

# Olympia Unitarian Universalist Congregation Governance and Operations Policy Manual

*Updated: November 3 2015*

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# Introduction

*Board Revised: November 17, 2011*

- A. The Board of Trustees (Board) of the Olympia Unitarian Universalist Congregation governs through set policies and acts on behalf of the Congregation to further the Congregation's mission and covenant.
- B. The Board is the link between the Executive Team and the Congregation.
- C. The Executive Team (ET) is the link between the Board and the Program Council.
- D. The Board will produce written governing policies that, at the broadest levels, address each category of organizational decision.
  - 1. **Outcomes.** Direction to fulfill the Congregation's Values, Mission and Covenant.
  - 2. **Board-Executive Team Linkage.** Delegation of authority and monitoring of results.
  - 3. **Executive Team Responsibilities.** Definition of Executive Team duties and ethical boundaries for executive activity and decision-making.
  - 4. **Board Governance.** How the Board conceives, carries out, and monitors its task.
- E. The Board will assure Executive Team performance in compliance with the Outcomes and Executive Team Responsibilities policies.
- F. The Executive Team will produce written policies to implement its responsibilities.

## OUUC Mission and Covenant

- A. All operations of OUUC are guided by the Congregation's Mission and Covenant.
- B. **Mission** (adopted by the Congregation on June 26, 2009)
  - 1. We are a liberal religious community that opens minds, fills hearts, and transforms lives. We work for peace, equality, a healthy earth, and an end to poverty.
  - 2. We recognize that being located in the state capital gives us special opportunities and responsibilities. In fulfilling our mission, we proclaim Unitarian Universalist values and advocate legislation that upholds them.
- C. **Covenant** (adopted by the Congregation on April 25, 2004)
  - 1. We the members, staff, and ministers of the Olympia Unitarian Universalist Congregation, enter into this covenant as an expression of our commitment to each other.
  - 2. Because we value our congregation, we promise to:
    - a. enhance its health with our time, talent, energy, and financial resources; and
    - b. honor our commitments here.
  - 3. Because we seek to be a friendly and inclusive congregation, we promise to:
    - a. provide a safe and nurturing environment for all our members, young and old;
    - b. assist those among us who have urgent needs for care and support; and
    - c. provide opportunities for personal and spiritual growth.
  - 4. Because we choose to walk together, we promise to:
    - a. create and support an organizational structure that is responsive, responsible, identifiable, and accessible;
    - b. share our gifts as we participate in the leadership of the congregation; and
    - c. encourage our congregational leaders to listen and speak openly, understand deeply, work with fairness, and serve with passion.

5. Because we need not think alike to love alike, we promise to speak and work openly, honestly, and lovingly with our leadership, providing informed, constructive feedback when we believe change is needed.
6. Because we recognize that conflict is normal we promise to speak with each other directly and honestly from a position of respect, kindness and love, recognizing that to do so, there will be times we need to seek counsel from the community.
7. Because we strive to live our Unitarian Universalist principles, we promise to inform ourselves about and engage issues that concern our larger communities.

## **Policy 1 OUUC Outcomes**

*Board Policy Revised: November 17, 2011*

The Board defines the following Outcomes to guide the Executive Team on fulfilling the Congregation's Mission and Covenant. These Outcomes are conditions that are fulfilled by realizing the Congregation's Mission and Covenant.

**A. We are a community that opens minds.**

1. We are a center of lifelong, liberal religious education in South Puget Sound.
2. We provide a broad range of perspectives and experiences that respect diversity and promote tolerance.

**B. We are a community that fills hearts.**

1. All who come here experience a warm welcome and the care and respect of community.
2. All who come to OUUC find a meaningful experience of the sacred.

**C. We are a community that transforms lives.**

1. As individuals and as a congregation, we are engaged in a dynamic process of spiritual growth and a commitment to the common good.

**D. We work for peace.**

1. Within our congregation, we model a culture of peace, and we honor the truths of multiple voices.
2. In the larger community, we foster peace through compassion, tolerance, and public advocacy.

**E. We work for equality.**

1. In our congregation, we welcome and celebrate a diversity of opinions and lifestyles.
2. In the larger community, we work to end discrimination.

**F. We work for a healthy Earth.**

1. We promote consciousness of our interdependence with all life, and we inspire stewardship and reverence.
2. We inform our consumption of natural resources with an awareness of the impacts of our choices on the earth and all living beings.

**G. We work for an end to poverty.**

1. Our support of community organizations reduces homelessness, increases individual independence, and provides resources to reduce poverty.

## **Policy 2 Board-Executive Team Linkage**

*Board Policy Revised: July 12, 2012*

### **A. Appointment of the Executive Team**

1. The Executive Team shall consist of the following members:
  - a. Senior Minister
  - b. President of the Board
  - c. Program Council Chair
  - d. Board Treasurer

### **B. Charge to the Executive Team**

1. The Executive Team is responsible for organizational operations, achievement, and conduct.
2. The Executive Team shall work to achieve the Board's Outcomes with the Executive Team Responsibilities established by the Board and stated in OUUC Policies.

### **C. Unity of Control**

1. The Executive Team is the Board's link to operational achievement and conduct of OUUC.
2. The Board will not give instructions to volunteers or staff who report directly or indirectly to the Executive Team.
3. Only decisions of the Board acting as a whole and communicated in writing are binding on the Executive Team, except in rare instances when the Board has specifically delegated the exercise of such authority.

### **D. Delegation to the Executive Team.**

1. The Board shall instruct the Executive Team through written policies that prescribe the organizational Outcomes to be achieved and describe organizational situations and actions to be avoided.
2. The Executive Team is responsible for implementation and may further delegate to paid staff and volunteers.
3. Each year the Executive Team will present to the Board an annual work plan and budget that will address and work toward the Outcomes. The Board must review and agree to this work plan and budget.

### **E. Monitoring Executive Team Performance**

1. The Board shall evaluate the effectiveness of the Executive Team performance solely through:
  - a. progress toward OUUC Outcomes;
  - b. organizational operation within the boundaries established in Executive Team Responsibilities; and
  - c. accomplishment of the annual work plan approved by the Board
  - d. The Executive Team shall provide written reports of all decisions and actions taken at Executive Team meetings. These reports shall be filed with the Board President prior to the Board's monthly meetings.
2. Annual Report on Outcomes
  - a. The Executive Team shall provide the draft Annual Report on Outcomes that outlines OUUC's progress toward each of the Outcomes listed in the Governance Document by April 1 of each year. This report should not be a summary of activities

- but should focus on the overall vision and direction of OUUC and progress toward the Outcomes.
- b. The Board and Executive Team shall discuss and amend the Annual Report on Outcomes, focusing on the overall vision and direction of OUUC. The Board will then vote to accept or reject the final Annual Outcomes Report.

## **Policy 3 Executive Team Responsibilities**

*Board Policy Revised: April 11, 2013*

### **A. General**

1. The Executive Team shall demonstrate leadership that is caring, nurturing, open, responsive, visionary, and empowering.
2. The Executive Team shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful or imprudent, or that is in violation of Unitarian Universalist Principles, Congregation Bylaws or commonly accepted business, accounting, and professional ethics and practices.
3. The Executive Team shall act in an ethical manner in all business affairs conducted on behalf of the congregation and work to minimize financial and legal liability of the Board when conducting business on behalf of the Board

### **B. Treatment of Congregants, Friends and Visitors**

1. With respect to interactions with and among congregants, the Executive Team shall create conditions, procedures, and decisions that:
  - a. are safe and dignified;
  - b. provide appropriate confidentiality and privacy; and
  - c. apply the standards of the Congregation's Mission, Covenant, Board's Outcomes, and Unitarian Universalist principles.
2. The Executive Team shall ensure effective communication of congregational activities, actions, and information to and among congregants.

### **C. Treatment of Paid and Volunteer Staff**

1. With respect to the treatment of paid and volunteer staff, the Executive Team shall ensure conditions that are fair and dignified and shall apply the standards of the Congregation's Mission, Covenant, Outcomes Statements, and Unitarian Universalist principles. Accordingly, the Executive Team shall:
  - a. Not discriminate against existing or potential paid or volunteer staff based on race, creed, ethnicity, national origin, religion, gender, physical disability, marital status, sexual orientation, or gender characteristics, identity or expression.
  - b. Operate within written personnel rules that: clarify rules for staff; provide for effective handling of grievances; and protect against wrongful conditions, such as nepotism, grossly preferential treatment for personal reasons, or discrimination as prohibited by law or based on sexual orientation.
  - c. Not discriminate against any staff member for non-disruptive expression of dissent.
  - d. Provide the staff with opportunities for professional growth and development appropriate to their mission in the congregation.
  - e. Ensure safe and healthy conditions for paid and volunteer staff.
2. Compensation and Benefits. With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Executive Team shall not

cause or allow jeopardy to the fiscal or institutional integrity of the Congregation. Accordingly, the Executive Team shall:

- a. Maintain individual Executive Team members' allocated professional expenses within limits established by the Board.
- b. Not promise or imply permanent or guaranteed employment.
- c. Establish staff compensation and benefits that are consistent with Unitarian Universalist Association guidelines for congregations similar to OUUC in terms of size, demographics, and geographic location.

**D. Financial Management and Planning.**

1. With respect to financial planning, the Executive Team shall protect the programmatic and fiscal integrity of the Congregation. Accordingly, the Executive Team shall:
  - a. Consider funds for contingencies, for example, legal fees, long-range planning, and reserves for such items as sabbaticals for clergy and staff who qualify and building needs.
  - b. Include credible projection of revenues and expenses, cash flow, integrity of accounts, and disclosure of planning assumptions.
  - c. Provide the Board the proposed budget in a timely manner.
  - d. Work substantially within the priorities and requirements as put forth in the Outcomes Statements in allocating budget resources among competing fiscal needs.
  - e. Create a financial obligation only for as long as revenue can be prudently projected.
  - f. Plan for means to pay for any commitment over \$2,500.
  - g. Plan to spend no more money in any fiscal year than is reasonably projected to be available in that period.

**E. Financial Activities and Conditions.** With respect to the actual, ongoing condition of the Congregation's financial condition and activities, the Executive Team shall:

1. Prevent the development of financial jeopardy or a substantial deviation of actual expenditures from Board priorities established in Outcomes policies, the annual budget or annual or long range plans except to the extent that procedures for transfers between categories are authorized by the Bylaws, the membership, or the Board.
2. Obtain prior written Board approval for a line of credit or loan contract.
3. Advise the Board of significant transfers of money among budget categories, or other changes substantially affecting the Congregation's financial condition.
4. Inform the Board in writing concerning actual revenues and expenditures and appropriate comparisons and projections at frequencies specified in any monitoring policies.
5. Maintain a financial internal controls policy consistent with accepted accounting practices including: segregation of duties; proper authorization; adequate documentation and records; and annual independent audits or management reviews.
6. Settle payroll and accounts payable in a timely manner.
7. Anticipate and plan for seasonal changes in cash flow.
8. Pursue delinquent receivables, including pledges, after a reasonable amount of time, and report to the Board with regard to such receivables.
9. Monitor gifts and bequests received according to the guidelines and policies established by the Board.
10. Inform the Board of any significant likelihood of ending a year with a deficit.
11. Obtain prior written Board authorization before:

- a. Materially deviating from line item amounts in the approved budget.
  - b. Using endowment funds.
  - c. Ending the fiscal year with a deficit.
- F. **Asset Protection.** The Executive Team shall ensure that the assets of the Congregation are protected, adequately maintained, appropriately used, and not risked unnecessarily. Assets include cash, investment and endowment funds, the church buildings, grounds and furnishings. Accordingly, the Executive Team shall:
- 1. Develop policies and procedures for use of the church building and facilities.
  - 2. Obtain advance written authorization from the Board before purchasing, encumbering, or disposing of titled or real property.
  - 3. Maintain policies for risk management, safety and security, including policies to:
    - a. insure against theft and casualty losses at replacement value less reasonable deductible and/or co-insurance limits;
    - b. prevent abuse of children and adults; and
    - c. insure against corporate liability and personal liability of Board members and staff, taking into account pertinent statutory provisions for indemnification and exemptions applicable to Washington-nonprofit corporations.
  - 4. Not unnecessarily expose the organization, its Board, or staff to claims of liability or risk the nonprofit status of OUUC.
  - 5. Make only purchases that are within the operating budget or part of an approved capital acquisition or improvement project in either the capital or operational projections budgets.
  - 6. Make a purchase of over \$2,500 with at least two competitive bids unless an exception is specifically authorized by the Board.
  - 7. Ensure the building, grounds and equipment are sufficiently maintained, protect them from environmental degradation, and provide for building security.
  - 8. Invest operating capital in secure instruments, including insured checking accounts and bonds or CDs of at least "A" rating.
  - 9. Protect intellectual property, information, and files of OUUC.
  - 10. The work of called ministers and the Music Director of the Congregation is their intellectual property and they are sole owners of that property.
  - 11. Protect the congregation's public image and credibility.
- G. **Use of Assets.** The Executive Team shall only devote congregational assets to endeavors that support the Congregation's Mission and Covenant and Board Outcomes, and that are consistent with Unitarian Universalist principles. Accordingly, the Executive Team shall:
- 1. Consider and report to the Board on investing and maintaining congregational funds in socially responsible ways.
  - 2. Develop and implement policies for building usage by members, staff and others, including fund-raising events:
    - a. that are consistent with the congregation's Mission and the Board's Outcomes,
    - b. that give priority to use by Members and staff;
    - c. are consistent with state and federal nonprofit regulations; and
    - d. that protect the integrity and cleanliness of our buildings, equipment and land.
  - 3. Develop and implement policies that permit the fullest practical use of the building and grounds by persons with different physical abilities.
  - 4. Develop and implement policies and procedures for reviewing, approving/denying, and

reimbursing expenses incurred by Members and staff on behalf of the congregation.

- H. **Execution of Contracts.** The Executive Team may only enter into any grant or contract on behalf of the congregation that serves the Board's Outcomes and that does not violate legal or organizational principals. Accordingly, the Executive Team and its members shall:
1. Not permit any other person or entity to execute a contract on behalf of the Congregation.
  2. Seek appropriate professional advice, when necessary, to interpret and assess contractual terms.
  3. For any contract (except a personnel agreement) that is more than \$10,000 or that will be in effect for more than one year:
    - a. Obtain prior written authorization from the Board before contract approval; and
    - b. Only breach such a contract with the approval of the Board.
- I. Not award a contract for goods or services to members of the Board of Trustees, Executive Team, or these persons' immediate families. Nothing in this limitation shall preclude awarding contracts to Congregation members who are not in the positions of leadership listed above.
- J. **Gifts.** The Executive Team shall only accept a gift that is consistent with the standards of the congregation's Mission, Outcomes, and/or Unitarian Universalist Principles. The Executive Team shall:
1. Direct unrestricted, unexpected gift income into the appropriate accounts.
  2. Periodically review with the Board and recommend updates to the following list of approved gift topics:
    - a. Gifts to defray the cost of kitchen expenses, such refreshments, tableware, etc.
    - b. Gifts to compensate the church for expenses, such as for refreshments and custodial time, that are related to memorial services and other special functions.
    - c. Memorial Garden
    - d. Labyrinth
    - e. Out of the Woods Homeless Shelter
    - f. Expansion of the Sanctuary
    - g. Landscaping
  3. Discourage restricted gifts except for approved projects.
  4. Direct donors or prospective donors to the approved list.
  5. Ensure that receipts are provided for all gifts and that the following statement is included on all gift receipts and giving documents, "The Board may remove any restrictions on gifts when it is in the best interest of the church to do so." Spend endowment and gift funds consistent with the directives and restrictions set forth in the Bylaws or in Board policy and with consultation with appropriate committees.
  6. Inform the Board with respect to the use of funds from unbudgeted gifts or bequests.
  7. Obtain prior written approval from the Board before spending gift income in excess of one percent of the current operating budget.
  8. If the purpose of a restricted gift or fund has expired, the Executive Team shall ask the Board to remove the restriction and move the money as appropriate
- K. **Conflicts of Interest.** The Executive Team shall develop and implement a conflict of interest policy applicable to governance processes and actions taken on behalf of the Congregation.
- L. **Communication and Support to the Board and the Congregation.** The Executive Team



shall keep the Board informed and supported in its work. Accordingly, the Executive Team shall:

1. Submit monitoring data required by the Board in a timely, accurate, complete, and understandable fashion.
2. Require written reports from the Endowment Committee at least twice annually, and provide the complete reports to the Board.
3. Limit public statements about the official position of the Congregation or Board about controversial social, political, and/or congregational issues beyond what the congregation or Board has formally and explicitly adopted as positions of record. Nothing in this policy shall be construed to infringe the fundamental principle of freedom of the pulpit.
4. Ensure that a complete and current set of all Congregation policies, including all those formulated by the Board, Executive Team, Program Council or Congregation, is readily accessible to all Congregation members at all times.
5. Supply for the Board's consent agenda all items delegated to the Executive Team yet required by law, Bylaws, or contract to be Board-approved, along with any monitoring assurance pertaining thereto.
6. Gather sufficient staff and external points of view, issues, and options as needed for fully informed Board decisions.
7. Recommend appropriate changes in Board policies

M. **Facility Planning.** In guiding the Congregation's facilities planning, the Executive Team shall:

1. Be governed by our Congregation's Mission, Values, and Outcomes Statements.
2. Respect the history and heritage of our Congregation and faith.
3. Communicate regularly with all appropriate stakeholders about facility planning.
4. Be mindful of the needs of the congregants of all ages and abilities.

