the stock will be received.
2. It is the responsibility of the VP for Finance or his/her designee to track and verify the receipt of the stock into the church's brokerage account, and to provide to the donor a letter indicating the date the stock was received, the name of the stock, and the number of shares. The VP for Finance or his/her designee shall also assure that the stock is sold as soon as possible after it is received into the church's brokerage account.
3. The amount actually received from the sale of the stock, before commission, and as reflected on the monthly brokerage account statement, is the amount that shall be credited to the donor either in fulfillment of a pledge or as a donation to the church for some other purpose. The broker and commission fees shall be paid by the church and charged to the appropriate line item in the budget if the stock has been transferred to the church's brokerage account. If the stock is transferred to a brokerage firm other than the one used by the church for this purpose, then the donor shall be responsible for payment of the broker's fees and commission.

*Adopted 6/5/03; Revised 9/23/07*

#### H.1.9 Accounts Payable

1. There must be a bill, invoice, statement, reimbursement request, or authorization for payment for every check written. These should be available for comparison with the cancelled checks on an occasional basis. No checks should be signed without documentation of the expense, and the expense should be consistent with the categories established in the church budget.
2. Two signatures are required on reimbursement request forms and on authorization for payment forms. Committee chairs shall sign the form for any expenditure made for their committee or program, and shall also obtain the signature of the Board member who provides oversight for that committee or program. A member of the committee may make a purchase

- for the committee, but the chair is still responsible for signing the reimbursement request form and obtaining the Board person's signature. Receipts must be attached to the reimbursement request form.
3. Board members are responsible for assuring that spending is within budgeted amounts for the committees and programs over which they have oversight.
  4. When the Board member who has oversight for an area is not available for authorizing an expense, the President, or in the President's absence the President-Elect or the VP for Finance, may determine the appropriateness of the expense and authorize its payment or reimbursement.
  5. Religious Exploration expenses of \$75.00 or under require only the signature of the Director of Religious Exploration, the Chair of the RE Committee, or the VP for RE. Expenses over \$75.00 require two signatures from among the DRE, the RE Chair, or the VP for RE.
  6. No authorized signatory to a church bank or brokerage account may sign a check made out to him/herself without a co-signer.
  7. Checks of \$2000 or more from the operating fund shall have two signers, unless the check is for salary, in which case one signature is allowed.

*Adopted 6/5/03. Revised 11/06/03; Revised 9/23/07; 06/13/10*

#### H.1.10 Purchasing

1. Competitive bids shall be required before the purchase of a major service or property item whose value exceeds \$3,000. Good faith effort shall be made to obtain three written bids and the results compiled for ease of review. If fewer than three bids are obtained or received, a written explanation shall be prepared to accompany the purchase recommendation.
2. Competitive bids and contracts for purchase of major services or property items costing \$3,000 or more shall be reviewed by the Finance Committee and approved by the Board before the bid is awarded or the contract is signed. Contracts under \$3,000 may be approved and signed by the Vice President with oversight for the area.
3. If an order is granted to a company other than the lowest bidder, the reason for making the decision should be documented and included in the Board minutes.
4. It is against the policy and values of UUCT to show favoritism to particular contractors based on criteria other than demonstrated ability to do work of adequate quality in conformance with relevant regulations, building codes, licensing requirements, insurance requirements, etc., in advertising for proposals and bids. The effort expended to make the bidding process inclusive should be proportional to the amount of money involved.
5. Purchases by committee members, committee chairs, or members of the Board should be made in the name of the church to avoid the payment of

sales tax. If frequent purchases are made from the same vendor, it is advisable to provide the vendor with a copy of the church's tax exempt certificate and to establish an account to which purchases may be charged tax-free. Otherwise, the purchaser should obtain a check from the church Treasurer for the amount of the purchase and carry it, along with a copy of the tax exempt certificate to the vendor.

6. The Finance Committee shall review requests for any credit cards to be issued in the name of the church and shall recommend to the Board approval or disapproval, and which employee(s) or church members shall have usage of the card for church related purchases. The Board shall make the final decision.
7. The Treasurer shall notify the VP for Finance or the Board if a problem with use of the credit cards is noticed, such as excessive usage or purchase of inappropriate items.

*Adopted 6/5/03; Revised 9/23/07; 5/19/2013*

#### H.1.11 Payroll

1. Church employees, including the minister, who are paid (including paid vacation and other non-worked paid time) for one thousand or more hours per year, who are at least 21 years of age, and who have at least one year of service with UUCT or another UU church, shall be eligible to participate in the UUA Pension Plan.
2. Following recommended UUA guidelines, the retirement contribution made by UUCT shall be 10% of salary. Employees who wish to do so may make additional voluntary contributions up to the maximum of 25% of taxable earnings.
3. Employee payroll tax withholdings and employee FICA matching shall be disbursed to the IRS on a timely basis.
4. Payroll taxes should be properly accrued in the liability account when payroll is paid.
5. Quarterly employer payroll tax filings (Form 941) shall be properly completed and submitted on a timely basis.
6. Year-end employee earnings Form W-2's shall be properly completed and given to employees on a timely basis.
7. A Form 1099-MISC shall be filed for each unincorporated individual or company to whom the church pays an aggregate of \$600 or more in any calendar year for commissions, fees or other compensation paid to non-employees.