N. **Executive Team Absence.** The Executive Team shall provide for continuity of proficient Executive Team leadership.

## **Policy 4 Board Governance**

*Board Policy Revised: April 11, 2013*

A. **Purpose of the Board of Trustees (Board).** The purpose of the Board of the Olympia Unitarian Universalist Congregation (OUUC) is to govern on behalf of the Members of the congregation through written policies that:

1. Ensure that the congregation's resources are expended to further the Board's Outcomes;
2. Achieve appropriate results at an appropriate cost; and
3. Avoid unacceptable actions.

## **B. Governing Principles**

1. The Board will govern with emphasis on:
  - a. The seven Unitarian Universalist Principles;
  - b. Outward vision;
  - c. Open and candid deliberations;
  - d. Collective rather than individual decisions;
  - e. Shared responsibility for decisions;
  - f. Spiritual and strategic leadership more than administrative detail;
  - g. Clear distinction of Board and Executive Team roles; and
  - h. The future while learning from the past and present.
2. The Board will:
  - a. Be an initiator of vision, not only a reactor to staff initiatives.
  - b. Govern and inspire the congregation and direct the Executive Team through the careful establishment of broad written policies reflecting the congregation's desired Outcomes, not on the administrative or programmatic means of attaining those ends.
  - c. Conduct its business with integrity, efficiency, and in right relationship to one another and the Congregation as a whole.

## **C. Board Transparency.** The Board will:

1. Provide advance notice of dates and locations of regular business meetings, and make agendas, reports, and meeting minutes available promptly.
2. Provide avenues for comment on issues on meeting agendas.
3. Accommodate observers at regular business meetings.
4. Make documents submitted for consideration to the Board publicly available, except when by law they must remain confidential.
5. Conduct all business in public except for matters that by law must be confidential.

## **D. Board Contribution and Responsibilities.** The Board is elected by Members of the Congregation to represent them in determining and demanding appropriate organizational performance. Accordingly:

1. The Board is the link between the Executive Team and the congregation. The Board will produce written governing policies that, at the broadest levels, address each category of organizational decision - Outcomes, Executive Team Constraints, and Board Governance.
2. The Board will:
  - a. Appoint the Executive Team and assure performance in compliance with the Outcomes and Executive Team Constraints policies;
  - b. Recommend for Congregational approval statements of Vision, Covenant, and Mission;
  - c. Act as faithful stewards of the resources of the Congregation;
  - d. Recommend annual budgets and long-range plans to the Congregation for approval;
  - e. Monitor the operation of the Congregation against established policies;
  - f. Discuss the need for a formal audit no less than every five years starting in 2015; and
  - g. Establish, document and monitor its own processes of governance.

- E. **Board Annual Work Plan.** The Board will develop and follow a Board annual work plan that:
1. Re-explores Outcomes policies with congregants and lay-leaders in regular dialogue;
  2. Systematically monitors and reviews Board policies including those set forth in the Board-Executive Team Linkage;
  3. Provides education and enrichment opportunities that enhance Board performance; and
  4. Provides education and communication to enhance the congregation's understanding of policy-based governance.
- F. **Cost of Governance.** The Board will invest in its governance capacity. Board members will be provided with training and other support to give them the skills to govern with excellence.
- G. **Duties of all Board Members and Officers**
1. Attend Board meetings regularly -- Second Thursday of the month (subject to revision)
  2. Attend scheduled planning retreats
  3. Make Board responsibilities a priority in one's life
  4. Represent the interests of the Congregation
  5. Participate regularly in Congregation programs and projects
  6. Serve as an on-call Board member when assigned
  7. Attend Sunday services regularly - be visible
  8. Serve as a leader in financial giving to the best of his/her ability
  9. Notify Board president if unable to attend a meeting
  10. Serve as Board Announcer in worship services when available.
- H. **Duties of President.** The President ensures the integrity of the Board's process and represents the Board to congregants and outside parties. Accordingly:
1. The President will ensure the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
    - a. Meetings will discuss only those issues that, according to Board policy, clearly belong to the Board to decide, not the Executive Team.
    - b. Deliberations will be fair, open, and thorough but also timely, orderly, and kept to the point.
  2. The President shall preside at all business meetings of the congregation. In the event that the President is not able to preside at a business meeting of the Congregation, s/he may delegate this responsibility to the Vice President or another Board member.
  3. The President is empowered to chair Board meetings, with all the commonly accepted authority of that position.
  4. The President, except when acting as a member of the Executive Team, has no authority to make decisions about policies created by the Board within Outcomes and Executive Team Constraints policy areas.
  5. The President may represent the Board to outside parties in announcing Board-stated positions and in stating the President's own decisions and interpretations within his or her authority.
  6. The President may delegate this authority to another Board Member, but remains accountable for its use.

**I. Duties of Vice-President**

1. The Vice President will be available to assist and fulfill the duties of the Board president as needed and assigned.
2. The Vice President will participate as a member of the Executive Team, and provide notes for approval by Executive Team before submittal to the Board.
3. The Vice President shall serve as a member of the Endowment Committee.

**J. Duties of Secretary.** The Secretary shall keep minutes of congregational meetings and meetings of the Board. The responsibilities of the Secretary shall include, but not be limited to:

1. Reviewing and ensuring that all official minutes of the Board meetings and of the annual and/or special membership meetings are recorded accurately, distributed, and made part of the official record.
2. Determining the presence or absence of a quorum at each membership and Board meeting.
3. Maintaining a permanent record of the Board's proceedings and official documents.
4. Preparing any necessary Board correspondence or delegate to the Administrator.
5. Ensuring that Members receive timely notification of congregational meetings, as specified in the bylaws.
6. Ensuring that congregational meeting agendas are prepared and distributed in advance.
7. Ensuring that minutes for all congregational meetings are taken, written, distributed and preserved.
8. Ensure that Board minutes are posted publicly for the Congregation to read.
9. Distribute signup sheet and maintain schedule for Board Announcer assignments.
10. Working with the Church Administrator to maintain document security and records access and management.

**K. Duties of Treasurer.** The Treasurer shall assist the Board in carrying out its fiduciary responsibilities for the Congregation. The Treasurer's responsibilities shall include:

1. Advise the Congregation, the Board and other groups as necessary of financial aspects and implications of proposed actions.
2. Ensure preparation of such financial statements as the Board may require, and in such forms as may be reasonably required.
3. Hold in custody all regular funds of the Congregation including online banking, except those funds held by trustees of a designated fund. However, these duties may be delegated with approval of the Board. The day-to-day financial transactions of the Congregation are delegated to the Executive Team.
4. Serve as Administrator of the online banking and credit card systems
5. Report the current financial status of the Congregation to the Board on a regular basis.
6. Assist in preparation of the annual budget, reviewing the proposed annual budget with the Board, and presenting the annual budget to the congregation for approval.
7. Ensure preparation and distribution of individual contribution records and pledge records.
8. Oversee and advise the Board on debt.
9. Support a periodic audit or independent management review of Congregation financial records.
10. As a member of the Executive team, participate in Executive Team activities and decisions.

## **L. General Financial Matters**

1. This policy shall govern the financial operations of OUUC, its committees, and affiliate organizations that use the financial services of the Congregation.
2. The fiscal year shall be the calendar year.
3. The method of accounting shall be fund accounting, using a modified cash based system and employing a computerized accounting program.
4. Registration numbers
  - a. Federal Tax Identification Number as a 501(c)(3): 91-0982974
  - b. Washington State Non-Profit Corporation number: 2-166559-1
  - c. Washington State Unified Business Identifier: 601206469
  - d. Washington Dept. of Revenue property tax exemption number: 00179-002

## **M. Banking**

1. The Treasurer may establish accounts and subaccounts as necessary to conduct the affairs of the congregation. The Treasurer shall consult with the Bookkeeper on establishment of accounts and keep the Bookkeeper informed of account status.
2. For security reasons, online access to OUUC bank accounts is restricted to the OUUC Treasurer. Online transactions made by the Treasurer automatically appear on paper bank statements, all of which are reconciled by the Bookkeeper.
3. Check Signing
  - a. The Board President, Vice-President, Treasurer, and Secretary shall be authorized signers on all bank accounts and other financial instruments. The Board may also designate the Finance Committee chair as a signer.
  - b. Upon change of Board membership, the Board President shall coordinate signature card changes necessary to update bank signature authority.
  - c. Two signatures are required on checks written for more than \$1,000.00. When signing checks, signers are responsible for questioning checks for very large amounts, to unusual recipients, or that lack a clear purpose on the check memo line. In such cases the Church Administrator should provide assurance that proper budgetary or other spending authority exists.
4. The Church Administrator may establish automatic payments for recurring bills.
5. As Administrator of the OUUC online banking system, the Treasurer shall:
  - a. Monitor account balances;
  - b. Transfer funds as necessary to maintain an appropriate checking balance;
  - c. Coordinate with the bookkeeper and Church Administrator on use of the accounts;
  - d. Issue and cancel credit cards as directed by the Executive Team; and
  - e. Ensure that funds are transferred to cover credit card expenses.
  - f. Maintain online access as follows:
    1. Cardholders will have access to view their account transactions.
    2. The Church Administrator and Bookkeeper shall have access to view transactions from all accounts and be able to print monthly statements.
  - g. Issue credit cards to individuals specifically authorized by the Executive Team
  - h. Cancel credit cards when they is no longer needed or appropriate or when necessary to prevent unauthorized charges; and
  - i. Ensure that funds are automatically transferred to cover credit card expenses.
  - j. Inform the Executive Team about any suspected inappropriate charges.

## **N. Financial Reports**

1. Treasurer's Reports. The Treasurer shall submit quarterly and annual financial reports to the Board when the Annual Treasurer's Report is generated and approved by the Board. This is normally at its February meeting and when the Bookkeeper permanently closes the books for the year just completed.

**O. Financial Reserves**

1. Unobligated surpluses. The Board shall strive to maintain an unobligated reserve at the beginning of each fiscal year equal to five percent (5.0%) of the budgeted spending level. The purpose of this reserve is to protect the Congregation from the effects of uneven cash flow.
2. Budgeting for Repair and Replacement Reserves. The Board shall present a proposed annual budget to the congregation that strives to maintain a balance in the Building Major Maintenance Fund equal to at least two percent (2%) of the estimated value of the church buildings.
3. Dedicated funds. The Executive Team may establish dedicated funds for any purpose that serves the interests of the congregation. The Executive Team shall establish dedicated funds only for clearly designated purposes and with a clear understanding of who controls their use.

**P. Endowment Fund**

1. The OUUC Endowment Fund shall be under the general direction of the Board, but shall be administered by the Endowment Committee.
2. The Endowment Fund shall be entirely isolated from the accounts of the church. No funds may be borrowed from, nor security pledged against, the Endowment Fund. The Endowment Fund shall be used only in furtherance of the Endowment Programs approved by the Congregation pursuant to this policy.
3. The Board shall transfer to the Endowment Fund all undesignated gifts to OUUC made in the memory of others, and at least 50% of all undesignated bequests to OUUC.
4. Expenditures from the Endowment Fund (other than ordinary investment expenses) require approval of the Congregation. No Endowment funds may be spent until the value of the Endowment Fund exceeds \$50,000. Expenditures from the Endowment Fund shall be restricted to income earned by the Fund, thereby preserving the principal of the Fund.

**Q. Transition Procedure**

1. The Bylaws require Board officers' terms to begin upon election and end by election or appointment. Also, an officer whose term on the Board expires prior to their term as officer shall serve as officer until the election of new officers at the first meeting after the end of the expired term.
2. In the case of the Board President, the agenda for the election meeting will be issued by the President in office and the meeting in question chaired by the President until a new President is elected. Only new members and those members whose terms have not expired are eligible to vote.

**R. Ground Rules for Board members and meetings**

1. Focus on the health of the Congregation.
2. We work towards consensus to reach agreement. We will all stand behind all decisions reached.
3. Generally use Robert's Rules and document decisions in Board Minutes.
4. Make clear motions.
5. Start and stop on time

6. Do our homework.
7. Speak for yourself - not 'Anonymous'.
8. Practice active listening.
9. Include all Board members in the conversation.
10. Check e-mail regularly and be responsive to calls for comment and votes.
11. Attend and be visible at OUUC functions -- Board membership is more than one meeting a month.
12. All Board meetings are open meetings (Executive Team sessions rare). Agenda and minutes are available to congregation.

**S. Consent Agenda**

1. The consent agenda is intended to streamline the process for approval of regular, routine issues that come before the Board. The consent agenda groups together routine matters such as meeting minutes, factual reports (except the Minister's report), routine document updates and General Assembly delegate appointments under one agenda item. Items included in the consent agenda require no discussion before voting and are all approved in one vote.
2. The president determines whether an item belongs on the consent agenda. The president prepares a list of the consent agenda items as part of the meeting agenda. The list and supporting documents are included in the Board's agenda package in sufficient time to be read by all Members prior to the meeting.
3. An item may be moved from the consent agenda to the regular agenda for separate discussion at the request of a Board Member for any reason needing no motion or second.
4. At the beginning of the meeting, the president asks Board Members what items they wish to have removed from the consent agenda and discussed individually. Members may request that an item be removed for any reason other than for clarification of a question.
5. If an item is removed from the consent agenda, it will be placed on the regular agenda to be discussed and acted upon as a separate agenda item later in the meeting.
6. Immediately following the opportunity to remove any items for separate discussion, the consent agenda is moved and approved as a set.
7. When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

**T. Member Attendance and Comment at Board Meetings**

1. All meetings at which Congregation policy is discussed are open to all members of the congregation. Any Member has a right to discuss issues with Board.
2. The Board offers dedicated time at the beginning of each regular Board meeting for Members of the congregation to share views, ideas, and concerns. Any Member of the congregation may address the Board during "Member Comment" time. Any topic that is related to Board policy as stated in the "Governing Policies" manual is welcome.
3. Congregation Members who wish to speak to the Board must reserve time not later than 5:00 p.m. on the Monday preceding the Board meeting at which an individual wishes to speak. Board meetings are usually held on the second Thursday of each month. The Board will not respond to or take immediate action on issues raised during the "Member Comment" period.
4. Those who wish to make a more formal presentation or who are seeking a specific

action from the Board should consult with the Board President.

**U. Declaration of Candidacy and Election of Board Officers:**

1. At the April meeting of the Board of Trustees, Board members who are interested in serving as President or Vice-President will declare their candidacy by informing the President in writing before the meeting.
2. The President will announce the names of the candidates during this meeting.
3. Board members will elect the President and Vice-President at a special Board meeting immediately following the April Congregational meeting.
4. The Board Secretary will be responsible for the upkeep of the Governance Manual (in both electronic and paper form), including revision numbering and a log of all changes.

**V. Board Members' Code of Conduct**

1. The Board expects of itself and of its members ethical, businesslike, and emotionally sensitive conduct, in keeping with the Unitarian Universalist values and principles.
2. The members and the Board as a whole commit to responsible use of the authority vested in them by the congregation.
3. By accepting membership in the Board of Trustees, each Trustee acknowledges her or his legal and moral responsibilities to act on behalf of the Congregation and to fulfill the obligations of Board membership.
4. Trustees must first be loyal to the interests of the congregation.
5. Trustees will act in accordance with established policy regarding conflict of interest.
6. The Board shall speak with one voice.
  - a. Although unanimity is not required, the Board's group decision must be unambiguous, recorded in policy, and upheld by all members of the Board as if it had been a decision that each made individually.
  - b. No member has the authority to speak for the Board unless specifically authorized to do so by the whole Board.
7. Board Members may not attempt to exercise individual authority over the organization except as explicitly set forth in the Board policies.
  - a. Members' interaction with the Executive Team or with staff must recognize the lack of authority vested in individuals except when explicitly Board-delegated.
  - b. Members' interactions with public, press or other entities must recognize the same limitation and the inability of any Board Member to speak for the Board except to repeat explicitly stated Board decisions.
  - c. Members will not express or act on their individual judgments of the Executive Team or staff performance outside of the Board.
8. Members will respect the confidentiality appropriate to issues of a sensitive nature.
9. In their interactions with one another as a Board, Trustees shall adhere to the Board Covenant.

**W. Conflict of Interest**

1. It is the policy of the Board that potential conflicts of interest should not preclude Congregation members from service on the Board.
2. When a Member serves on the Board and a conflict of interest situation arises, the Member shall be expected to exclude him or herself from any vote on the matter. The Member may be excluded from discussion of the matter at the discretion of the Board.