*Adopted 6/5/03*

#### H.1.12 Payment of Guest Speakers and Musicians



While it is customary to offer a fee to guest speakers and musicians, the decision to offer a fee and the amount of the fee shall be made by the responsible committee. Committees shall not exceed their budgets. Members and friends of the church will be asked to volunteer their talents as a service to the church and in the spirit of shared ministry.

*Adopted 6/5/03; Revised 5/19/2013*

#### H.1.13 Over-expenditures and Transfers in Operating Budget

The congregation approves major budget category amounts. An expenditure that would result in overspending a major budget category by 10% or less may be approved by the Executive Board upon recommendation of the Finance Committee. A change that exceeds 10% of the approved amount of a major category or that would result in a total budget that exceeds the budgeted income must be approved by the congregation.

Over-expenditures of 10% or less of a line item within a major budget category are allowed, provided the overall major category amount is not exceeded. If more than 10% over-expenditure of a line item is anticipated, money may be transferred in the detailed budget between line items within a major budget category if the following conditions are met:

- The transfer does not result in the major budget category being overspent;
- The transfer has been recommended by the appropriate staff person or committee chair, endorsed by the Finance Committee and the Vice President responsible for that area, and approved by the Board.

The Vice President for Finance shall assure that the Treasurer, Assistant Treasurer and Collecting Treasurer are informed of any approved changes.

*Adopted 11/06/03*

#### H.1.14 Accountable Reimbursement Plan for Professional Expenses

1. Any employee (as defined below) now or hereafter employed by the Church shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the Church, if the following conditions are satisfied:

- (a) Money has been budgeted for the employee for “Professional Expenses” in the annual budget;
- (b) The expenses are reasonable in amount;
- (c) The employee documents the amount, date, place, business purpose (and in the case of entertainment expenses, the business relationship of the person or persons entertained) of each such expense with the same kind of

- documentary evidence as would be required to support a deduction of the expense on the employee's federal tax return;
- (d) The employee substantiates such expenses by providing the church treasurer with an accounting of such expenses no less frequently than monthly. In no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by an employee.
  - (e) Examples of reimbursable business expenses include local transportation (does not include commuting to and from work), overnight travel (including lodging and meals), business-related entertainment, books and subscriptions, education, vestments, and professional dues.
  - (f) Under no circumstances will the church reimburse an employee for business or professional expenses incurred on behalf of the church that are not properly substantiated according to this policy. Church and staff understand that this requirement is necessary to prevent the church's reimbursement plan from being classified as a non-accountable plan.
2. Any church reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee pursuant to this policy must be returned to the church within 120 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.
  3. An employee's business expense reimbursements must come out of the employer's funds budgeted for this purpose and not by reducing the employee's salary.
  4. The church will not reimburse cellular phone or personal computer expenses of any employee who is treated as an employee for federal income tax reporting purposes unless the employee's use of a cellular phone or personal computer (each referred to below as "equipment") meets the following tests:
    - (a) Convenience of the employer. Use of the equipment must be "for the convenience of the employer". This means that the employee cannot perform his or her job without the equipment. The fact that the equipment enables an employee to perform his or her work more easily and efficiently is not enough. Further, it must be demonstrated that computers and telephones available at the church are insufficient to enable the employee to properly perform his or her job.
    - (b) Condition of employment. Use of the equipment must be required as a "condition of employment." Simply stating that the equipment is a condition of employment is not sufficient to justify the purchase as a legitimate business expense without further verification of actual working conditions.
    - (c) Cellular phones, computers (and computer peripheral equipment), and automobiles are defined by the tax code as "listed property". In order to substantiate a business expense for the use of any of these items, the employee must prove (1) the amount of the expense; (2) the business use

percentage, i.e. the percentage of total use of the listed property for the year that consisted of business use; (3) the date of the expense; and (4) business purpose.

(d) Any equipment purchased by an employee and reimbursed under these conditions shall remain the property of the church for the duration of its useful life, or for as long as it has some appreciable residual value to the church. In making that determination, the church will take into account (1) the purchase price paid/reimbursed by the church; (2) the “useful life” of the property; (3) the date of purchase; and (4) the residual value of the property at the time the minister or employee is leaving his or her employment with the church.

5. The church will not include in an employee’s W-2 form the amount of any business or professional expense substantiated and reimbursed according to this policy, and the employee should not report the amount of any such reimbursement as income on Form 1040.
6. All receipts and other documentary evidence used by an employee to substantiate business and professional expenses reimbursed under this policy will be retained by the church.
7. For purposes of this policy, the term “employee” shall include the following persons: Minister, Assistant or Associate Minister, Interim Minister, Director of Religious Exploration, Director of Music, Office Administrator, Campus Ministry Coordinator, Nursery Worker and any other person hired by the church who is treated as an employee for federal income tax reporting requirements, i.e. issued a W-2 for wages earned.

*Adopted 02/05/06*

#### H.1.15 Health Reimbursement Arrangement

1. The church may establish a Health Reimbursement Arrangement (HRA) plan, which will provide for reimbursement of medical expenses of an employee and the employee’s dependents. This plan is funded solely by the employer and not through salary reduction, and distribution of HRA funds to pay an employee’s medical expenses is considered a nontaxable fringe benefit. The term “employee” does not include a self-employed individual.
2. If an HRA Plan is established by the church, it shall establish annually a maximum dollar amount for reimbursement for each employee enrolled in the plan for a given fiscal year. Unused funds from a given fiscal year do not carry over to the following year.
3. Employees may not elect cash or any benefit other than reimbursement of allowable medical expenses under the church’s HRA.
4. Qualifying medical expenses include: health insurance premiums; primary care physician office visits; specialist office visits; adult and pediatric preventive care (e.g. routine physical exams, immunizations; routine OB/GYN exams,

mammograms); emergency room services; spinal manipulations; physical medicine; speech and occupational therapy; allergy extracts and injections; ambulance; assisted fertilization procedures; dental services; diagnostic services (e.g. MRI, CAT Scan, PET scan, etc); durable medical equipment, orthotics and prosthetics; interal formulae; home infusion therapy; home health care; hospice; inpatient and outpatient hospital services; infertility counseling, testing and treatment; maternity services; medical/surgical expenses; inpatient and outpatient mental health and substance abuse services; private duty nursing; respiratory therapy; skilled nursing facility care; therapy services (cardiac rehab, infusion therapy, chemotherapy, radiation therapy and dialysis); transplant services; optometry and ophthalmology services; eyeglasses; and prescription drugs.

5. Each request for reimbursement must be submitted on the church-provided form and substantiated by a receipt. No reimbursements can be made for prior fiscal year medical expenses, before the effective date of the plan or before the employee was first enrolled in the plan.
6. This is a reimbursement plan and payments may not be made in advance of medical treatment or service.
7. When an employee resigns, retires or leaves his/her position with the church for whatever reason, reimbursements for medical expenses under the HRA will cease. Any medical expenses incurred prior to the effective date of the resignation, retirement or leaving shall be paid as soon as reasonably possible if verified as an eligible expense and provided that the request for reimbursement is submitted within a month of leaving and funds are available. Any unused funds remaining after that time will revert to UUCT and will no longer be available to the employee.
8. The establishment of this Health Reimbursement Arrangement plan for UUCT employees became effective July 1, 2006, but was discontinued effective with the 2013-14 fiscal year.

*Adopted 7/30/06; Revised 06/13/10; 5/19/2013*

#### H.1.16 Prior Year Pledges

1. Prior year pledges received after July 1 shall be used first to cover any end-of-year deficit in the prior year budget, and then may be used to cover expenses in the current budget if there is a cash-flow shortage. All prior year pledges received between July 1 and December 31 shall be placed in a budget line item titled "Prior Year Pledges". Utilization of monies in this fund will be subject to the approval of the Finance Committee.
2. On January 1, any remaining prior year pledge funds will be transferred to the Reserve Fund and will become subject to the existing rules regarding utilization of the Reserve Fund.

*Adopted 9/23/07; 06/13/10*

### H.1.17 Establishing Special Funds

1. The recommendation for establishing a special fund should come from the Board member who has oversight for the area; the appropriate director or coordinator if it is a staffed program, and the committee chair if there is one. The recommendation should first be presented to the Finance Committee and if approved at that level, then a joint recommendation is made to the full Board. The Board must approve all funds.
2. Funds are handled through existing UUCT bank or brokerage accounts. They are not held in a separate bank account; rather they are established internally on the church books. Income to the fund goes through the Collecting Treasurer, for deposit into the church's operating account, earmarked for the fund. Expenses are made by checks written by the Treasurer, after proper authorization or reimbursement request by the staff person or the chair of the appropriate committee, if there is one, and signed off by the Vice President for that area.
3. Special funds are usually established to achieve a specific one-time goal, such as purchase of a new piano or to buy and install solar panels for the church. However, this does not preclude the establishment of an on-going fund if justified.
4. All funds shall have a description in the Manual of Policies and Procedures. The person or persons requesting establishment of the fund, or those with oversight for the fund, should provide a description of the fund for review first by the Finance Committee and then adoption by the Board and inclusion in the Manual of Policies and Procedures. The description should include (a) Overall Purpose of the Fund; (b) Sources of Income; and (c) Approvable and Non-approvable Expense Items.
5. Monies in special funds may not be used to supplement staff salaries or to fund recurring operating expenses, since fund sources are usually non-recurring.
6. UUCT supports events determined to be of some benefit to the church in building support for the UUCT program, contributing to the community, or promoting awareness of Unitarian Universalist principles. For such an event, a committee chair can recommend the sponsor rental rate (i.e. free use of the facilities). Approval is required by that committee's designated VPO liaison to the Board. If appropriate, a contribution box will be available in a prominent place and a suggested donation will be encouraged. The contributions will be retained by the UUCT. Performer or lecturer fee (e.g. honorarium) will be provided by the committee's budget. Whether a professional engaged by the committee serves gratis or requires a fee, any contributions will revert to the UUCT, and will be credited to the appropriate budget line(s). Support of a sponsored event beyond free use of facilities will require action by the board to establish a special budget expense item.