## **Policy 5 Committees Established by the Board**

*Board Policy Revised: January 9, 2014*

- A. The Board may establish ad-hoc committees in addition to the standing committees established in this section to help carry out Board responsibilities.
  - 1. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the Executive Team.
  - 2. Committees will assist the Board chiefly by preparing policy alternatives and implications for Board deliberations.
- B. Committee on Ministry (COM)**
  - 1. The Mission of the COM is to support and monitor the health of the congregation's ministry.
  - 2. Membership.
    - a. Six members approved by the Board.
    - b. The COM shall recommend new members to the Board with the intention of reflecting the diversity of the congregation's membership.
  - 3. Terms. Three-years, staggered so that two members change each year.
  - 4. Responsibilities
    - a. Monitor on a regular and continuing basis the effectiveness of the congregation's ministry. In the process, the COM shall engage the Minister, staff, committee members and affiliated groups to examine how their activities support and enhance the mission/covenant of the congregation.
    - b. Within the assessment of the congregation's ministry, assess the Minister's success toward meeting the Minister's annual goals, and the 5 year goals of the congregation. Provide this assessment to the Personnel Committee in time for the latter to make salary recommendations for the annual budget-setting process.
    - c. Make recommendations to the Board regarding goals for the professional Minister, Associated Minister, staff, lay leaders, and committees for the development of the congregation's ministry.
    - d. Educate the congregation and those engaged in the Congregation ministries about the functions of the COM and the status of the ministry.
    - e. Report to the Congregation their assessment of the ministries as part of the annual meeting and report process.
  - 5. Facilitate conflict management as outlined in Policy 7(see C.).
  - 6. Meetings. At least every other month.
- C. Endowment Committee**
  - 1. The Mission of the Endowment Committee is to manage the Endowment Fund.
  - 2. Membership:
    - a. Three members appointed by the Board.
    - b. At least one member shall be a member of the Board.
    - c. The other members shall be appointed by the Board from the congregation at large for two-year terms, renewable.
  - 3. Responsibilities
    - a. The Committee shall invest the Endowment Fund in the manner it deems prudent.
    - b. The Committee shall develop and implement a donor recognition program.
    - c. The Committee may adopt additional operating policies, provided they do not

conflict with Board policy.

d. The Committee shall submit an annual financial report to the Board.

#### **D. Finance Committee**

1. The Mission of the Finance Committee is to provide financial oversight for the Congregation, ensuring that the Board, Executive Team and others are informed of financial issues facing the Congregation and that debt is paid on time.
2. Membership
  - a. At least three members appointed by the Board from Members of the Congregation
  - b. Board Treasurer
  - c. OUUC Bookkeeper (if not a Member, the bookkeeper shall be nonvoting). To avoid possible conflicts of interest, neither the Bookkeeper nor Treasurer may serve as committee chair.
3. Responsibilities
  - a. Develop a proposed annual budget proposal for submittal to the Board based on committee requests.
  - b. Monitor financial activities of OUUC for policy compliance including bookkeeping and records of pledges and pledge payments.
  - c. Make recommendations on the investment of funds.
  - d. Arrange for annual management reviews of financial records.
  - e. Provide periodic reports to the Board and committees.
  - f. Review and recommend changes in Board and ET financial policy.

#### **E. Personnel Committee**

1. **Mission.** The mission of the Personnel Committee is to provide the executive leadership of OUUC with human resource information, analysis, assistance and recommendations for managing and compensating paid staff.
2. **Responsibilities**
  - a. Periodically review personnel policies and submit proposed updates to the Board for approval.
  - b. Develop and submit salary and benefit recommendations to the Finance Committee in time to inform the annual budget-setting process. These recommendations shall be informed by:
    1. The annual assessment of the Minister by the COM;
    2. The annual evaluations of staff by the Minister;
    3. The Fair Compensation guidelines of the Unitarian Universalist Association and other relevant sources of information
  - c. Ensure that job descriptions and annual performance evaluations are current.
  - d. Serve in a consulting role in the selection and hiring process for vacant or new positions and in selection of and contracting with independent contractors.
  - e. Serve as a forum where lay leaders and staff may voice needs, aspirations, and concerns regarding personnel policy matters. The Personnel Policy Manual shall be followed for all non-policy issues.
3. **Membership**
  - a. Three members of the Congregation at large appointed by the Board
  - b. A member of the COM appointed by the COM
  - c. A member of the Finance Committee appointed by the Board
  - d. Members will serve three-year terms, serving no more than two terms consecutively.

Terms shall be staggered in an appropriate manner to provide continuity for the Committee.

#### **F. Stewardship Committee**

1. **Mission.** To develop and operate an ongoing campaign to raise funds to support the financial needs and aspirations of the Olympia Unitarian Universalist Congregation, in a manner that strives to foster goodwill, strengthens community, and enhances the spiritual rewards of the Congregation.
2. **Responsibilities**
  - a. Oversees the major fund-raising activities of OUUC, such as the annual stewardship drive, auction, book sale, etc.
  - b. Develops mechanisms and procedures to facilitate the donation and acceptance of tax free gifts, including bequests and donations of land and stocks.
  - c. In consultation with the Finance Committee, recommends to the ET appropriate policies and procedures for fund-raising in the Church.
  - d. Designate a liaison for each major fund-raising activity, including the annual pledge drive and the auction.
3. **Membership.** At least 5 OUUC members, who shall serve for two year staggered terms.
4. **Meetings.** At least monthly

#### **G. Relationships with Other Organizations**

1. **Affiliated and Associated Organizations**
  - a. Voluntary organizations may be recognized as “affiliated” or “associated” with OUUC. This special designation may be received by an organization whose work and purpose furthers the mission of OUUC and is consistent with the seven principles of Unitarian Universalism. Organizations receiving the special designation enjoy benefits of this relationship with OUUC
  - b. To be considered for this designation, an organization submits a request for “affiliated” or “associated” status to the Program Council and meet the requirements as outlined in policy. The Program Council may request additional information from the organization as needed. The decision of granting “affiliated” or “associated” status lies with the Program Council. This decision may be appealed to the Board of Trustees.
  - c. The Program Council may revoke the special designation in the event an organization no longer meets the requirements.
2. **Affiliated Organization**
  - a. **Requirements**
    1. Must further the mission of OUUC
    2. Has a purpose consistent with the seven principles of Unitarian Universalism
    3. Has members who are primarily members of OUUC
    4. Has at least one organization board member who is a member of OUUC
    5. Must be non-partisan in nature and purpose and may not engage in direct lobbying activities
  - b. **Benefits**
    1. May list OUUC as a sponsor or contributor to their organization
    2. May reserve and use OUUC building space at no charge for organizational meetings and events
  - c. **Maintaining the Designation.** Must provide an annual report to the Program Council

- on their mission, goals, outcomes, and financial status.
- 3. Associated Organization
  - a. Requirements
    - 1. Must further the mission of OUUC
    - 2. Has a purpose consistent with the seven principles of Unitarian Universalism
    - 3. Must be non-partisan in nature and purpose and may not engage in direct lobbying activities
  - b. Benefits
    - 1. May list OUUC as a sponsor or contributor to their organization
    - 2. The Program Council may waive building rental fees in whole or in part for organizational meetings and events.

## **Policy 6 Disruptive Behavior**

*Board Policy Revised: November 10, 2011*

- A. While openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the disruptive person or persons.
- B. Each committee/organization is encouraged to adopt and agree to ground rules for their meetings/events. When some participants in these meetings/events do not follow the rules, this process can deal with these problems of unacceptable behavior such as:
  - 1. Perceived threats to the safety of any adult or child;
  - 2. The disruption of Congregation activities;
  - 3. Diminishment of the appeal of the Congregation to its potential and existing membership.
- C. The following shall be the policy of Olympia Unitarian Universalist Congregation in dealing with these issues:
  - 1. If an immediate response is required, this will be undertaken by the leader of the group involved. This may include asking the disruptive person or persons to leave, or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required the leader (or designated party) may call the police. Any time any of these actions are undertaken without the Minister being present, the Minister and Board President must be notified. A follow-up letter detailing what steps must be taken before returning to the activities involved will be sent by the Board President to the disruptive party or parties.
  - 2. In response to situations not requiring immediate response an ad hoc committee will be appointed by the Board President or designee. The ad hoc committee will respond in terms of their own judgment observing the following:
  - 3. Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
  - 4. The committee will collect all necessary information.
  - 5. To aid in evaluating the problem, the following points will be considered:
    - a. Dangerousness. Is the individual the source of a threat or perceived threat to persons

- or property?
  - b. Disruptiveness. How much interference with Congregation functions is going on?
  - c. Offensiveness. How likely is it that a prospective or existing member will be driven away?
6. To determine the necessary response, the following points will be considered:
    - a. Causes. Why is the disruption occurring? Is it a conflict between the individual and others in the Congregation? Is it due to a professionally diagnosed condition of mental illness?
    - b. History. What was the frequency and degree of disruption caused in the past?
    - c. Probability of change. How likely is it that the problem behavior will diminish in the future?
  7. The committee will decide upon the necessary response on a case by case basis. However, the following three levels of response are recommended:
    - a. Level one. The committee shall inform the Minister of the problem and either the Minister or a Member shall meet with the disruptive individual to communicate the concern.
    - b. Level two. The disruptive individual is excluded from the Congregation and/or specific Congregation activities for a limited period of time, with reasons and the conditions of return made clear.
    - c. Level three. The disruptive individual is permanently excluded from the Congregation premises and all Congregation activities. Before this is carried out, the committee will consult with the Board of Trustees and the Minister. If it is decided that the expulsion will take place, a letter will be sent by the Board of Trustees explaining the expulsion and the individual's rights and possible recourse. (See the Bylaws)
  8. Any action taken under the above item may be appealed to the Board of Trustees.
  9. OUUC strives to be an inclusive community, affirming our differences in beliefs, opinions, and life experiences. However, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree the disruption compromises the health of this congregation, our actions as a people of faith must reflect this emphasis on security.

# Policy 7 Conflict Management

*Board Policy Revised: January 9, 2014*

## **A. Background**

1. The well-being and reputation of OUUC depends on a sense of community and fellowship among its members, friends, and staff. It depends on an atmosphere of trust, respect, and cooperation. Respectful communication is essential to the creation of right relationships within a religious community.
2. The OUUC Covenant recognizes that within our congregation, conflict is “normal” and outlines some basic principles for addressing and resolving such conflict. The Covenant states in part: Because we recognize that conflict is normal we promise to speak with each other directly and honestly from a position of respect, kindness and love, recognizing that to do so, there will be times we need to seek counsel from the community.
3. The purpose of this OUUC policy on conflicts is to provide more detailed steps for addressing and resolving disagreements within the congregation and to describe the process for raising policy issues with the Board or the congregation as a whole.

**B. Scope of Policy.** This policy covers many sorts of disputes and disagreements. It could include disputes or disagreements among members, friends, ministers, staff, and others. Disputes involving affiliated groups, or members of such groups, may, with the consent of that group or person, be addressed by this policy.

## **C. Committee on Ministry’s (COM) role in resolving conflict**

### **D. Conflict Management Team**

1. The COM members should be either skilled in dispute management or be willing to receive training in the area of dispute management.
2. The COM shall undertake the following:
  - a. Provide conflict resolution training to its members and to other members of the congregation;
  - b. Publicize the conflict management services and processes of this policy;
  - c. Evaluate its processes and seek feedback;
  - d. Maintain confidentiality of its actions in accordance with the privacy provisions of part of this policy; and
3. Neither the COM, or members or friends working with the COM, shall conduct mental health therapy or counseling in connection with any disagreement. The COM may assist members or friends in securing appropriate counseling assistance from outside the congregation.

**E. Privacy.** All persons involved in conflict management under this policy shall ensure the confidentiality of discussions at all times. Any documents provided or produced, shall be confidential, unless the parties to the conflict agree otherwise. The COM may request that the Board authorize the destruction of records relating to a particular conflict that no longer need be kept.

## **F. Disagreements between Persons within the Congregation**

### **1. Informal**

- a. Any person who perceives him or herself to be in disagreement with another should attempt to resolve that conflict informally by direct and respectful communication.

- b. If such informal attempts are not possible or successful, the person may seek assistance from the COM.

**2. Seeking Assistance from the COM.**

- a. A person may seek assistance of the COM by contacting a member of the Board, a member of the COM, or the minister. A member of the Board or the COM, or the minister (when the minister is unable to provide the necessary assistance him or herself) shall refer the person to the COM.
- b. The COM will obtain information from the person and, as appropriate, other persons, and then confer on the appropriate course of action. Appropriate courses of action may include:
  - 1. Designating one or more members of the COM to meet with the persons in conflict, individually or jointly, to assess the situation and, if possible, facilitate a resolution.
  - 2. Designating one or more skilled members or friends of the congregation to meet with the persons in conflict, individually or jointly, to assess the situation and, if possible, facilitate a resolution.
  - 3. Arranging the participation of a skilled person or entity from outside the congregation to meet with the persons in conflict and mediate a resolution. (The Committee may make payment for such persons from any available funds.)

**G. Conflicts between a Person and the Minister**

- 1. The COM exists to assess the ministry of the congregation. Included within that role is the monitoring and resolution of conflicts between members or friends of the congregation and the minister.
- 2. Because the COM works closely with the minister to ensure his or her ministry most effectively serves the congregation's overall ministry, it is important for the COM to be aware of and involved, if necessary, with helping manage conflicts related to the minister that may impact his or her ministry to the congregation.
- 3. Therefore, because of that particular and unique role, conflicts between persons and the minister should be addressed through the COM.
- 4. If a person has a disagreement with the minister, he or she should speak with the minister. The Minister will advise the person that, if they are not satisfied with the outcome, he or she should contact a member of the COM. The COM shall then set up a meeting between the person and the minister with at least COM member attending. The person may bring a support person to the meeting, and the Minister may bring a member of the Ministerial Support Team.

**H. Disagreements between Staff.** Members or Between Minister and Staff. If a staff member has a disagreement with another staff members or with the minister, he or she should speak with that other staff member or the minister. Resolution of any remaining disagreement should be resolved pursuant to the relevant personnel policies.

**I. Presenting Issues**

**1. Presenting Issues to the Board**

- a. All meetings at which Congregation policy is discussed are open to all members of the congregation. Any Member of the congregation has a right to discuss issues with Board.
- b. If a person, who is a Member or friend of the congregation, has a disagreement with or a question about a policy issue, he or she should discuss the issue with a member

- of the Board about placement of the issue on the agenda at a future Board meeting.
2. **Presenting Issues to a Committee**
    - a. If appropriate, before addressing the Board with policy issue, any Member of the congregation may seek a meeting with the chair of any OUUC committee with responsibility over that issue. (For example, a person disputing a policy on religious education may seek a meeting with the Director of Religious Education or the chair of the Religious Education Committee.)
    - b. The chair may put that person and his or her issue on the agenda at a future meeting. If a person wishes assistance in meeting the appropriate committee, he or she may seek the assistance of a member of the Conflict Management Team.
  3. **Presenting Issues to the Congregation as a Whole**
    - a. There are two scheduled all-congregational meetings each year. In January, the congregation meets to consider and approve the budget for that year. In May, the congregation meets to vote on members of the Board.
    - b. All members are encouraged to attend these meetings. Any Member may, within time constraints, raise any issue for discussion at the meeting. If a Member wishes to have an item placed on the agenda for a congregational meeting, he or she should ask the President to place the issue on the agenda.

## **Policy 8 Political Activity**

*Board Policy Revised: December 8, 2011*

- A. **Purpose.** This policy limits OUUC involvement in political activities, restricting them to those which are non-partisan in nature.
- B. **Background**
  1. Federal law mandates a separation between church and state, and prohibits partisan political activities by churches and by corporations organized as 501(c)(3) (non-profit) entities.
  2. OUUC enjoys favored tax status both by virtue of being a church and by being recognized as a 501(c) (3) corporation, a status derived through membership in the Unitarian Universalist Association (UUA). When churches or non-profit organizations become involved in partisan political activities the government may take legal action against them, including the removal or revocation of their privileged tax status.
- C. **Policy Guidelines Restricting Political Activities**
  1. No OUUC Member or activity may represent OUUC while directly or indirectly participating in political activities on behalf of, or in opposition to, any candidate or political party or group engaged in a campaign for elective public office. To do so violates the Internal Revenue Code governing section 501(c)(3) organizations.
  2. Contributions in the name of OUUC to political campaign funds or public statements (verbal or written) in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Furthermore, no one representing OUUC may receive money intended for transfer to any political campaign or candidate for office.
  3. The restrictions on political activity extend to voter education or registration activities that show evidence of bias, or which would support (or oppose) a particular candidate or political group.



#### **D. Permitted Political Activities**

1. The permissibility of some political activities or expenditures may depend on the facts and circumstances. For example, voter education activities such as holding public forums or publishing voter education guides do not constitute prohibited campaign activity as long as they are conducted in a non-partisan manner. Likewise, activities intended to encourage people to participate in the electoral process, such as voter registration and get-out-the-vote drives, would not be prohibited political campaign activity if conducted in a non-partisan manner
2. Churches and organizations which qualify for section 501(c)(3) status are permitted to advocate for legislation or attempt to influence the legislative process (commonly known as lobbying), providing such activities do not become “a substantial part” of their purpose (which is the language used on the Internal Revenue Service website). Thus, OUUC’s support for UU Voices of Washington and OUUC sponsored visits to legislators at the State Capitol to advocate for acts, bills, resolutions and the like are permitted.

#### **E. Use of OUUC’s Name in Public Statements**

1. Statements on matters of public policy or about civic culture (such as one in support of allowing the establishment of homeless tent cities on Congregation property) are permissible providing they are well-grounded in the vision and mission of the Congregation.
2. OUUC program elements engaged in direct service activity, such as providing food for the hungry, clothes for the needy or housing for the homeless, are free to use OUUC’s name in support of the services being provided.