*Adopted 11/18/07; Revised 8/19/12.*

## **Fundraising H.2.0**

### H.2.1 Overall Guidelines for Fundraising

1. The number of allowable second collections at a Sunday Service will be determined by the Finance Committee upon recommendation of the Fundraising Coordinator.
2. Fundraisers for the operating budget will be given top priority in scheduling and effort.
3. A list of fundraisers, including second collections and Share the Plate collections will be approved by Finance Committee and the Executive Board and submitted to the congregation for approval along with the Final Budget each year in the spring. The approved list will be submitted as a motion to approve the list. The congregation may amend the list by adding or deleting fundraisers. A simple majority vote will determine the official approved list for the following fiscal year. A copy of approved fundraisers for the current year is found in Appendix 6 of the Manual of Policies and Procedures.
4. Smaller fundraising activities should be combined with larger fundraising events, such as a Green Sanctuary plant sale at the Church Rummage Sale.
5. The chair of the Fundraising Committee will work with the Minister, the VP for Social Justice, the Program Committee Chair and Church Council members to assure that second collections, Share the Plate, and fundraisers are spread appropriately throughout the year.
6. The chair of the Fundraising Committee (or Fundraising Coordinator), at any time, may permit an additional or special fundraiser if there is sufficient reason, such as the UUSC special Relief Fund collection following the terrorist attack in September 2001.

*Adopted 6/5/03; 1/25/09*

### H.2.2 Types of Fundraisers

UUCT endorses fundraisers for three purposes:

1. UU and Outside Social Justice Causes ( Including Share the Plate)
  - a. The request for a fundraiser for a UU or outside social justice cause should be made by a UUCT church committee or a church member and submitted to the VP for Social Justice according to the timeline established in the Calendar for Budget Development.
  - b. The request should indicate what activity is proposed to raise the money (i.e. Sunday collection basket or sign-up table, etc), the proposed time of year, and the cause for which the money is being solicited. The Committee or person requesting the fundraiser may or may not choose to provide a speaker for a Sunday Service or plan the program along with the Minister and the Program Committee, or they may provide an announcement that

can be read by the Board Member on Duty or the lay leader. Money collected and disbursed for each such cause will be handled through the church checking account, but as a pass-through account outside the Operating Budget.

## 2. General Operating Budget

The Fundraising Committee or Coordinator, with approval of the Finance Committee, will recommend fundraisers to support the Operating Budget.

These should be named and submitted as part of the Final Budget, but others may be added if needed to make the budget goal. Income generated by these fundraisers will support the general Operating Budget for the fiscal year.

## 3. Special UUCT Programs

Committees may recommend special fundraisers for their specific program, but these should be approved by the Program Budget Council and the Finance Committee, before being submitted to the Board and the congregation for final approval at the annual spring meeting. The request should be made according to procedures and timeline established in the Calendar for Budget

Development. The request should indicate what activity is proposed to raise the money, the frequency and proposed time of year, and the special purpose of the fundraiser.

*Adopted 6/5/03; Revised 9/23/07;1/25/09; 5/19/2013*

## **Endowment Fund H.3.0**

### H.3.1 Purpose of Endowment Fund

The Endowment Fund is a fund established to provide a long-term monetary base for church growth and improvement. Endowment funds are monies, securities, or other monetary instruments that have been designated or donated for this purpose.

*Bylaws Article X.A.*

*Adopted 6/5/03*

### H.3.2 Management of the Endowment Fund

The Endowment Fund shall be administered and managed by an Endowment Fund Committee, as described in Committee Descriptions above.

*Bylaws Article VI.D.*

*Adopted 6/5/03*

### H.3.3 Assets

Assets shall be added to the Endowment Fund as accepted for that purpose by the Executive Board or as developed from the investment of such original instruments. These assets are most commonly received in the form of monies, stock certificates, bonds or other monetary instruments. Their value at the time of

receipt should be part of the continuing record of the Committee. Non-monetary gifts such as real estate, art objects, and other non-monetary gifts, may be accepted as described above, but with the proviso that these will be converted to income producing assets as soon as reasonably possible. Real estate or other assets so received shall not be encumbered by debt. A clear record must be kept by the Committee of each step taken in such transactions.

*Adopted 6/5/03; Revised 5/19/2013*

#### H.3.4 Types of Assets

Funds, as received or as converted to assets by the Committee, may fall into one of several categories:

- a. The asset may be an outright gift with no further rights reverting to the donor as to use. Each element in such a gift must be identified as it is added to the pool of assets. These assets may be expected to change in value and to generate income in the form of interest or dividends while they are being held in the total pool. Eventual disposal of such funds are at the direction of the Executive Board with support of the Congregation as indicated in the Bylaws of the church.
- b. The asset may be a restricted gift, i.e. the original gift may be specified as remaining in the Endowment account and only the income produced from it used for a specified purpose. In such case, the Committee must inform the Executive Board, upon the latter's request, as to the funds available for withdrawal to use for such purpose. The Executive Board in turn must request the transfer of funds to the church. Both actions should be carried out in writing and this made part of the Committee's record.
- c. Alternately, the restriction of the asset may limit the use of the asset itself to the purposes identified in the restriction.
- d. *Adopted 6/5/03; Revised 5/19/2013*

#### H.3.5 Procedures for Handling of Assets

1. The Endowment Committee is authorized to place the physical handling of assets with a reputable brokerage or bank institution. Any changes to be made in the Endowment monies, e.g. to buy, sell, receive or transmit securities, shall be by recommendation of at least two Endowment Committee members and approved by the Finance Committee, except in the case of an expenditure that is part of a budget that has been approved by the Board and the congregation, such as the utilization of the interest on the Hazel Richards Fund for Mountain scholarships.
2. A written record shall be kept of the recommendation of the Endowment Committee, the names of the two committee members who agreed upon the recommendation, the name of the person who made the trade, the date the instructions were given to the brokerage firm, and what investment action was taken.



*Adopted 6/5/03;06/13/10*

### H.3.6 Reports

The Endowment Committee shall submit quarterly summary reports and a formal annual report to the Vice President for Finance. Inasmuch as most financial institutions operate on the calendar year, the annual report shall be made promptly upon the receipt of annual reports from the institutions used by the Endowment Committee, but no later than March 1. After review and acceptance by the Finance Committee, the Committee's annual report shall be submitted to the Executive Board for approval. The Endowment Committee shall meet at least quarterly to review such changes as may have occurred or be anticipated to occur in the future, and to discuss and prepare the quarterly summary report.

*Bylaws Article VI.D.1.b*

*Adopted 6/5/03*

### H.3.7 Advisory Role of Endowment Committee

Inasmuch as securities and other assets may be given to the church outside of those intended for long-range plans, the Endowment Committee should be available to consult on the handling of such funds. It is not, however, responsible for the handling of such assets unless specifically so requested by the Executive Board.

*Adopted 6/5/03*

### H.3.8 Donation of Other Valuables

Any donated valuables received by the church whose immediate disposition is uncertain, such as stock certificates, bonds, real estate deeds, jewelry, or small art objects, shall be placed in the church's safe deposit box for safekeeping until they are sold or otherwise disposed of. The placement of such items in the safe deposit box shall be made by at least two elected church officials. Larger items shall be kept in a secure place approved by the President or other church official.

*Adopted 6/5/03*

## **Reserve Fund H.4.0**

### H.4.1. Purpose of the Reserve Fund

The purpose of the Reserve Fund is to provide a contingency fund for unexpected church needs. As a goal, the amount of money in the Reserve Fund should be maintained at 10% of the Operating Budget.

*Adopted 6/5/03; Revised 5/1/05; 9/23/07;2/24/08*

### H.4.2 Sources of Income

The Reserve Fund is made up of prior year pledge money received after July 1 and transferred to the Reserve Fund after Dec. 31 each year, and donations.

*Adopted 6/5/03; Revised 5/1/05; 9/23/07; 2/24/08*

#### H.4.3 Expenditures and Transfers

The following are allowable expenditures from the Reserve Fund: to cover a shortfall of pledge income or a cash-flow problem in the Operating Budget; to pay for emergency repairs, supplies or equipment for the church buildings or grounds if necessary for the safety or security of the premises; and for any other purpose deemed by the Board to be important or necessary. The Board may authorize direct expenditures or transfers from the Reserve Fund to the Operating Budget for such contingencies, provided that the amount remaining in the Reserve Fund is at least 6% of the current year's Operating Budget. Transfers or direct expenditures of money that would result in the Reserve Fund falling below 6% of the current year's Operating Budget must be approved by the congregation. If the Reserve Fund reaches a level substantially higher than the desired 10% of the Operating Budget and the Board deems it prudent, the Board may authorize the transfer of Reserve Fund monies to the Endowment Fund. Reserve Fund money may not be used for recurring expenses such as a new staff position.

*Adopted 6/5/03; Revised 5/1/05; 9/23/07; 2/24/08*

### **Hazel Richards Fund H.5.0**

#### H.5.1 Purpose

The Hazel Richards Fund was established through a bequest to UUCT for support of The Mountain, which is a UU retreat and conference center located near Highlands, NC. In keeping with the intent and spirit of the bequest, UUCT may use the interest to offer scholarships or subsidies for persons to participate in The Mountain activities.

*Adopted 6/5/03*

#### H.5.2 Appropriate Investment Vehicles

The fund principal shall be invested in a fixed income vehicle such as a US Treasury Bill, Note or Bond; an FDIC-insured account or instrument such as Money Market Account or a Certificate of Deposit; a U.S. Government Agency debt instrument backed by the U.S. Treasury; or a high quality bond.

*Adopted 6/5/03*

#### H.5.3 Use of Interest

A portion of the interest earned on the fund principal may be used for the benefit of any persons of any age (members, friends, children, youth of UUCT), to enable them to attend events at The Mountain, such as a UUCT Mountain retreat, or Mountain conferences and programs.

*Adopted 6/5/03*

#### H.5.4 Growth of Fund

If money is available in the Operating Budget to support congregational Mountain activities, the Hazel Richards Fund interest shall be left to accumulate and grow the Fund so that it is not eroded by inflation. The decision to spend the fund interest for any given fiscal year shall be made annually by the congregation as part of the budgeting process, following recommendation by the Finance Committee and the Board.

*Adopted 6/5/03*

#### H.5.5 Mountain Scholarship Committee

The President of the Executive Board shall establish a Mountain Scholarship Committee whose purpose each year is to determine the beneficiaries of the Hazel Richards Fund interest (if any) or the Mountain scholarship money budgeted in the Operating Budget.