## **Policy 9 Executive Team Operation**

*Executive Team Policy Revised: November 2, 2011*

#### **A. Authority and Responsibility**

1. The Executive team (ET) is responsible for organizational operations, achievement, and conduct such as contracts, requests for church resources, operational procedures, etc.
2. Each year the ET will present to the Board an operating plan and budget that will address and work toward the Outcomes.
3. The ET will provide to the Board written reports of all decisions and actions taken at ET meetings. These reports shall be filed with the Board President prior to the Board's monthly meetings.
4. The ET will provide a draft Annual Report on Outcomes that outlines OUUC's progress toward each of the Outcomes listed in the Governance Document. This annual report will not be a summary of activities of the ET throughout the year, but will focus on overall vision and direction of OUUC and the progress that has been made in achieving the Outcomes. It shall be submitted to the Board prior to the Board's March meeting for review and approval.

**B. Membership.** As defined in Board policy.

**C. Meetings.** The ET will usually meet at least twice a month.

**D. Decision-making.** Decisions will be made by consensus.

**E. Transparency.** The ET will:

1. Provide advance notice of dates and locations of regular business meetings, and make

- agendas, reports, and meeting minutes available promptly;
- 2. Provide avenues for comment on issues on meeting agendas;
- 3. Accommodate observers at regular business meetings;
- 4. Make documents submitted for consideration to the ET publicly available, except when by law they must remain confidential; and
- 5. Conduct all business in public except for matters that by law must be confidential.

## **Policy 10 Program Council and Committee Clusters**

*Executive Team Policy Revised: November 16, 2011*

- A. Mission.** The Program Council (Council) coordinates and facilitates the work of OUUC committees so as to assure the smooth operation of OUUC programs and services for the greater good of the whole congregation. The Council acts as a vehicle of communication and consultation between and among all OUUC committees and affiliate groups and advises the ET on operational matters.
- B. Program Council Responsibilities**
  - 1. Coordinate the work of OUUC committees and make decisions on operational matters that are delegated by the ET.
  - 2. Monitor the health and efficacy of committees and coordinates assistance to them in meeting their goals.
  - 3. Monitor and coordinate activities of Program Clusters.
  - 4. Provide guidance as to cluster structure and function.
  - 5. Review draft annual budget with the Finance Committee and forward it to the Board with recommendations and priorities.
- C. Membership**
  - 1. Program Council Chair selected by vote of the Program Council for a term of two years and will serve no more than two consecutive terms.
  - 2. One representatives of each Committee Cluster
  - 3. Ex officio members. Minister, Director of Religious Education, Administrator
- D. Meetings**
  - 1. The Council shall meet at least every other month. The regular schedule will be set at the semi-annual calendaring sessions.
  - 2. If issues arise between scheduled meetings that require coordination between Clusters, the Chair may call a special meeting of the clusters involved to reach a solution.
  - 3. Meetings of the Council are open to Members of the Congregation.
  - 4. The Chair shall notify members, the Minister and the Church Administrator as to upcoming meetings.
  - 5. The Chair shall arrange for minutes to be distributed to the Council members and the Board and made available to the Congregation by at least posting them on the OUUC website.
- E. Committee Clusters (Clusters)**
  - 1. Clusters are made up of associated committees and/or activities and are self-governing.
  - 2. Clusters provide a venue for decision-making on issues that require coordination among member groups of the cluster.
  - 3. Each Cluster provides a representative to the Program Council who will serve for one year.
  - 4. Membership. A cluster may change over time as new committees/activities are created and as committees/activities choose to be represented by a different cluster.

# Policy 11 Committees of the Executive Team and Program Council

*Executive Team Policy Revised: December 7, 2011*

## **A. Establishment of Committees**

1. The ET may create ad hoc committees as needed for specified terms.
2. The Council may create and dissolve committees as needed.

## **B. Addictions Ministry**

1. Mission. [to be added]
2. Responsibilities. [ to be added]
3. Membership. [to be added]

## **C. Adult Education Committee**

1. **Mission.** To enrich and bless our Unitarian Universalist community by encouraging adults at the Olympia UU Congregation in their search for truth and meaning in a lifelong commitment to their spiritual journeys.
2. **Responsibilities.** Create program opportunities for active and reflective experiences that:
  - a. explore the roots of our faith
  - b. move us toward spiritual, emotional, ethical and intellectual growth
  - c. tap into our inner creative process to discover and share our innate gifts
  - d. explore and illuminate the mysteries in life
  - e. deepen the personal bonds among community members
  - f. teach by example that learning is a life-long process and
  - g. challenge us to practice Unitarian Universalism in our daily lives.
3. **Membership.** Volunteer OUUC members

## **D. Buildings and Grounds Committee**

1. **Mission.** To maintain and enhance OUUC buildings, grounds and related mechanical systems.
2. **Responsibilities**
  - a. Maintain all buildings and grounds including the main church building, the building known as the "ANNEX" storage shed and surrounding grounds.
  - b. Interface with the Aesthetics Committee to ensure appropriate appearance and continuity of structure and color.
  - c. Maintain B & G operations Manual (retained by Office Manager).
  - d. Prepare an annual and major maintenance budget.
  - e. Work closely with Office Manager and janitor
  - f. Recommend to the ET policies regarding the management of the buildings and grounds. (This includes such things as fire alarms response, thermostat monitoring and heating system filters, etc.).
  - g. Maintain and post an evacuation plan.
  - h. Maintain the fire alarm system.
  - i. Provide fire department access by key box.
  - j. Maintain and repair all buildings, their mechanical and electrical systems and grounds in conjunction with assigned responsibilities to janitor and sexton.
  - k. Arrange for contractors as needed and approved by the ET.
  - l. Schedule work parties and individual assignments for maintenance and repairs
  - m. Maximize space utilization and flexibility.
  - n. Perform all duties in consultation with church administrator, janitor, and treasurer, as

needed.

o. Designate a committee representative to attend/participate in the Council of Committees meetings.

3. **Membership.** Volunteer OUUC members

4. **Membership.** Volunteer OUUC members

E. **Endowment Committee.** See Board policy.

**F. Family Ministry Team**

1. **Mission.** To create, support and implement opportunities for the OUUC community to explore religious ideas and develop spirituality guided by Unitarian Universalist principles and history.

2. **Responsibilities**

a. With the Director of Religious Education (DRE), plan and implement church school programs and nursery care for children from infancy through elementary school.

b. Support and thank teachers and other religious education volunteers.

c. Plan, support, and implement programs for middle school youth.

d. Support Young Religious Unitarian Universalists through the Youth-Adult committee.

e. Promote and coordinate sexuality education for all ages through the Our Whole Lives curricula.

f. Organize intergenerational programs and activities.

g. Evaluate religious education programs.

h. Engage in long-range planning for religious education for all ages.

i. Advise and support the DRE.

3.

**G. Green Sanctuary Committee**

1. **Mission.** To promote awareness and action that advance respect for the interdependent web of all existence of which we are a part.

2. **Responsibilities**

a. Implement the UUA Green Sanctuary Program at OUUC.

b. Carry out an environmental assessment of the OUUC policies and practices.

c. Work on habitat restoration in the natural vegetation areas of the OUUC landscape.

d. Work to incorporate Green building practices in the redesign of our church building.

3. **Membership.** Volunteers who ideally represent all standing committees of the congregation.

**H. Hospitality Committee**

1. **Mission.** To deepen our community life by creating occasions and events for members and friends to socialize with one another. The committee's primary focus is on integrating the three "F's," food, fun and fellowship. The committee also helps organize gatherings following memorial services involving members or friends.

2. **Responsibilities**

a. Organize or oversee regular coffee hour events on Sunday, periodic congregational social events and celebrations.

b. Meet at least once each year to consider how our congregation can be most hospitable,

c. Insure there are coffee crews to host each social hour following Sunday services,

d. Plan and organize Dinners for Eight through the church year,

e. Plan and organize the Strawberry Festival following a June Sunday service,

f. When requested, organize gatherings following memorial services for members or

- friends or when the primary bereaved are members or friends,
- g. Organize periodic social events during the church year, considering the possibility of at least one each quarter,
- h. Insure the kitchen has the necessary supplies and that it is kept clean and in a good state of organization.

3. **Membership.** OUUC member volunteers

**I. Leadership Development Committee.** See **OUUC Bylaws** [currently the nominating committee]

**J. Membership Committee**

1. **Mission.** To support the health and welfare of OUUC by continually seeking out new members through the activities of welcoming visitors into this congregational community, orienting potential members to OUUC functions and activities, informing potential members of path to membership, and celebrating the enrollment of new members in meaningful and memorable ways.

2. **Responsibilities**

- a. Ensure that each committee member is well versed in the principles of Unitarian Universalism, the nature of our own congregation, its programs and emphasis, and to be able to formulate reasons for people to join.
- b. Conduct greeting and ushering at all Sunday services.
- c. Welcome newcomers at all Sunday services and help them get acquainted.
- d. Create publications and advertising directed at visitors and potential new members.
- e. Conduct follow up with visitors and potential new members.
- f. Plan and conduct orientation meetings for potential new members.
- g. Plan and conduct with the minister, congregation president and Worship Committee suitable recognition of new members.
- h. Examine the membership rolls annually with office administrator, assist in keeping it current and maintain contact with those whose participation may be waning.

3. **Membership.** OUUC Member volunteers

**K. Memorial Garden Committee**

1. Mission. [to be added]
2. Responsibilities. [ to be added]
3. Membership. [to be added]

**L. Music Committee**

1. **Mission.** To provide an experience of excellence in music at the personal, congregational and community level.

2. **Responsibilities**

- a. With the Music Director, sets and publishes the annual singing schedule for the choir.
- b. Attends semi-annual Calendaring Meetings to reserve dates for Holiday Concert and Spring Concert.
- c. Negotiates with Personnel Committee the salary and benefits of the Music Director.
- d. Prepares annual budget for supplemental staffing, music and other Committee needs.
- e. With Music Director, plans for needed piano maintenance.
- f. Monitors music budget to insure debits and credits are properly recorded.
- g. Prepares and distributes publicity pieces for two choir concerts.
- h. Maintains a current roster of choir members, from which a telephone tree is prepared and used to advise choir members of special practice times.

- i. Other, as needed to facilitate the responsibilities of the Music Director, and the musical portion of the Sunday services.
- 3. **Membership.** OUUC members from choir and Congregation, Liaison to Worship Arts Committee, Minister

**M. Neighbor Relations Committee**

- 1. Mission. [to be added]
- 2. Responsibilities. [ to be added]
- 3. Membership. [to be added]

**N. Partner Church Committee**

- 1. **Mission.** To develop friendships, offer support, and maintain a connection with the historical roots of Unitarianism.
- 2. **Responsibility**
  - a. Maintain regular communication with the Kissolymos Unitarian Church
  - b. Educate OUUC members and friends about the programs and needs of the Kissolymos Church through the “Unitariana” and special events.
  - c. Schedule and oversee periodic fund-raising efforts to assist the Kissolymos Church
- 3. **Membership.** OUUC Member volunteers

**O. Pastoral Care Team**

- 1. **Mission.** To set up and maintain networks within OUUC to provide neighborly assistance to OUUC members and pledging friends in emergency situations when they are sick, injured or distressed.
- 2. **Responsibilities**
  - a. The contact person will receive requests for assistance from church members and friends and call one of the coordinators.
  - b. The coordinator will assess the need and amount of assistance requested.
  - c. The coordinator will contact volunteers who have agreed to help with specific services,
  - d. Care committee will respect peoples’ wishes and right to privacy and will encourage self-sufficiency, and
    - 1. will make referrals to community services for long term needs, and
    - 2. will use a telephone tree and email to coordinate information

**P. Social Justice Committee**

- 1. **Mission.** The imperative of loving mercy and doing justice is not a thing apart from ministry, worship, education or responsible care of our facilities. Rather, it is the creative center of our total enterprise. Our goal is to promote the Unitarian Universalist values that recognize, respect and support individual freedom, justice and choice. These values include the dignity and worth of each individual; respect for the interdependent web of life and the positive use of our democratic process.
- 2. **Responsibilities**
  - a. To educate the congregation about issues of justice/injustice, political and social inequality and human rights in our community and the larger community.
  - b. To create channels as a means of advocacy through which this information can be known and shared with other members.
  - c. To mobilize members to be involved in and support justice issues identified by the Unitarian Universalist Association, the UU Service Committee, and local organizations in the broader community.
  - d. To provide an adequate amount of money in the annual budget to finance any of the

stated purposes to be augmented by additional contributions by individuals for projects of the committee's concern.

- e. Designate a committee representative to attend/participate in the Council of Committees meetings.

3. **Membership.** OUUC Member volunteers

**Q. Worship Arts Committee**

1. **Mission.** To support our minister, seeking to deepen the spiritual growth of the members of the Congregation and to enhance meaning in our personal and community life by offering a variety of worship experiences.

2. **Responsibilities**

a. The committee supports the minister in creates, shapes and organizes worship programs that reflect our living UU tradition. We envision our worship program to encompass the Sunday services, celebrations and festivals.

b. Provide a celebrant for each Sunday service.

3. **Membership.** OUUC members and friends invited by the Worship Arts Committee and Minister.

**R. Youth-Adult Committee**

1. Mission. [to be added]

2. Responsibilities. [ to be added]

3. Membership. [to be added]

## **Policy 12 Finance**

*Executive Team Policy Revised: February 22, 2013*

**A. General**

1. This policy shall govern the financial operations of the ET, Program Council, Clusters, Committees and other groups subject to expenditure control by the ET.
2. The ET shall report the details of all financial decisions in ET Minutes. Additionally, the ET shall ensure the maintenance record copies of all annual financial reports, balance sheets, reports of management reviews, and other financial documents as may from time to time be specified by the Board and by law.

**B. Money Handling**

1. All funds received by OUUC shall be turned over to the Church Administrator for deposit to OUUC's regular checking account and properly accounted for in the financial management system. There will be no exceptions to this requirement.
2. Cash donations, including donations collected during a worship service or received as a result of a fundraising event, are subject to the "two person" rule. At least two people must be involved in collecting the money, recording the count of cash and the number of checks, and transmitting the money to the Church Administrator. A cash collection slip (available in the Church Administrator's office) is required for each collection of funds that occurs. The Administrator is not subject to the two person rule.
3. In the absence of the Church Administrator, collected funds may be placed in the deposit slot of the safe located in the Work Room, accompanied by a cash collection slip signed by the two persons responsible. Money or checks should never be left on the Church Administrator's desk or in a drawer. If it is not possible to turn the money over or place it in the safe, two cash collection slips should be filled out; one to go with the person taking

personal responsibility for safeguarding the money overnight and the other to go with the witness.

4. Upon receiving funds from any source, the Church Administrator is responsible for verifying the accuracy of the money count, stamping the checks with OUUC's bank stamp, entering the checks in the financial management system, preparing a bank deposit slip, and depositing the money into OUUC's regular checking account as soon as possible, normally within two business days after receipt.

### **C. Cash Expenditures and Credit/Debit Card Use**

1. Spending authority over each budget line item is vested in the appropriate activity chair or staff member. Activity chairs and staff persons are expected to operate within their approved budgets throughout the budget execution period (that is, during the entire fiscal year following budget approval). Spending is normally accomplished by having the Church Administrator draw a check on OUUC's regular bank account, using a credit card issued by OUUC or making a purchase with personal funds for which reimbursement will later be sought. Reimbursement requires that an OUUC Request for Reimbursement, signed by the appropriate committee chair or staff member, be submitted to the Church Administrator by claimants.
2. The Church Administrator shall maintain a petty cash account in the OUUC safe located in the Administrator's office. From time to time, OUUC may obtain credit or debit cards for use by staff members or volunteers. These cards are to be used as a convenience to enable them to procure merchandise or services for OUUC or to cover professional expenses. OUUC cards are not to be used for personal purchases or transactions. Any such use may result in the loss of card privileges and be required to repay such expenses. Holders of credit cards issued by OUUC shall:
  - a. Complete the Agreement for Use of an OUUC Credit Card (Attachment 6) and submit it to the Church Administrator.
  - b. Follow all rules and regulations of the issuing bank governing the use of credit cards provided.
  - c. Insure that they have spending authority for purchases made with their card.
  - d. Each month, submit the OUUC Monthly Credit Card Report (Attachment 7) to the Church Administrator along with receipts and other documentation required in Attachment 6.
  - e. Follow the procedures in Attachment 6 for reporting an unauthorized charge or loss of the credit card.

### **D. Unbudgeted Expenses**

1. The ET has the authority to approve unbudgeted expenditures from the General Fund up to \$2,500 per year.
2. Requests for unbudgeted expenditures may be forwarded to the ET by the Finance Committee or Church Administrator for action at the next ET Meeting.
3. When the ET approves an expenditure that is not in the current budget the ET may direct that it be booked as: an unfunded requirement; as a decrement to another budget line; or as an expense by a fund other than the General Fund, depending on the situation. If the ET does not do so, the Finance Committee shall make the determination.
4. The Administrator may approve up to \$1,000.00 in unbudgeted expenditures from the General Fund in a fiscal year.

### **E. Safe Deposit Box**



1. Important church documents will be maintained in a safe deposit box at the currently approved financial institution (the OUUC safe deposit box is currently at the Tumwater branch of Key Bank). The President of the Board and Church Administrator shall be entrusted with the keys to the box. To ensure continuity, signers on the account shall include the President, Church Administrator, Minister, and Treasurer.
2. The Administrator and Board President shall arrange for an annual inventory of the box contents.