*Adopted 6/5/03*

#### H.5.6 Donations to the Hazel Richards Fund

Donations may be made to this Fund at any time by members or friends of the congregation to supplement the fund, so that more people may participate in Mountain activities.

*Adopted 6/5/03*

### **Capital Improvement Fund H.6.0**

#### H.6.1 Overall Guidelines

1. The purpose of the Capital Improvement Fund is to provide funds for the purchase of goods and services related to the building and grounds, for new construction, or for emergency facility needs. This includes such things as re-roofing or repairs of the buildings, repair of sewage lines, maintenance of the parking area, replacement of sanctuary chairs, purchase of new kitchen appliances, etc., or for renovation of existing facilities or new construction.
2. Sources of money for the Capital Improvement Fund include donations; money budgeted for capital improvement purposes in the Operating Budget; interest on the accrued principal; and special fundraisers if authorized by the Board.

3. Expenditures from the Capital Improvement Fund shall be authorized by any two of the following: Chair of the Buildings and Grounds Committee; Chair of the Capital Improvement Committee; the VP for Management; and the Board President.

*Adopted 6/5/03*

## **Outreach Fund H.7.0**

### H.7.1 Overall Guidelines

1. The Outreach Fund was established to hold and dispense money that has been raised by the congregation for outside social justice organizations and causes, or for short-term in/out expenditures. Examples of outside social justice organizations and causes include: The Shelter, and the Unitarian Universalist Service Committee. The Minister's Discretionary Fund is kept in the Outreach Fund since it is outside the Operating Budget, i.e. specific amounts of income and expenses are not allocated to this program and the money collected is always spent on the program.
2. Money in the Outreach Fund that has been collected for The Shelter Meal, the Cold Night Shelter Services, the Mountain Retreat, the Mountain Scholarship program, and the Minister's Discretionary fund that has not been spent at the end of the fiscal year shall be carried forward to the next fiscal year.
3. Money collected for other causes and organizations, e.g., UUSC and UU-UNO, etc., should be sent to those organizations within the fiscal year so that the account is zeroed out by June 30 of each fiscal year.

*Adopted 6/5/03*

## **Other Funds H.8.0**

### H.8.1 Memorial Fund

1. The Memorial Fund was established to provide funds for plaques, hymnals or other items honoring or memorializing deceased members of the congregation or for honoring major benefactors of UUCT. Money in the Memorial Fund may also be used for upkeep and maintenance of the memorial garden.
2. Sources of money for the Memorial Fund include donations; money budgeted for this purpose in the Operating Budget; interest on accrued principal; and special fundraisers if authorized by the Board.

*Adopted 6/5/03; Revised 9/23/07*

### H.8.2 New Piano Fund

1. A fund to set aside money for the purchase of a grand piano was established in FY 2000-2001.
2. Sources of money for the New Piano Fund include donations; money budgeted for this purpose in the Operating Budget; interest on the accrued principal, and special fundraisers if authorized by the Board.
3. No expenditures are anticipated from this fund until such time as sufficient money has accrued to purchase a new piano. Purchase of a new piano shall follow guidelines established for bidding and selecting large items exceeding a cost of \$3,000, which must be approved by the Board.

(A new 7' Baldwin baby grand piano was purchased 7/14/04 and this fund was closed.)

*Adopted 6/5/03*

### H.8.3 Building Fund

1. Originally called “The Future Fund”, the Building Fund was established in FY 99-00 for the purpose of accumulating money to build additional RE classrooms, meeting spaces, restrooms and other needed facilities for UUCT. A major capital campaign was conducted in FY 00-01 to grow the fund.
2. Sources of money for the Building Fund include pledges from the Capital Campaign; donations; interest on accrued principal; pre-construction and construction loan monies (if any); and special fundraisers if authorized by the Board.
3. Expenditures from the Building Fund must be recommended by the Capital Improvement Committee and authorized by the Board.

*Adopted 6/5/03*

### H.8.4 Campus Ministry Fund

1. The Campus Ministry program at UUCT was initiated through a grant from the Unitarian Universalist Association to provide outreach UU activities at The Florida State University. The money was used for program expenses and for the salary and benefits of a Campus Ministry Coordinator. At the end of the three years of grant subsidies, a small amount of money was left and set up as a Campus Ministry Fund to assist in maintaining the program as it transitioned from a grant-supported program to one supported totally from the Operating Budget.
2. Subsequent sources of income to the Fund are: donations; money allocated to the Campus Ministry program in the Operating Budget; special fund raisers such as Friends of Campus Ministry; and grant subsidies.
3. Expenditures for the Campus Ministry program must be authorized by the Coordinator of Campus Ministry and by the Director of Religious Exploration.
4. Campus Ministry Funds are to be carried forward.

NOTE: On July 1, 2010, all monies remaining in the Campus Ministry Fund were transferred to the Operating Budget to help fund an Intern Minister for the 2010-2011 fiscal year, and the fund was closed.