#### **F. Financial Reports**

1. The Finance Committee, with assistance from the Bookkeeper, shall prepare the required financial reports.
2. The Finance Committee shall submit monthly ET financial reports including, at a minimum:
  - a. Actual monthly and year-to-date income and expenses in comparison with the budget for the General Fund.
  - b. Statement of Activity (receipts/disbursements/transfers) for all equity accounts (funds), budgeted and non-budgeted.
  - c. Statement of Financial Position (Balance Sheet) including all assets (cash and investment balances), all liabilities (debts and financial obligations), and all money set aside by OUUC for designated purposes (reserves and funds).
3. The Finance Committee shall submit annual financial reports (normally in January for the previous year). After review and approval, the ET will submit this report to the Board for review and approval at its February meeting. Once the final financial reports are approved, the fiscal year is closed to subsequent changes or updates.
4. The Finance Committee shall submit financial reports at least quarterly to committees and others with spending authority. The frequency of financial reports to committees will support the budget process and year-end process.
5. Access to financial information shall not be unreasonably denied to a member of the Congregation.
6. The Administrator shall keep a permanent record of Annual Balance Sheets and ET Reports.

#### **G. Record Keeping**

1. Paper copies of financial records are to be maintained for a minimum of seven years until they are destroyed by shredding or another method approved by the ET.
2. The “record copy” of all computerized financial records will be maintained on the computer used by the Church Administrator. All financial and other official records on the computer shall be backed up at least weekly to an online backup service
3. Electronic copies of financial records for an entire year shall be preserved on the Administrator’s computer and in an online backup service for at least seven years.
4. Annual management reviews or audits of the accounts and the accounting system are required.
5. Following the completion of a management review, a report shall be furnished to the ET and OUUC Treasurer, who will submit the report to the Board for approval.

#### **H. Administrator’s Financial Duties.**

1. Receive and deposit funds, to prepare checks for signature, to track pledges and pledge income, and to manage credit cards issued to staff/members.
2. Receive all donations received by OUUC, including cash, checks, and funds from stock or electronic funds transfers and posts them to the financial management system by donor name (keeping separate Annual Pledges and Capital Campaign pledges).

3. Receive all income generated by OUUC activities and posts the amounts to the financial management system.
4. Using the office safe, maintain security of all funds prior to depositing them in the OUUC bank account.
5. Prepare and make all bank deposits.
6. Approve or monitor the approval of all disbursements, including invoices and requests for reimbursement. Verify with the appropriate expenditure authority that disbursements have been properly approved.
7. Prepare checks for signature.
8. Set up electronic fund transfer (EFT) accounts for OUUC donors.
9. Prepare and send giving statements to donors.
10. Prepare and mail end-of-year giving statements to donors for tax purposes.
11. Set up payroll-related electronic funds deposits for employees.
12. Set up credit card use by staff members, as needed.
13. Act as first-line supervisor of the Bookkeeper.
14. File annual updates of non-profit corporation status.
15. Maintain a petty cash fund.
16. Maintain financial files, as appropriate, in coordination with the Treasurer and Bookkeeper.
17. Manage issuance of credit cards, including:
  - a. Obtain cardholder agreements from each cardholder before card issuance;
  - b. Maintain a paper file with all cardholder agreements; and
  - c. Accept monthly statements from cardholders and passing them on to the Bookkeeper.

#### **I. Bookkeeper's Financial Responsibilities**

1. Maintain the financial records of OUUC, in conjunction with other staff and through the use of a financial management system. His/her first-line supervisor is the Church Administrator, and s/he operates in close coordination with the OUUC Treasurer and members of the Finance Committee, of which s/he is also a member.
2. **Monthly tasks**
  - a. Prepare payroll for the month for the Church Administrator, post payroll and employment tax figures to the financial management system, determine the appropriate amount of monthly payroll taxes to be paid to the IRS and authorize direct electronic withdrawal of the taxes due.
  - b. Post all accounts payable, including mortgage payments, checks written against reserve accounts and Federal taxes (FICA, Medicare).
  - c. Insure the proper posting of all transactions for the month, and reconcile monthly bank statements.
  - d. Prepare reports for the Finance Committee, including the monthly income and expense report and balance sheet as well as various financial analyses which may be useful.
  - e. Prepare and maintain spreadsheets showing the interest income which should be allocated to each fund within the accounting system.
  - f. Prepare periodic email reports for committee chairs to keep them up-to-date on their financial posture with respect to the budget.
  - g. Review monthly credit card expense statements, post charges to the appropriate account; and alert the Treasurer and Finance Committee of any suspected inappropriate charges.
  - h. Review website transactions at least weekly
3. **Quarterly tasks**

- a. Prepare Federal Tax Forms 941.
- b. Prepare the Washington State Labor and Industries return covering the annual work and vacation hours of staff.

**4. Annual tasks**

- a. Estimate taxes and benefits to be included in the draft annual budget.
- b. Coordinate with the Church Administrator on processing year-end contributions.
- c. Close the books on the old fiscal year (not actually done until mid-January because of the need to hold the books open for post-closing entries to be made).
- d. Set up the Treasurer’s Report and Balance Sheet for the new fiscal year using figures from the new budget approved by the Congregation.
- e. Update payroll and benefit figures on the basis of figures from the new budget.
- f. Prepare tax forms W-2, W-3, 1096 and 1099 as required by IRS regulations.
- g. Provide support for the annual management review (usually accomplished in the second quarter of the fiscal year).

**J. Fund Management**

- 1. Fund Accounting Background. Fund accounting is an approach to accounting that is designed for churches and some non-profit organizations. Use of a fund accounting system enables OUUC to maintain financial oversight over long-term reserve funds which are either donor-restricted (such as the Endowment Fund) or are restricted by the Board or the Congregation for specific purposes (like the Building Major Maintenance Fund). On a conventional Balance Sheet, the underlying principle is that:  $Assets = Liabilities + Earned Income$  (also called Equity or Net Worth). In fund accounting, the equation changes to:  $Assets = Liabilities + Fund Balances$ . In fund accounting, the church’s net worth (equity) is revealed by the total of the fund balances; that is, the value of the General Fund plus the total value of the other established funds.
- 2. Besides equity account allocations, money may also be set aside for designated purposes using liability accounts (usually short-term money without a need for income/expense reporting). Examples are Prepaid Pledges, Book Sale Clearing, or a donation for hymnbooks.
- 3. At the close of the fiscal year, money in equity and liability accounts shall carry over to the new fiscal year.
- 4. The ET may direct the bookkeeper to set aside money in separate funds and reserves for designated purposes. In such cases, the ET shall identify any donor restrictions and the spending authority.

**5. Policy for Specific Funds**

- a. **General Operating Fund.** The day-to-day financial operations of OUUC are conducted using the General Fund.
- b. **Building Major Maintenance Fund.** This fund covers major long-term maintenance expenses associated with the physical plant. The chair of the B&G Committee has annual spending authority for up to \$10,000.00 per year for major maintenance of existing facilities and equipment and up to \$3,000.00 per year for other purchases from the Building Major Maintenance Fund. Larger annual expense requirements shall be referred to the ET and Board for approval.
- c. **Minister’s Discretionary Fund**
  - 1. The Minister is authorized to maintain a separate bank account for the Minister’s Discretionary Fund.

2. To insure confidentiality s/he has sole spending/signing authority on checks drawn on that account so long as s/he continues in his/her ministerial role. To insure proper bookkeeping and accounting the Bookkeeper will receive and reconcile monthly bank statements on the sub-account (transaction level detail only).
3. The Minister is required by law to insure that neither he nor anyone in his or her family or household is a beneficiary of the Minister's Discretionary Fund, nor may he use the funds to benefit any OUUC Trustee, principal employee or substantial donor to the church or member of their families. Although such transfers are not, strictly speaking illegal, they may not be made using a confidential fund that may have the effect of hiding the recipient's responsibility for claiming the amounts received as income on their tax return.
4. The Minister's Discretionary Fund may be replenished through annual budget allocations and/or by gifts from donors. Gifts from donors that are designated for a purpose benefitting a particular individual may not be accepted. Gifts from donors who only make advisory statements about their gifts may be accepted so long as the donors understand the Minister is under no obligation to act on their advice, but rather will use objective criteria in determining how to use the gifted funds.
5. IRS regulations require that careful financial records concerning the account be maintained. Donor information should contain the identity of the donor and reflect whether any advisory statement was made concerning the use of the gift; e.g., "To benefit flood victims." Disbursement information should include a complete description of the assistance rendered and the purpose for which the aid was given, including the identities of the recipients, their addresses, and other identifying details.
6. The Minister shall arrange for a management review or audit of the fund to be conducted each year by an entity of his/her choice that is acceptable to the ET. The report will be made directly to the ET.

**K. Expenditure of Funds by Committees**

1. A table of current authorized expenditure authorities is contained in Attachment 3.
2. Committee chairs approve necessary expenditures for their committees within their approved budgets.
3. Committee chairs or their designees are authorized to make expenditures within the scope of their budgets and to obtain reimbursement for expenditures on behalf of the church.
4. Reimbursements shall be made within 2 weeks following submission to the Church Administrator of a completed reimbursement form signed by the committee chair and accompanied by the receipt of purchase. Forms are available from the Administrator and online.
5. Requests for reimbursement shall be made promptly and within the fiscal year.
6. When an invoice or credit card charge is received and before paying the bill, the Church Administrator shall confirm with the spending authority that the expense is appropriate.

**L. Gifts**

1. Members may be solicited for gifts only:
  - a. As part of the annual pledge drive or as part of a major campaign directed by the Board;
  - b. In connection with donations to the Endowment fund;
  - c. As part of Worship Services, or when connected with concerts, social action events, or in similar situations; or

- d. As part of approved fundraising events.
2. The Finance Committee shall review major unrestricted gifts received outside normal pledging and recommend uses to the Board, recognizing both needs of the congregation and the desires of the donor.

## **Policy 13 Use of Facilities**

*Executive Team Policy Revised: March 13, 2014*

- A. **General Policy.** Use of the OUUC's facilities will be permitted and scheduled according to the following provisions. Failure to observe these rules may result in exclusion from subsequent building use.
- B. **Fundraising Events and Solicitation at the Church**
  1. All OUUC fundraising events shall comply with the following guidelines:
    - a. All funds raised shall be used solely to benefit OUUC programs and services.
    - b. All funds shall be used only for purposes consistent with OUUC's mission and principles.
    - c. At the fundraising event, the fundraiser(s) shall publicly announce the specific use to which the funds will be put.
    - d. Fundraising Events shall be designed to foster goodwill and strengthen relationships within the church and the larger community.
    - e. Fundraising Events shall not exceed five days duration. OUUC will retain 51% or more of the net proceeds.
    - f. Fundraising Events shall comply with all building use policies, including policies regarding priorities for use of facilities.
    - g. Those tendering personal checks shall be asked to make them out to The Olympia Unitarian Universalist Congregation, or to OUUC, with the name of the event noted on the memo line.
    - h. Sponsors of fundraising events shall clean up after the event, including returning tables, chairs and other equipment to their original locations, and depositing any trash in the dumpster outside.
    - i. Following the Fundraising Event, the contact person shall inform the Church Administrator of the outcome of the fundraising effort, including the level of participation. The Church Administrator shall provide this information to the Executive Team.
    - j. At the conclusion of the fundraising event, all of the money generated by it will be turned over to the Church Administrator, OUUC Treasurer or other designated individual for deposit to the OUUC bank account and inclusion in the church's financial records. If the event is meant to benefit an outside individual or organization the proceeds will be disbursed on authority of the Treasurer or Finance Committee Chair only after all income has been properly accounted for and all expenses have been paid.
  2. No individual or group may solicit money from, nor sell items to, church attendees while on OUUC property, unless the event is approved and scheduled as a fundraiser pursuant to this policy. This policy applies to solicitations and sales for any purpose, including those that benefit outside organizations (such as scouting and schools) and those that benefit OUUC. This policy does not apply to fundraising during non-profit building rentals for which the applicable rental fee has been paid.

3. Any individual or group wishing to schedule a Fundraising Event at the church shall submit to the Church Administrator a completed Fundraising Form. Ordinarily, Fundraising Forms shall be submitted at least seven days prior to the proposed fundraising event. The Church Administrator will review the proposal for consistency with this policy. The Church Administrator shall approve fundraisers s/he determines are clearly consistent with this policy, and will schedule approved events on the church master calendar.
4. The Church Administrator shall refer to the Executive Team proposed fundraisers that either (1) are not clearly consistent with this policy; or (2) require approval by the Board pursuant to this policy.
5. Grievances concerning proposed, approved, or disapproved fundraising events may be raised with the Executive Team.
6. A performer or other such person hired by the church will be reimbursed for their participation in the fundraiser through payment of a prearranged fee. The arrangement for reimbursement shall be described on the Fundraising Form.
7. Receipt of funds is subject to the two-person rule meaning that two people shall count the receipts

### **C. Approval for Use of the Building**

1. OUUC programs and people are our top priorities when it comes to building use.
2. Building use activities fall under the jurisdiction of the Executive Team and are managed by the Church Administrator. No commitment for building use is final until the Building Use Agreement has been completed and executed by the Church Administrator.
3. OUUC provides a limited number of community organizations ongoing use of the church; other organizations and individuals use our facilities on a one-time only or short-term basis. The Congregation's top priority is to its own program and membership needs. If additional space is available, then priority is given firstly to nonprofit groups that are sponsored by the Congregation and secondly to other nonprofits. Our status with the IRS mandates that we do not allow for-profit organizations to use the facilities, unless with Board of Trustees approval and in compliance with tax and non-profit law.
4. Approval of the use of the grounds and facilities does not constitute or imply OUUC's endorsement of a group, its mission, or its positions. Groups approved to use the facilities must not advertise the event in such a way as to imply endorsement by the Congregation. No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of this congregation or of the Unitarian Universalist Association.
5. There shall be use agreements established for use of grounds and buildings by outside groups describing use of utilities, parking lots and areas, restrooms, general use areas, etc.
6. Steps to Facility Use Scheduling
  - a. Fill out a Building Use Agreement. One may be obtained from the church office.
  - b. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
  - c. Return the Room Use Agreement to the Church Administrator, who will evaluate your request and compliance with our guidelines.
7. Fees for Facility Usage.
  - a. Fees shall be charged according to the use the fee schedule.
  - b. Review the Schedule of impact fees following the table of basic fees. Impact fees are charged at the discretion of the Church Administrator, taking into account factors such

as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors, impact fees may exceed the amounts shown above.

- c. Fees are based on one segment of time (Morning, Afternoon, or Evening).
- d. Members of the congregation are not charged rental fees for personal use of church facilities for life passage events (weddings, memorials, etc.). Members hosting events for non-congregational groups will be charged room use and impact fees, unless that event meets OUUC sponsorship guidelines.
- e. Charges for non-profits may be reduced or waived with the approval of the ET. Groups whose charges have been waived will be required to pay any necessary impact fees.

**D. Housekeeping.** All users of the building are expected to return any facilities used to the condition in which they were found (or better) upon concluding each day's usage. Specifically, this includes the following:

- 1. Put away any tables and chairs used, or return them to their original arrangement.
- 2. Pick up, wash, dry, and return to cabinets and drawers any dishes, silverware, and cooking utensils used.
- 3. Dispose of any trash or food remains by putting them in the trash cans or recycling bins, as appropriate.
- 4. If trash or garbage containers are full, empty those into the garbage cans or recycling container in the shed located in the parking lot near the north driveway.
- 5. Vacuum carpets and mop floors where any spillage or soiling has occurred.
- 6. Clean all counters, sinks, carts, and stove-tops used.
- 7. Turn off all stove-top and oven burners; turn off coffeepot in accordance with posted instructions.
- 8. Do not change room thermostat settings; these are programmed to maintain different temperatures at different times of day.
- 9. Assure that windows and outside doors are closed upon departure.
- 10. Church equipment may not be removed from the building. Church school supplies and ongoing projects are to be left untouched. Users shall remove all signs placed inside or outside the facilities immediately upon conclusion of each event.
- 11. If extra janitorial work is required because a user fails to follow these housekeeping regulations, the user will pay for such work.

**E. Security**

- 1. The building must be protected against theft and vandalism at all times.
- 2. All outside doors and windows must be locked when the building is vacant.
- 3. Any group using the building must designate an individual who is responsible for seeing that all doors and windows are locked whenever the building is left unoccupied. At the discretion of the Church Administrator, non-OUUC groups may be required to pay for the services of a sexton.

**F. Damage.** Users are required to report and pay for any breakage or other damage they might cause to the building or its furnishings through misuse or carelessness. Should damages be found after an event the user will be notified. Charges will be based on the actual cost of repair or replacement.

- 1. Sound System. Only qualified persons may operate the sound system. Obtain names from the Church Administrator.
- 2. Permission must be obtained for use of the grand piano.
- 3. Smoking - Smoking is not allowed inside the building at any time.

4. Personal injury/loss - Users of the facilities agree to absolve the church of responsibility in connection with personal injury and/or the loss or damage of any personal property during use of the church facilities.