Adopted 6/5/03; 06/13/10

#### H.8.5 Music Fund

1. Purpose: To provide funds that will enhance the existing Music Program at UUCT.
2. Sources of Income: Donations and fundraising. All fundraisers will be included in the list of fundraisers approved by the congregation at the annual congregational meeting for the following fiscal year. Once approved, fundraisers for the Music Fund will be scheduled and coordinated through the UUCT Fundraising Coordinator.
3. Eligible Expenditures: Monies in the fund may be used for any goods, travel or services that are needed to enhance or expand the music program, provided there is sufficient money in the fund to do so. However, Music Fund monies may not be used to pay or to supplement staff salaries; to fund recurring operating expenses, or for the purchase of routine expense items usually covered in the church's Operating Budget. All expenditures must be approved by the Music Committee and by the Vice President for Worship. Any expenditure for the direct benefit of the Music Director additionally must be approved by the Minister as Chief of Staff.

*Adopted 11/18/07; Revised 05/17/09*

#### H.8.6 Minister's Sabbatical Fund

1. Purpose: To establish a repository for money that can be used to pay the costs associated with the provision of sabbatical leave for the minister.
2. Sources of income: Money budgeted for this purpose in the Operating Budget; donations; and fundraising.
3. Eligible expenditures: Monies in the fund may be used to pay any costs incurred as a result of the minister being on sabbatical leave.

*Adopted 2/24/08*

#### H.8.7 Growth Initiative Fund

1. Purpose: The Growth Initiative Fund is established as a repository for money to implement a program to grow membership at UUCT, as part of a grant from the Florida District UUA (2008). The pilot grant program requires matching funds, and is being done in collaboration with the UU Fellowship of Gainesville, Florida.
2. Income: Sources of income for the Growth Initiative Fund will be from donations and from grant money received from the Florida District UUA.

3. Expenses: Money in the fund may be used for salary and benefits for a new staff person for the duration of the grant, if such a person is hired to administer the program; for advertising and publicity costs; and for materials, supplies, travel and training needed for implementation of the program. At the end of grant funding, salary and benefits for the staff person must come from the Operating Budget if the position is continued.

*Adopted 8/24/2008*

#### H.8.8 T-Shirt Fund.

1. Purpose: To foster community spirit within the church and to visibly show allegiance to UUCT and its values, the decision was made during the 2006-07 fiscal year to contract for the design and production of T-shirts that could be purchased and worn by members and friends at gatherings, meetings, and other events at the church, and also at community, regional and national meetings. A bright blue shirt with white print was selected.
2. Income: The source of income is solely from sale of the T-shirts, but donations would be accepted if offered. The price for purchasing a T-shirt by a member or friend is slightly more than the cost to produce it and this money is placed in the Fund to accumulate until there is sufficient money to place another order. The T-Shirt program is not a fundraiser.
3. Expenses: The only expenditure from the Fund is for the purchase of additional T-shirts that can be sold to members and friends. Staff are given their T-shirts free of charge. One of the UUCT members serves as the custodian of the T-shirts and s/he also places and receives the orders as needed. The VP for Church Community has oversight for this program.

*Adopted 9/21/08*

#### H.8.9 Harmony Camp Fund

1. Purpose: The purpose of the Harmony Camp Fund is to pay for the operation of the church's annual summer day camp for young children, which is called Harmony Camp.
2. Sources of income are donations, special fundraisers, and registration fees paid by the parents/guardians of the campers.
3. Eligible Expenditures: The Harmony Camp director or directors will submit proposed and final budgets to the Board for approval through the VP for Social Justice prior to the beginning of camp. Monies in the fund may be used to pay for staff salaries, materials and supplies for camp classes and activities, snacks, reimbursement for expenses incurred by staff and volunteers for camp activities, and scholarships for children whose parents are unable to pay. Expenditures are authorized by the camp directors and final disbursements are approved and signed by the VP for Social Justice.

*Adopted 9/21/08*

#### H.8.10 Welcoming Congregation Fund

1. Purpose: The purpose of the Welcoming Congregation Fund is to provide money to support events and activities that promote lesbian, gay, bisexual and transgender issues within the church and in the outside community.
2. Sources of income: Sources of income for the Fund are donations and fundraising.
3. Eligible expenditures: Monies in the fund may be used to pay costs associated with any of the 15 Action Steps outlined by UUA as characteristics of Welcoming Congregations; for participation in community events such as the annual Tallahassee Pride Fest; materials and supplies such as brochures; and for any other expenses not ordinarily funded through the church's Operating Budget. Expenditures from the Fund are authorized by the Chair of the Welcoming Congregation Committee and approved by the VP for Church Community. In the absence of a VP for Church Community, expenditures are approved by the President. Any single expenditure over \$100 must have prior approval of the Welcoming Congregation Committee.

*Adopted 9/21/08*

#### H.8.11 Communications Fund

1. Purpose: The Communications Fund exists as a funding source for publicity efforts beyond what is able to be covered in the annual operating budget.
2. Sources of Income: Fundraising and donations.
3. Eligible Expenditures: Money in the Communications Fund may be used to pay for any marketing and publicity items or activities not ordinarily funded in the Operating Budget, which may include, but not limited to, such things as advertisements in print publications; websites; radio announcements; brochures and other marketing media. Expenditures are originated in the Communications Committee, authorized by the Chair of the Communications Committee and approved by the VP for Church Community.