#### **G. Building Access and Key Distribution**

1. Persons needing after-hours access to the building may request the code to the key box from the Administrator.
2. Olympia Unitarian Universalist Congregation (OUUC) facilities should be secure for OUUC staff, members and renters to use. This policy is intended to protect staff, regular users, their assets, and the facilities, while maintaining a welcoming and inclusive atmosphere and minimizing administrative burdens of implementing the policy.
3. It is the policy of OUUC to make buildings accessible on an “as needed” basis during hours the church office is not normally open. Keys or key cards will be available to individuals as specifically approved by the Church Administrator, and others will be given access via an entrance code that shall be changed periodically by the Church Administrator.
4. Keys will be provided only to those who absolutely require them. Duplication of keys by individuals is not allowed. The church administrator shall keep a record of all keys issued.
5. Master key. The Master key will provide access to all offices. The master key will be retained in the safe. Copies of the master key will be distributed to the Minister, the Church Administrator, the Custodian, the Director of Religious Education and the Olympia Fire Department Box.
6. Sub-master key. The sub-master key will provide access to the Church office. The Church Administrator will distribute sub-master keys to the Music Director and Associated Minister. The Church Administrator will also distribute copies to the Church President, Vice-President and Treasurer, the Building and Grounds Committee Chair, and to such other persons as the ET shall authorize.
7. Each person given a key will sign the Key Issue Receipt statement contained in Attachment 5.
8. Entry Code. Each person issued an entry code shall agree to the following statement, “I will safeguard the code. I will use thoughtful discretion in sharing the code with another person. I will notify the Church Administrator when I share the code. I will personally assure that all doors and windows are closed and locked as soon as the building use is completed whenever I use this code to open the church building. I will not leave the building unlocked and unattended at any time.”
9. The Church Administrator shall keep a list of people who are assigned keys to the church buildings, including the date the key is assigned and the date it is returned.
10. If there is any question regarding whether a particular person is in need of an assigned key, the request will be considered by the ET.
11. The Board, ET, Program Council, staff, contractors and committee chairs shall report to the church office all meeting dates in advance so that the church office is aware of who is using the building at given times. This will ensure that if a breakdown in lockup procedures is missed, the person responsible can be contacted.
12. If a key is lost, the holder of that key will need to pay a ten (\$10) dollar fee to the church to replace the lost key.
13. Keys duplication by any key-holder is prohibited.
14. Past elected and appointed officers and committee chairs shall return their church keys to the Office Administrator at the end of their terms.



15. Church keys shall be requested back from church staff, and members as needed by the Church Administrator throughout the year.
16. Access codes.
  - a. The Church Administrator may provide access codes to the following individuals:
    1. Any member needing temporary access
    2. Renters
    3. All individuals who have access granted under OUUC policy.
  - b. The Church Administrator shall change access codes yearly after the election of new board members or as otherwise needed if there are unresolved problems with locks, break-ins or doors and windows left open.

## **Policy 14 Building Design Principles**

*Executive Team Policy Revised: November 2, 2011*

### **A. OUUC furniture and fixtures shall:**

1. Be durable, for example, furniture and shelves should be purchased to last at least 10 years.
2. Be cleanable, for example, chairs and sofas should be easily to clean with nontoxic products.
3. Be of high quality, for example, furniture should be constructed of solid wood when possible and not particle board.
4. Fit with a chosen style. We are suggesting a style which is modern with simple and clean designs and light colored woods/surfaces. Furniture and other materials should be age appropriate to their use. Form should follow function.
5. Meet multiple uses. Some rooms will be used for multiple uses. These uses need to be identified and furniture and materials selected that will meet them. For example, chairs, sofas or upholstered benches in the Commons' sitting areas should usable for children as well as seniors for resting and visiting places.
6. Be affordable. We are looking for good prices, but must not sacrifice durability for price.
7. Be made of green products with low or no toxic materials. Sometimes, as with paints, we will need to consult a Material Safety Data Sheet (MSDS) for the product to rule out the use of carcinogens in the product.
8. Be designed for lower energy use, such as Energy Star appliances.
9. Use colors that go with the walls and are shown on the color board displayed in the foyer.
10. Be easy to move, for example, chairs should be easy to pick up and place on a dolly for movement from place to place.

## **Policy 15 Grounds**

*Executive Team Policy Revised: November 2, 2011*

- A. **Purpose.** The purpose of this policy is to provide guidance to those that create and maintain the gardens, plantings and natural environment surrounding the Olympia Unitarian-Universalist Congregation's (OUUC) church building(s) in order to keep the natural habitat and flavor of a Pacific Northwest "esthetic" and to promote environmentally safe and sound gardening practices.
- B. **Goal.** Practice the following principles to the highest degree possible:
  1. Conserve water through the careful planning, use, and location of plant materials, and the

maintenance and monitoring of irrigation systems.

2. Use native and complementary plantings where possible.
3. Protect sources of water and water quality by:
  - a. Using an integrated pest and plant disease management approach to gardening and landscape maintenance;
  - b. Minimizing the use of pesticides, herbicides, fungicides, weed killers and fertilizers with added weed killers;
  - c. Using natural and organic fertilizers at the minimum level necessary;
  - d. Incorporating mulching, composting and other water-wise activities into the maintenance of existing garden and landscaping areas;
  - e. Properly disposing of toxic and potentially toxic chemicals and other matter;
  - f. Removing, properly disposing of, and controlling noxious weeds.

**C. Integrated Pest/Disease Management (IPM)**

1. IPM is an approach to pest and plant disease control that utilizes regular monitoring to determine if and when treatments are needed.
2. This approach emphasizes physical, mechanical, cultural and biological tactics to keep pest numbers or plant disease problems low enough to prevent intolerable damage, annoyance, or public safety hazards.
3. When chemical controls are necessary, they will be a last resort, using the least toxic product at the lowest levels and safest application method available to do the job.
  - a. In selecting treatment methods for pest/disease management, we will use the tiered approach as outlined above, starting with accurate identification/diagnosis of the problem and choosing the method that is least disruptive (i.e. natural controls such as digging/pulling out weeds rather than spraying with herbicides, pruning off diseased or pest effected foliage, selective removal of diseased plants, and using biological deterrents such as soap sprays, iron-based slug bait, etc.);
  - b. Is least hazardous to human health
  - c. Minimizes impact to non-targeted organisms and other non-effected plants;
  - d. Is least damaging to the general environment;
  - e. Best preserves the natural system.

**D. Fertilizer Use.** All fertilizers used will consist of organic compost, and/or organic mineral products applied correctly and according to manufacturer's directions and time schedule.

**E. Water Conservation.** Methods of Choice

1. Choose drought tolerant plants when possible and plant in the correct environment for the plant;
2. Mulch to prevent water loss;
3. Take advantage of natural rainfall;
4. Hand water for specific plants;
5. For general areas: Emitter/Drip irrigation on a zone/timer set to use the least amount of water to provide for plants' needs in the warmer weather. The time schedule and the system should be periodically monitored to assure water needs are being met and in sync with the natural rainfall or lack thereof; the emitters remain properly placed and are doing the job;

**F. Composting/Disposal of Diseased Plant Material.** OUUC will recycle compostables on-site or will subscribe to a compost recycling service.

# Policy 16 Building Signs and Room Names

*Executive Team Policy Revised: November 2, 2011*

- A. **Room Naming.** OUUC classrooms will be named for historically significant Unitarians, Universalists, UUS, or other persons whose contributions to society demonstrated accord with UU principles. A connection with the Olympia area, Western Washington, Washington State, the Oregon or Washington Territories, or the Pacific Northwest is desirable. Because of the memorial nature of the custom, the use of living persons' names is to be avoided.
- B. The following guidelines for signage and displays in the OUUC building are intended to facilitate effective communications for both congregational programs and community-based programs which support the mission and ministry of the Olympia Unitarian Universalist Church.
- C. **Approval for Postings and Displays**
  - 1. Postings and displays in the classrooms and on the Religious Education bulletin board require the approval of the Director of Religious Education.
  - 2. All requests for postings and displays elsewhere are to be approved by and scheduled with the church Administrator.
  - 3. While OUUC programs have scheduling priority, community-based programs which support the mission of OUUC will continue to receive space and consideration.
- D. **Options for Communicating Program Information**
  - 1. There is a great variety of opportunities to get information out to the congregation: bulletin boards, OUUC Announcements, Unitariana, Order of Service Bulletin, OUUC web site, monitor in the Commons, and Sunday table displays that may include easels and clipboards for sign-up.
  - 2. Church staff will provide information to requesting persons/groups about how they can access the available communication opportunities.
- E. **Locations for Posting Informational Materials**
  - 1. Informational materials may only be posted and displayed on approved OUUC devices and surfaces and with the approval of OUUC staff or Communications Committee.
  - 2. Such devices and surfaces include the TV monitor, display panels, brochure racks and kiosk in the Commons, bulletin boards elsewhere, and the outside display box.
  - 3. Unless otherwise approved by staff, nothing should be displayed on or attached to windows, walls or moldings.
- F. **Guidelines for Sunday Table Displays**
  - 1. Persons may request Sunday table display space from the Church Administrator, and coordinate with the Life of Our Community table.
  - 2. Except by prior arrangement, displays must be disassembled and put away at the end of second service; clipboards may remain in the Commons for continued sign-ups throughout the coming week and should be attached to the permanent display board.
- G. **Identification of Materials to be Posted or Displayed**
  - 1. All postings must be identified with a contact person's name, and telephone number, and with an expiration date.
  - 2. An OUUC volunteer or staff member will review postings on a regular basis to remove those past their expiration dates.

## **Policy 17 Children in Services and Child Care**

*Executive Team Policy Revised: November 2, 2011*

### **A. Infant and Young Children in the Services**

1. Infants and young children are welcome to attend the Sunday services of celebration.
2. Parents are encouraged to be mindful of all in attendance and to manage their infants and children so as to be respectful of the rights of others.

### **B. Child Care**

1. OUUC shall provide childcare at "congregational" events (i.e., Sunday Services, Auction dinners, etc.).
2. A volunteer within the Children's Circle (the Child Care Coordinator does this position exist?) shall arrange for this care.
3. Committees and special interest groups shall decide whether to provide childcare.
4. A background check shall be obtained for all caregivers.

### **C. Reimbursement for Care. [to be added]**

# Policy 18 Safe Congregation, Abuse, Harassment, Sexual Assault, and Domestic Violence

*Executive Team Policy Revised: November 2, 2011*

## **A. Philosophy**

1. OUUC is aware of the existence of abuse, harassment, sexual assault and domestic violence in our society, that it crosses gender, race and class lines, and that we as a congregation need to address these issues.
2. Our commitment, as Unitarian Universalists, to the inherent worth and dignity of every person and to justice and compassion, compel us to create a safe environment that protects children, youth, and adults from harm and promotes their spiritual growth.
3. OUUC is uniquely poised to respond to this challenge. OUUC is a special place that highly values the ideas of community and the search for truth. It is a place that encourages personal growth, allows for a variety of personal philosophies, and supports individuals and families in their efforts to build better lives and a better society. As a caring, intergenerational community we can respond to those in need in broader, more flexible ways than many other institutions.
4. We accept the responsibility to educate ourselves and our children and youth about abuse, harassment, sexual assault and domestic violence. We also pledge to protect and support those who come to us either at risk or in crisis.

## **B. Intent of Policy**

1. This policy is intended to create an atmosphere in which safety is given high priority and is properly maintained. It is not intended to create an implied or expressed contract with any person. It is not intended to create a legally enforceable or binding representation.
2. This policy is written for all congregational participants, as well as for the minister and staff. For those employed by the congregation, the Personnel Policy Manual contains additional information about contractual obligations of employment that may relate to these matters.

## **C. Definitions**

1. Behaviors addressed by this policy are defined below, for the purpose of this policy.
2. **Abuse.** Abuse is a pattern of behavior that is used to control and/or dominate another person. Abuse can be physical, psychological, and/or sexual. Types of abuse addressed by this policy:
  - a. Physical – includes actual or threatened imminent harm, such as hitting or shoving, kicking or throwing things. The harm or threat thereof may also be against family members, pets, or belongings.
  - b. Psychological – includes being mistreated mentally and emotionally, such as being insulted, ridiculed, or threatened orally or in writing, including threats or damage to belongings.
  - c. Sexual – please see definition below for sexual assault.
3. **Harassment**
  - a. Harassment includes unsolicited and unwelcome conduct that in the case of sexual harassment has sexual overtones.
  - b. All forms of harassment can feel intrusive, intimidating, hostile, offensive and/or humiliating to the victim. This includes physical, psychological, and sexual harassment. Stalking is also a type of harassment.

- c. We consider these three areas to overlap, but are focusing on the primary complaint.
- d. Unwelcome physical touch with sexual overtones would be considered sexual harassment.
- e. Types of harassment addressed by this policy:
  - 1. Physical – pertaining to unwanted touch, contact or other physical intrusions on another’s space.
  - 2. Psychological – pertaining to emotional and mental levels of pestering, intruding, stalking and similar repeated, unwelcome conduct
  - 3. Sexual – pertaining to unwanted sexualized behaviors, which may be:
    - a. physical contact – touching, pinching, brushing against, impeding or blocking movement, assault, coercing sexual activities, etc.
    - b. verbal contact – sexually suggestive or obscene comments, sexual propositions, threats (including threat of job loss or other punishment unless victim engages in sexual relations, jokes about gender specific traits or sexual orientation.
    - c. written conduct – sexually suggestive or obscene written materials.

**4. Sexual Assault**

- a. Sexual Assault includes any type of sexual activity with a child or youth or any sexual activity that one does not agree to including inappropriate touching, vaginal, anal or oral penetration, sexual intercourse that a person has said “no” to, rape, and attempted rape.
- b. For the purposes of this policy, in addition to the criminal definition of sex crimes, sexual assault can be verbal, visual, or anything that forces or coerces a person into unwanted, non-consensual sexual contact or attention.

**5. Domestic Violence**

- a. When any of the above behaviors occur in the context of an intimate relationship with the purpose or effect being un-negotiated control of one person over another, it may be referred to as domestic violence.

**D. Response to Abuse, Harassment, Sexual Assault and Domestic Violence**

- 1. As members of the OUUC, it is our goal to educate and prepare ourselves so that we can respond rationally, compassionately, and with unity of purpose should we suspect or be confronted with an incident or disclosure of abuse, harassment, sexual assault or domestic violence.
- 2. We wish to respond to victims in a spirit of support and understanding, and to further justice and healing, remembering that:
- 3. The sources and solutions of the problem are diverse and involve us all. We desire to protect the children and youth in our care, to support survivors and foster an environment within which they can continue to heal, and to support offenders engaged in treatment and healing. It is our sincere belief that by honoring these commitments we will make a substantial contribution to the creation of a spiritual community that reflects our highest ideals.

**4. Safe Congregation Response Team**

- a. It is essential that disclosures be met with an appropriate and supportive reaction on the part of the person receiving the disclosure and the community. Inappropriate reactions or a lack of reaction can have the impact of repeating abuse for survivors and may inhibit survivors or offenders from seeking help in the future.
- b. With this in mind, we hereby authorize the creation of a Safe Congregation Response Team. This Response Team will be made known to the membership with the names and phone numbers of team members widely available to all members and friends of the

OUUC. The Safe Congregation Response Team will be composed of five members: the Minister, the Chair ET, the Director of Religious Education (DRE), a member of the Committee on Ministry, and another congregant who has expertise in this topic. In cases of conflict of interest, a team member may be excused from participation and replaced by a suitable alternate. The Safe Congregation Response Team will develop a set of procedures to carry out this policy.

- c. We recognize that the relationship between the minister (who is a member of the Safe Congregation Response Team), and the person about whom allegations have been made will change. The team will provide a person about whom allegations have been made with ministry referrals as necessary. In addition, the team will ensure that the person about whom allegations have been made has the option of having a support person from within the congregation. This person will be included in the process.
- d. Members of the team will be well educated in this policy and will become knowledgeable about available resources for children, youth, and adults, and specific legal mandated reporting procedures for children and youth. Guided by the Philosophy Statement, their function, individually and collectively, will be to offer confidential support, advice, and counsel, with concern for the safety of all parties involved. They will be available to consult informally with members of the congregation about questions and concerns. The Safe Congregation Response Team may also assist the ET and Personnel Committee in making personnel decisions when the allegation has been made against staff, or may assist the ET in making decisions about the role of a member in the congregation. As a part of this process, the Safe Congregation Response Team may defer assessments to trained perpetrator treatment professionals in the community and will consult with an attorney.
- e. The role of the Safe Congregation Response Team is not to establish facts or conduct criminal investigations, though the committee may make assessments about whether it is safe for a person about whom allegations have been made to continue participating in the congregation, and in what form that participation may take place. However, gathering available information including any information that has been established as fact (through, for example, a court) may be part of the team's work.

#### **E. Known Sexual Offenders**

1. If a person who is known to have a history involving possible or known criminal sexual offenses wishes to participate in the congregation, the Safe Congregation Response Team will meet and gather information to determine if it will be possible to safely integrate the individual into the congregation. Information collected will include an assessment by a trained perpetrator treatment professional in the community and consultation with an attorney. The information gathered will be kept confidential by the Safe Congregation Team.
2. If integration is possible, a contract or covenant will be developed with the individual specifying appropriate and allowable types of participation, and requirements for this participation if applicable.
3. As a part of this contract or covenant, notification of congregation may be required.

#### **F. Procedure for Members and Staff Reporting Abuse, Harassment or Other Forms of Sexual Assault**

1. All reports of abuse, harassment, or sexual assault will be handled according to state and federal law and the provisions of this policy. Law enforcement officials will be contacted

- whenever there is reasonable suspicion of abuse against a minor.
2. Specifically, the following reporting guidelines will apply:
    - a. **Reports Involving Minors** (Children or Youth)
      1. If you witness an adult physically or sexually abusing a minor, call 911 immediately. If a minor tells you his/her story, or if you have reasonable suspicion of abuse, take notes at the time or immediately after the interaction. Include in your notes, what was said or what you observed, with details such as names, dates, times, locations, and witnesses.
      2. Without making any accusations, assure the minor that you understand him/her and that you will protect him/her.
      3. Let the reporting minor know the procedure for your response and the next step in the process.
      4. With the help of the Safe Congregation Response Team, make a verbal report to Child Protective Services or law enforcement as soon as possible. The matter should be reported to one of the members of the Safe Congregation Response Team as soon as possible but not later than twenty four (24) hours. Other than as indicated above, keep all information strictly confidential.
      5. The Safe Congregation Response Team will provide ministerial services to the survivor's family and will make referrals to appropriate community services.
      6. If you believe the minor would be endangered if s/he returns home, call 911 and at least one member of the Safe Congregation Response Team. If a complaint is made against the minister or staff the steps in Part Three (3) and Four (4) below will apply.
    - b. **Reports by Adults, not involving a minor**
      1. If there is immediate danger, call 911 immediately, and then call one of the members of the Safe Congregation Response Team.
      2. As soon as possible, report to a member of the Safe Congregation Response Team. They will provide you with support, information, and referrals.
      3. Other than as above, keep all information strictly confidential.
    - c. **Reports made against the Minister**
      1. The person making the report shall make a confidential statement, orally or in writing to a member of the Safe Congregation Response Team.
      2. That member of the Safe Congregation Response Team shall then contact the Chair of the ET who will convene the Safe Congregation Response Team without the Minister.
      3. The Safe Congregation Response Team will immediately take steps to convene to gather facts, evaluate, take action to assure the safety of anyone at risk, report to the Personnel Committee and ET with recommended actions, and provide a response to the person making the report.
    - d. **Reports made Against Staff**
      1. The person making the report shall make a confidential statement, orally or in writing, to a member of the Safe Congregation Response Team.
      2. That member of the Safe Congregation Response Team shall contact the Chair of the ET who will arrange for a meeting of the Response Team. If the staff person is a member of the Response Team, the team will convene without him/her.
      3. The Safe Congregation Response Team will immediately take steps to convene to gather facts, evaluate, take action to assure the safety of anyone at risk, report to the



Personnel Committee, ET, and the staff person's supervisor with recommended actions, and provide a response to the person making the report.

- e. **Reports made by Church Staff.** Staff members should refer to the Personnel Policy Manual for additional information when matters are related to their employment.

#### **G. Response to Disruptive/Offensive Behavior**

1. This section of this policy is additional information which compliments the "Policy Regarding Disruptive Behavior."
2. Appropriate steps may be taken whenever the behavior of a member or guest has the effect of interfering with another person's personal safety and/or, in extreme cases, spiritual growth.
3. The minister, church staff, and church officers all have the right to exclude or remove from the church premises, by any lawful means, any person whose conduct is so disruptive and/or offensive as to impair the functioning of the church.
4. This conduct may come to their attention by direct observation or by oral or written complaint of another member or guest.
5. The objectionable conduct may be in person, by mail, by telephone, or by other means.
6. If the complaining person and/or church official (such as minister, staff member etc.) believes the person committing the objectionable behavior is not aware that his/her actions are disruptive or offensive, the offender should be approached in this way:
  - a. Clearly and directly tell the person what action is disruptive and/or offensive.
  - b. State that you expect the person to stop the disruptive/offensive behavior.
  - c. Firmly tell the person that if his/her action persists, you will file a formal action with the Safe Congregation Response Team.
7. If this effort is ineffective or if this approach is deemed unacceptable or unsafe, the person making the report can contact the Safe Congregation Response Team orally or in writing. The Safe Congregation Response Team will meet as soon as practical to gather facts, evaluate, take action to assure the safety of anyone at risk, and prepare a response for the person making the report.
8. The Safe Congregation Response Team may resolve the complaint by recommending to ET that they do any or all of the following:
  - a. Permanently or temporarily bar an offender from church premises and functions;
  - b. Terminate committee, teaching, or other volunteer positions;
  - c. Require that the offender begin therapy or treatment to remain a church member;
  - d. Remove an offender from church membership;
  - e. File formal charges under state or federal law.

#### **H. Religious Education Program (RE)**

1. Children and youth (minors)—which we will define for the purpose of this section as any person under the age of 18 or any person enrolled in our children or youth programs (abbreviated COYP)—are an especially vulnerable part of our community. Protecting them is a central part of congregational life.
2. Protecting our children and youth goes beyond having protective procedures in place. It also involves fostering the health, including sexual health, of congregants of all ages. As a part of programming, we will offer age appropriate information about development and sexuality to all congregants, and particularly our children and youth. In particular, whenever possible, we will offer Our Whole Lives to each of the age groups it was written for. In addition, we will seek to regularly offer training and support for our religious educators, youth advisors,

and parents in areas such as parenting skills, growth and development, sexuality, and related issues.

3. Congregational protective measures for our children and youth will include:
  - a. Screening and hiring of staff, paid or volunteer:
    1. Hiring of paid staff will include, at minimum, all steps listed elsewhere in this policy.
    2. The Director of Religious Education must be informed whenever a volunteer agrees to work with our children or youth, whether on a one-time-basis or over a longer duration.
    3. Recruitment of volunteers who will work with children or youth on a more than one-time basis (or any paid COYP staff) must be approved by the Director of Religious Education, who will:
      - a. complete an interview of the volunteer candidate over the phone or in person, though the length and focus of the interview may vary depending on the volunteer position description, length of term, and responsibilities
      - b. complete reference checks of the volunteer candidate depending on the volunteer position description, length of term, and responsibilities
      - c. obtain a written application from the candidate to include at a minimum: personal identification (such as copy of driver's license), current address, current employer and volunteer positions, any criminal convictions, and signatures with date certifying that information provided is true and correct
  - b. The Director of Religious Education is authorized to make a final decision about the candidate's suitability for the work.
  - c. If the volunteer candidate is interested in working with high school youth, the Youth-Adult Committee will also interview and rule out candidates for whom the work is not a good match.
  - d. Except for some one-time volunteer positions, all volunteer candidates must be active participants in the congregation for at least six months before being considered for any work in the COYP. An exception to this may be persons who are coming from another Unitarian Universalist congregation where they have been involved in the church, provided the Director of Religious Education or minister at that congregation recommends them and that congregation has an acceptable Safe Congregation policy.
  - e. A background check will be completed on all volunteers who work with children or youth on a more than one-time basis. Any volunteer, short or long term, who has not yet completed a background check, must work within view of a volunteer or paid staff person for whom a background check has been completed. For as long as a volunteer continues to work in our COYP, background checks will be completed at least every two years.
  - f. All paid staff at the Olympia Unitarian Universalist Congregation will receive a background check, which will be repeated every year. All background checks, whether completed for volunteers or paid staff, will be kept in secured storage. The Safe Congregation Response Team and the individual's supervisor will have access to the background checks. The administrator may have responsibility for obtaining the background checks.
  - g. If the results of a background check on a volunteer candidate indicate potential risks should the candidate work with children or youth, the Safe Congregation Response

Team will together make a decision about the candidacy. If potential risks are indicated on a background check of a candidate for a paid position, the hiring authority may consult with the Safe Congregation Response Team before making a decision about hiring the candidate.

- h. All volunteers working in the COYP and all paid staff will sign a copy of our Code of Ethics for leadership with children and youth. Additionally, all volunteers working in the COYP and all paid staff will receive a copy of this policy. The policy will be reviewed annually by staff at a staff meeting. The policy will also be reviewed annually by all volunteers along with the Director of Religious Education.
  - i. Because individuals cannot maintain responsibility without appropriate authority, authority is granted to program staff to require that a volunteer step down from a particular position based on staff discretion. Dismissal of paid staff will be conducted consistent to Personnel policies.
4. Procedures
- a. “The Two-Adult Rule”— No fewer than two adults will be present at all times during any COYP, subject to the following exceptions.
    - 1. for the purposes of the nursery, two paid nursery staff members who are also youth may qualify to meet the two-“adult” requirements for the care of children 0-3 years old as long as there is a window into the nursery and a responsible adult—on church grounds— to whom the nursery staff report. However, if an adult (such as the parent of a nursery-age child or an adult staff person) is in the nursery along with the youth(s), other adults must be present in the building and again, there must be a window into the nursery.
    - 2. In the cases of sensitive conversations between a child/youth and the Minister or Director of Religious Education, whenever possible this should occur in a room with an open door within view of others. However, if having the door open is not appropriate, as long as the room has a window to the outside or into the rest of the building, and as long as other adults are present in the building, the door may be closed.
  - b. The two-adult rule will be followed whenever possible for transportation. However, exceptions to the two-adult rule for the purposes of transportation will occasionally be approved by the program staff if necessary due to the length of travel, size of car, etc. In this case, the adult must transport more than one child or youth at a time, and preferably travel in a multi-vehicle caravan.
  - c. For children, the two adults must be present in the same room with the children. For middle or high school youth, there may be times when it is reasonable for the two adults to be in separate areas of the building for short periods. However, at overnight events for youth, during sleeping hours, two adults must be present in the room that any adult occupies with youth.
  - d. Off the church grounds for COYP, adults must follow the two-adult rule or, in certain circumstances, can be in a public location with a youth for predetermined, limited periods.
  - e. Phone access for 911 should be available during any COYP.
5. “The Five-Years Older Rule”— No one who is less than five years older than the oldest possible child/youth in the COYP will be allowed to be in a supervisory role. In addition, no one who is younger than thirteen years of age will be in a supervisory role.

6. A window is located on all classroom doors. Windows shall remain uncovered while children or youth are present.
7. “Advance Notice Rule”— Parents/guardians will be given advance notice and information regarding events in which their children/youth will be participating. Parents and program staff must be notified before the event if a volunteer or paid staff person will be alone with a child or youth; parents must give permission for their child/youth’s participation in such a situation.
8. A written covenant of participation will be developed and remain available for COYP. The covenant will be a statement in which the participants and leaders agree to things such as taking part, giving their best efforts, respecting others, treating others as they wish to be treated, etc. For overnights, retreats, trips, and similar events, rules will be stated at the beginning of the event.

## **I. Boundaries and Touching**

1. Touch is important for us as human beings and can be very healthy. The purpose of this part of the policy is not to prevent touch, but to promote a positive, nurturing environment through healthy touch and healthy touch boundaries. While this aspect of the policy primarily applies to how we approach touch with children and youth, it is also important to recognize that all of us have “touch boundaries.” We seek to become a congregation of “touch consent.” For example, we seek to be a congregation in which people can expect to be asked—verbally or nonverbally—if they would like a hug before they are hugged. For children or youth, however, adults always carry more power. Children or youth cannot—developmentally and legally—consent to particular types of touch.
2. Touch should occur only when another adult is within the vicinity. This guideline is especially important, but not limited to, when diapering a baby or helping a young child change clothes or use a restroom. Touching behavior should not give even the appearance of wrong doing. In ministry with children or youth, we must foster trust at all times; our behavior should be above reproach.
3. Touch should be appropriate for the developmental age of the child or youth. For example, young children may decide to sit on the laps of adult caregivers. However, the same behavior between an older child or youth and an adult leader would not be considered appropriate.
4. While adults may initiate appropriate, limited touching with a child or youth (putting a hand on a child’s shoulder for a moment to get his/her attention, for example), adults must respond to verbal or nonverbal feedback from the child about the touch and must immediately withdraw any touch which the child or youth seems to find uncomfortable.
5. In general, hugs, lap sitting, and similar touching should be initiated by the child or youth rather than the adult, and should never occur without consent. The adult should respond to the child or youth’s need for comforting, encouragement, or affection, and not base touching on their own emotional need.
6. When playing games as a part of a COYP activity, particularly those that involve touch (for example “touch someone wearing blue”), participants must always be able to opt to observe rather than participate, guidelines for appropriate touch (on someone’s shoulder vs. on their leg) should be provided, and adults should remain vigilant about ensuring that consent is continual.
7. Adults are responsible for protecting children and youth in their care from inappropriate touching by other children and youth in their care. For example, adults should take care that

when two children are wrestling with one another on the playground, both children are genuinely consenting to this play.

8. Promptly discuss any questionable behavior by other adults interacting with children or between children or youth with the Director of Religious Education or Minister.

**J. Administration of the Policy**

1. Annual Review of the Safe Congregation policy
2. Together with the whole team of paid staff, the Safe Congregation Response Team will review compliance with the Safe Congregation policy and potential risks annually. The Safe Congregation Response Team will report to the Committee on Ministry at the conclusion of this review. As needed, the Committee on Ministry will draft any necessary changes to the Safe Congregation policy, and the draft will be sent to the ET for approval.

**K. Activities Covered by These Policies**

1. All activities of the Olympia Unitarian Universalist Congregation are included within the scope of these policies.
2. Outside groups that use our church facilities (Girl Scouts, etc.) will be informed of this policy as applicable and strongly encouraged to comply with sections of the policy that apply.
3. Those groups that use the building on a regularly scheduled basis will be required to comply with the policy as if they were a part of the congregation.

**L. Waiver of Policy**

1. Church policies may be waived occasionally for exceptional circumstances. The goal of the Olympia Unitarian Universalist Congregation is to maintain a high degree of safety. At times, practical considerations may change the level of protection possible. Policies will be waived only in exceptional circumstances and must be authorized by the program staff person in charge. All waivers will be documented in writing, and the Safe Congregation Response Team will be informed of the waivers as soon as possible.

**M. Photo Use**

1. The Olympia Unitarian Universalist Congregation occasionally takes photographs during services and other congregational events. These photos of members and other individuals are intended for use in various forms of church-related media. OUUC obtains implied consent for this use of photos by advising in announcements or other congregational publications that photos may be used for OUUC purposes.
2. Members not wanting their images or images of their children under the age of 18, so used may add their names to a list by notifying the church administrator. When a single image is used, or an individual's image is dominant in a group photo, OUUC will make a good faith effort to contact the individual for courtesy notification and express consent prior to the photo's placement in a public medium.

## **Policy 19 Personnel**

*Board Policy Revised: April 11, 2013*

- A. **Screening and Hiring of Paid Staff.** At minimum, the following items should be included in the process for hiring all paid staff at Olympia Unitarian Universalist Congregation:
  - 1. Written position descriptions, provided to all applicants;
  - 2. Application forms that require at least the following information: personal identification (such as copy of driver's license, social security number, and date of birth), multiple references and consent to contact references, current address, employment and volunteer history for at least ten years, any criminal convictions, and signatures with date certifying that information provided is true and correct;
  - 3. Background checks;
  - 4. Reference checks; and
  - 5. Interview(s).
- B. **Senior Minister Compensation**
  - 1. After consultation with the Minister, the Personnel Committee shall propose a contract that will stipulate compensation and benefits to the personnel committee. The final contract shall be approved by the Board.
  - 2. Senior Minister Compensation will be decided annually after a review of the Committee on Ministry's annual assessment.
  - 3.
- C. **Employment policies and practices**
  - 1. Employment policies and practices are stated in Attachment 4. OUUC Personnel Policy Manual.

## **Policy 20 Manual Maintenance**

*Executive Team Policy Revised: November 2, 2011*

- A. The Church Administrator shall update the policy manual monthly to reflect any policies that come from ET actions.

## **Attachment 1. OUUC Expenditure Authorities**

*Executive Team Policy Revised: February 22, 2013*

This Table lists committees and others who have expenditure authorities over particular funds, reserves and annual budget items. This is intended as a guide for the Bookkeeper and Administrator in preparing reimbursements and checks for spending out of particular funds.

A person shall become eligible as “Manager” when approved by the Program Council.

This table will be updated as needed by the Executive Team.