*Adopted 10/19/08; 06/13/10 (changing name from Publicity to Communications)*

#### H.8.12 Energy Efficiency and Reduced Carbon Footprint Fund

1. Purpose: The purpose of this fund is to provide supplemental money to the operating budget for any devices that would result in greater energy efficiency and reduce the church's carbon footprint and contribution to global warming.
2. Sources of income: Sources of income are donations, fundraising and grant monies, if awarded.
3. Eligible expenses: Monies in the fund may be used to pay costs associated with the installation, operation, and maintenance of appliances, devices and any other equipment that would reduce church usage of electricity, water or natural gas if it is ever installed. This fund would also include the provision of money for the



installation, operation, monitoring and maintenance of solar power and hot water systems. The Green Sanctuary Committee after consultation with all appropriate affected parties -- the Building and Grounds Committee Chair, the Technology Coordinator, the Solar Team Coordinator, etc, - will authorize expenditures. Expenditures will be approved by the Vice-President for Management.

*Adopted 10/19/08*

#### H.8.13 Leadership Training Fund

1. Purpose: The purpose of this fund is to provide supplemental money to the operating budget for leadership training and materials. The goal is to enhance the skills of existing leaders and to encourage emerging leaders.
2. Sources of income: Sources of income are prior year pledges received after the fiscal year reporting ends, donations, fundraising and grants.
3. Eligible expenses: Monies in the fund may be used to pay costs associated with leadership and stewardship courses, workshops, webinars, UUA National, Regional or District Annual Meetings and UUA General Assembly. Requests for course attendance approval and expenditures will be approved by the Past-President, who has oversight for lay and professional leadership.

*Adopted 10/19/08*

#### H.8.14 Community Builder Concert Fund

1. Purpose: To establish the repository for advance concert ticket sales, for any donations for concert-related expenses, and for the net proceeds from and incidental to the Music Committee's sponsorship of each community builder concert (CBC) sponsored pursuant to Section D.1.2. The Board's establishment of this CBC Fund shall constitute its establishment of the "special budget expense item" that otherwise would be required by paragraph 6 of Section H.1.17 for each Music Committee sponsorship of a CBC that contemplates payment of compensation to performers beyond free use of church facilities. That is, no such future concert-by-concert Board approval shall be necessary.
2. Sources of income: Advance ticket sales, donations to cover concert-related expenses, and the net proceeds from and incidental to Music Committee sponsorship of CBC's (non-fundraisers).
3. Eligible expenditures: Monies in the Fund may be used to pay expenses related to a CBC, and periodically, in the discretion of the Music Committee, for any goods, travel or services that are needed to enhance or expand the music program. All expenditures must be approved by the Music Committee and by the Vice-President for Worship. Any expenditure for the direct benefit of the Music Director additionally must be approved by the Minister as Chief of Staff.

*Adopted 5/17/09; Revised 8/19/12*

#### H.8.15 BEACON/Youth Group Fund

1. Purpose: To provide funds that will enhance the youth group (ages 12-20) activities at UUCT, including the provision of support for youth attendance and travel for district and regional conferences (CONs), leadership training, and other appropriate meetings.
2. Sources of income: Donations and fundraising. Fundraising events will be coordinated with the annual fundraising schedule and the UUCT Fundraising Coordinator.
3. Eligible expenditures: Monies in the fund may be used for youth group activities at UUCT; youth attendance and travel to district and regional conferences (Cons), leadership training and other appropriate meetings. All expenditures must be approved by the youth chair and the Director of Religious Exploration.

*Adopted 5/19/2013*

#### H.8.16 Religious Exploration Fund

1. Purpose: To provide funds that will enhance Religious Exploration activities at UUCT, including children's, youth and adult programming.
2. Sources of income: Donations and fundraising. Fundraising events will be coordinated with the annual fundraising schedule and the UUCT Fundraising Coordinator.
3. Eligible expenditures: Monies in the fund may be used for any goods, travel or services to enhance the Religious Exploration program. RE Fund monies may not be used to pay staff or supplement staff salaries. All expenditures must be approved by the Religious Exploration Committee and the VP for RE. Any expenditure for the direct benefit of the Director of Religious Exploration must also be approved by the Minister as Chief of Staff.

*Adopted 5/19/2013*

#### H.8.17 SpiralScouts Fund

1. Purpose: To provide funds that will enhance SpiralScouts activities at UUCT, as well as act as a receiving fund for funds being passed through UUCT to SpiralScouts International (parent organization).
2. Sources of income: Parent payments, donations, and fundraisers which may be at UUCT or in the community, as well as any dues collected at SpiralScouts meetings. Any fundraising events to be held at UUCT will be coordinated with the annual fundraising schedule and the UUCT Fundraising Coordinator.
3. Eligible expenditures: Monies in the fund may be used to pay chartering and registration fees to SpiralScouts International, as well as to provide scholarships (full or partial, to be decided by SpiralScouts leaders) for children whose parents cannot afford the full registration fees. Monies may also be used to purchase

materials or supplies for SpiralScouts activities at UUCT or for related activities such as group trips and fundraisers. Any expenditure must be approved by the Director of Religious Exploration and the SpiralScouts parent treasurer, who must be a UUCT member.

Adopted 5/19/2013