<b>Category of Funds, Reserves and Annual Budget Items</b>	<b>Manager</b>
Additions Ministry	Additions Committee Chair
Adult Education Expenses	Adult Education Committee Chair
Auction Expenses	Auction Committee Chair
Audio Visual Expenses including podcast support funds	Communications Committee Chair
Audit Reserve	Executive Team
Book Sale Income and Expenses	Book Sale Committee Chair
Building Expansion Income and Loan Proceeds	Executive Team
Building Major Maintenance Fund Buildings and Grounds General Expenses	Buildings and Grounds Committee and Board (depends on amount)
Buildings and Grounds Utilities, Annex & Main Building	Administrator
Capital Campaign Expenses	Capital Campaign Committee Chair
Committee on Ministry Expenses Committee on Ministry Safe Congregation Reserve	COM Chair
Committee on Ministry Sabbatical Reserve	Board in consultation with COM
Communication	Communications Committee Chair
Community Dinner Reserve	Connections Coordinator or DRE
CUUPS Income and Expenses	CUUPS
Endowment Fund	Executive Team
Family Retreat Expenses	Family Retreat Committee Chair
Fund Raising and Canvass Expenses	Fundraising Committee Chair
Gift Income less than 1% of operating Budget	Executive Team
Giving Tree Proceeds	Program Council
Green Sanctuary	Green Sanctuary Committee Chair
Grounds & Landscaping Expenses	Buildings and Grounds Committee Chair
Hospitality	Hospitality Committee Chair

Member Services	Member Services Committee Chair
Minister's Discretionary Benevolence	Minister
Music - General Expenses Music - Piano Maintenance and Replacement	Music Committee Chair or Music Director
Partner Church Expenses	Partner Church Chair
Pastoral Care	Pastoral Committee Chair
Plant Sale and Expenses	Plant Sale Committee Chair
All RE funds	Director of Religious Education
Social Justice	Social Justice Committee Chair
Volunteer Recognition	Connections Coordinator
Women's Retreat	Women's Retreat Committee Chair
Worship Arts	Worship Arts Committee Chair



# **Attachment 2. OUUC Personnel Policy Manual**

*Board Policy Revised: December 16, 2013*

## **A. Introduction**

1. This Personnel Policy Manual (Manual) is not a contract and can be modified or changed at any time.
2. This Manual is intended to help employees understand some of the policies and procedures of OUUC.
3. Employees should familiarize themselves with the Manual, as it will provide answers to some questions you may have about your employment. Nothing in this Manual or in any other written or unwritten policies and practices of OUUC creates an express or implied contract, promise, or representation between OUUC and any employee.
4. OUUC policies generally will be applied consistently. However, OUUC reserves the right to deviate from normal policy. Since every employment situation cannot be anticipated, this Manual provides a general overview only.
5. From time to time, changes in the Manual may become necessary. Therefore, OUUC reserves the right to amend, supplement or rescind any provisions of this Manual as necessary.
6. The Manual applies to all staff, whether full- time, part-time, exempt or nonexempt, except where otherwise stated. Ordained ministers(s) called by vote of the congregation are not considered staff under these definitions, but are covered by OUUC rules of ethics and personnel benefits.
7. This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect. This Manual can be revised only in writing as approved by the Board of Trustees of OUUC.
8. If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor or the Staff Director (the Minister) of OUUC. Your comments and suggestions are genuinely encouraged.

## **B. Employment at Will**

The relationship between employer and employee is legally defined as "employment at will", which means that such employment may be terminated without penalty by either party. Employment "at-will" means that an employee or OUUC may terminate the employment relationship at any time for any reason with or without notice. OUUC may not be compelled to pay wages to persons no longer in their service, and employees may not be compelled to render their labor without their consent

## **C. Equal Employment Opportunity**

1. OUUC affirms its commitment to equal employment opportunity for all individuals.
2. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will be made in compliance with all federal, state and local laws and without regard to race, color, religion, sex, national origin, age, disability or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy. As a religious organization, OUUC reserves the right to require that employees not engage in religious practices antithetical to

the Unitarian Universalist Association (the UUA).

3. Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Senior Minister. In the case of an alleged discrimination by the Minister, the staff member should talk directly to the Chair of the Personnel Committee. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

#### **D. Member Who Becomes an Employee**

1. The following policies are subject to interpretation/change by the Staff Director (the Minister) staff as advised by the Board of Trustees and the Personnel Committee.
2. Relationship. A member considering employment should be aware that becoming an employee will result in a change in the relationship with the church. The rights as a congregant are superseded by the position and responsibilities as an employee. The individual, as employee, acts on behalf of the entire church and must maintain a high degree of objectivity and ethical standards.
3. Participation
  - a. While encouraged to participate in church worship or general activities, the employee/member must remember to view his or her self as employee first and church member second. However, if placed on administrative leave, the employee/member is unable to participate in church events, functions and worship while on leave.
  - b. An employee/member may wish to consider transferring his/her membership to the Unitarian Universalist Association's Church of the Larger Fellowship.
4. Committees and Congregational Meetings
  - a. The employee/member may not serve on the Board of Trustees, the Leadership Development Team or the Committee on Ministry (COM). Specific circumstances may preclude participation on other committees.
  - b. The employee/member may attend committee meetings and work with committees on projects but may not serve as a voting member of any committee. In both committee meetings and congregational meetings an employee/member may not advocate for or vote on budgetary matters that effect staff compensation or benefits. Family members of the employee/member should use restraint in commenting on issues regarding their family member's position or salary.
5. Pastoral care. An employee/member, in most cases, will not have the same access to pastoral care from the Minister as a member would. Since the Minister is the supervisor of an employee/member, that supervisory role may be incompatible with intense pastoral care or counseling. The employee/member is welcome and encouraged to use the services of the church's pastoral associates.

#### **E. Employees May Not Become a Member**

An employee of OUUC may not become a member of OUUC if not a member at the time of employment. It is understood that if an employee wishes to become a member, that employee will have to forfeit their current position and all benefits, monetary and otherwise, associated with such position.

#### **F. Ethical Behavior and Communication**

1. Employees of OUUC agree to conduct themselves in an ethical manner that is consistent with our denominational values and principles. In order to maintain confidentiality and channel information appropriately:

- a. Employees may discuss with other staff, sensitive information about members when such sharing is part of effective staff performance and is in the best interest of its members. Otherwise, staff should not share sensitive information about church members without their permission.
  - b. Staff should not discuss sensitive employee issues and information with church members unless as part of an agreed upon resolution process approved by the Staff Director (the Minister).
  - c. When a staff member is approached by a member of the congregation or staff, with a criticism of an employee, refer that person to, in the following order, as appropriate: 1. the Staff Director (the Minister); 2. the employee the concern is about; 3. the Committee on Ministry (COM). If the concern or criticism is about the Minister, then the member should be directed first to the COM.
2. As employees, to freely trust each other with information in a discreet manner and to provide each other with support, we may share with each other our personal feelings about any problem or person in the congregation, trusting that our words will not be repeated but received in confidence and understanding.

### **G. Sexual Harassment**

1. Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of any gender. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - a. submission to the conduct is made either explicitly or implicitly a term or condition of employment;
  - b. submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual;
  - c. the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.
2. Some examples of conduct that may constitute sexual harassment, depending on the circumstances, include but are not limited to, the following:
  - a. repeated and unwelcome suggestions regarding, or invitations to, social engagements;
  - b. any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature;
  - c. unwelcome or coerced physical proximity or physical contact;
  - d. the deliberate use of offensive or demeaning terms which have a sexual connotation;
  - e. inappropriate remarks of a sexual nature.
3. Any employee who believes he or she has been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to the Staff Director (the Minister) of OUUC. If the report or complaint involves the Minister of OUUC, or if the Minister of OUUC is unavailable, the individual receiving the report or complaint should immediately report it to the Board President, the Board Vice President, or Chair of the Personnel Committee of OUUC.
4. Every complaint or report of sexual harassment will be promptly investigated. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy may have occurred, timely and

appropriate action will be taken.

5. Retaliation or reprisal against employees who report sexual harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

## **H. Harassment**

1. Threats, threatening behavior, or acts of violence against persons by anyone on church property will not be tolerated. Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property may be removed and will remain off church property pending the outcome of an investigation. If OUUC determines that a violation of this policy has occurred, the Board and/or the Staff Director (the Minister) may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate. All employees shall inform the Staff Director (the Minister) of OUUC of any behavior that they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment.
2. OUUC prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by law, and that: has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.
3. Some examples of conduct that may constitute harassment, depending on the circumstances, include but are not limited to, the following:
  - a. epithets or slurs; threatening or intimidating acts; written or graphic material;
  - b. written, verbal, or physical acts that purport to be jokes or pranks.
4. Any employee who believes he or she has been harassed by another employee, a supervisor, or any other person who the employee encounters in the course of employment should report that conduct immediately to the Staff Director (the Minister) of OUUC. If the report or complaint involves the Minister of OUUC, or if the Minister of OUUC is unavailable, the individual receiving the report or complaint should immediately report it to the President or Vice President of the Board. Every complaint or report of harassment will be promptly investigated. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Retaliation or reprisal against employees who report harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

## **I. Resolution of Employee Concerns**

Effective communication is essential for productive working relationships. Employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

- a. The employee should present any complaint or grievance to the Staff Director (the Minister) and together discuss the problem, applicable rules or policies, and possible resolution. Either the employee or the Staff Director (the Minister) may call upon the services of the Committee on Ministry for assistance with communication/resolution of any issue.
- b. If discussion with the Staff Director (the Minister) does not resolve the matter to the

employee's satisfaction, the employee should submit the complaint or grievance in writing to the President of the Board of Trustees. The Board President shall gather the evidence necessary to complete an investigation. The Minister of OUUC or Board President may interview the employee and other involved individuals, request assistance from the Personnel Committee or Community on Ministry, or appoint an ad hoc Board committee to advise him/her. The Minister of OUUC or Board President shall then determine a resolution of the problem, which shall be the final determination of the matter on behalf of OUUC.

#### **J. Internet Policy**

1. OUUC provides Internet access (including e-mail) to its staff members to assist and facilitate communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on OUUC's computer system are the property of OUUC and may be accessed only by authorized personnel.
2. Inappropriate Internet use includes, but is not limited to:
  - a. conducting a private business on OUUC computers;
  - b. transmitting obscene, harassing, offensive, or unprofessional messages;
  - c. accessing, displaying, downloading, or distributing any offensive or inappropriate
  - d. messages including those containing racial slurs, sexual connotations or offensive
  - e. comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law;
  - f. unauthorized transmittal any of OUUC's confidential or proprietary information; and
  - g. accessing internet sites containing pornographic images.
3. OUUC reserves the right to monitor employee use of the church e-mail system or the Internet on an OUUC computer at any time. Employees should not consider their church Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.
4. Any software or other material downloaded into OUUC's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material.
5. Employees may not express on-line opinions or personal views that could be misconstrued as being those of OUUC.

#### **K. Media Inquiries**

All requests for information about OUUC from newspapers, television and radio media should be directed to the Staff Director (the Minister) of OUUC. An appropriate response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the Minister and have the appropriate person get back to you?"

#### **L. Confidentiality**

Employees may have access to confidential information about OUUC, including but not limited to personal information about members, friends or other staff members, financial information about the church, and information about employee personnel actions. Such information must remain confidential and may not be released, removed from OUUC's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Staff Director (the Minister) of OUUC.

### **M. Conflicts of Interest**

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may realize personal gain by using information or personal contact which is not generally available except through employment with OUUC. Employees shall not engage in any business or transaction and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for OUUC. Employees who have questions about whether an activity violates this policy should discuss the matter with the Staff Director (the Minister) of OUUC.

### **N. Outside Employment**

1. Employees shall not engage in any outside employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee.
2. Activities that may constitute a conflict include use of OUUC's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage.
3. An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of his/her duties; discredit OUUC; or tend to increase OUUC's payments for sick leave, worker's compensation benefits or long term disability benefits. Outside employment should not result in telephone calls or email communications while on duty for the congregation.

### **O. Employment of Relatives**

Members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

### **P. Personnel Record**

1. It is very important that employees keep up-to-date all the information provided to OUUC at the time of hire. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency.
2. The Church Administrator should be promptly notified of any changes in:
  - a. Address and telephone number;
  - b. Marital status (including legal separation);
  - c. Legal change in employee's name;
  - d. Dependents;
  - e. Beneficiaries;
  - f. Person to notify in case of emergency;
  - g. Any relevant changes in licensing or education.

### **Q. Initial Review Period**

New employees and employees who are transferred to another position are required to complete an initial review period of ninety days, which may be shortened or lengthened at the Staff Director's (the Minister) discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of OUUC.

## **R. Performance Evaluation**

1. Employees shall receive a written performance evaluation once each year.
2. Employees are requested to identify goals and objectives in advance so that their work may be evaluated on the basis of clear criteria they have helped to develop.
3. Performance evaluations shall be maintained in the employee's permanent personnel file.
4. The annual evaluation may be used by the Personnel Committee to make annual recommendations to the Finance Committee for the compensation of each staff member.
5. Factors considered in assessing performance include but are not limited to:
  - a. quality and quantity of work in relation to the job description,
  - b. dependability,
  - c. attendance and punctuality,
  - d. effective interpersonal relationships with the congregation,
  - e. personal conduct.
6. Body Responsible for Evaluations:
  - a. Evaluation of the Minister is performed by the Committee on Ministry (COM).
  - b. Evaluation of other paid staff is the responsibility of the Staff Director (the Minister).
7. Evaluation Process. The following steps and criteria shall be observed for all evaluations:
  - a. Notification: All staff members to be evaluated shall be advised before the evaluation is begun.
  - b. Input: Each staff member to be evaluated shall be offered an opportunity to submit a written or oral statement to the evaluator. The evaluator shall also solicit and consider the views of the Executive Team (ET), Program Council, and the committee chairs who work directly with the staff member.
  - c. Feedback and Discussion: Following data collection, the evaluator shall meet with the staff member to provide feedback about their performance, compensation and tenure, to discuss any findings and recommendations, and to give an opportunity for mutual re-evaluation of the job description.
  - d. Reporting: The evaluator shall provide a summary of the evaluation to the ET and/or the Board.
  - e. Confidentiality: The evaluation process and discussions shall be held in confidence. Presentation of an evaluation report to the ET and any ET discussion of evaluations must be done in an executive session.

## **S. Employment Classifications**

1. For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedule. Regular full-time employees are scheduled to work 40 hours per week. Employees scheduled to work 20 or more hours per week shall receive benefits on a pro-rata basis according to the percentage of time worked, if funding is included in the annual budget. Employees who work less than 20 hours per week are not eligible for benefits.
2. "Exempt" employees are those in administrative, management, or supervisory positions who are not subject to state or federal minimum wage and overtime laws.
3. "Non-exempt" employees are those who are subject to state or federal minimum wage and overtime laws.

## **T. Hours of Work**

A normal, full-time workweek for non-exempt employees consists of 40 working hours. Individual work schedules may change from time to time. Attendance at meetings at the request of the Staff Director (the Minister) will be considered time worked. Employees are expected to attend any staff retreats or off-site events that are part of their employment and this time will be considered as part of their working hours.

## **U. Timekeeping and Overtime**

Non-exempt employees must submit a written and signed record of their time worked at the end of each month. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Overtime will be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty hours in any one workweek. At the request of the employee and the approval of the Staff Director (the Minister) one and one-half paid hours per overtime hour may be taken as compensatory time within a month of the time overtime occurred. Holiday, vacation, and sick leave are not counted for purposes of overtime compensation. Employees shall not work overtime without authorization in advance from the Staff Director (the Minister).

## **V. Pay and Payroll Deductions**

1. Pay adjustments generally will be considered for all employees once a year by the Personnel Committee in the budget cycle and any adjustments will normally begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as individual performance, job responsibilities, available budget, and UUA Fair Compensation Guidelines. Employees are generally paid monthly on an established pay date. Deductions made from employees' wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.
2. Employees are responsible for promptly notifying the Church Administrator of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

## **W. Employee Benefits**

1. The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through Employer. This summary is not intended to and does not create an express or implied contract, promise or representation between OUUC and the employee. These benefits are subject to change at any time at the discretion of OUUC. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the Church Administrator.
2. For the purpose of calculating benefits, an employee's length of service will be calculated based on their first day of regular employment with OUUC. This anniversary date will be the same for full or part-time employees, regardless of their eligibility for a specific benefit.
3. Health and Dental Insurance Benefits. Employees who work twenty or more hours per week shall be eligible for a monthly contribution to the purchase of health and dental benefits unless they have health insurance through another source. Further information concerning the plan and any alternative health related benefits may be obtained from the Church Administrator. If employee is not utilizing the OUUC's contribution to the cost of health



insurance due to alternate coverage, OUUC will provide some alternate benefit to the employee.

4. Term Life and Long Term Disability Insurance. Employees who work twenty or more hours per week are offered the option of purchasing term life insurance and long-term disability insurance through the group plan sponsored by the UUA. Further information concerning these policies is available from the Church Administrator.
5. Workers' Compensation Insurance.
  - a. OUUC carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment for all church employees. All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the Staff Director (the Minister).
  - b. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work.
6. Retirement Benefits. The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, OUUC contributes a percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis. Before an employee can become a participant, they must work for OUUC for a year as required by the UUA. This requirement and other provisions are provided to all participants. Each employee should review this material carefully and discuss any questions he or she may have with the Staff Director (the Minister).
7. Vacation
  - a. OUUC realizes that employees benefit from having time away from work. Therefore, the regular use of vacation time is strongly encouraged. Full time employees and part time employees who work at least half-time (20 hours or more per week) begin to accrue vacation upon the start of regular employment with OUUC (anniversary date).
  - b. The rate of vacation accrual is based on an employee's length of service. The accrual rate for full time employees will be:
    1. 80 hours per year during the first five years of employment.
    2. 120 hours per year beginning with an employee's five year anniversary date.
    3. 160 hours per year beginning with an employee's ten year anniversary date. This is the maximum rate of vacation accrual.
  - c. Employees who work at least half-time (20 hours or more per week shall accrue vacation on a pro-rated basis.
  - d. Employees may carry over a maximum of 200 hours of vacation time upon their anniversary date. Any unused accrued vacation time in excess of 200 hours upon an employee's annual anniversary date will be forfeited.
  - e. While vacation starts accruing at the start of employment, it may not be taken during the initial six months. Upon voluntary termination with two weeks prior notice, unused vacation, accrued to a maximum of 200 hours is payable at the then current wage to the employee. Employees may not receive compensation in lieu of unused vacation days except on termination.
  - f. Vacation time must be requested in advance and can only be taken with the approval of the Staff Director (the Minister). In the event of conflicting vacation requests, vacation generally will be granted in accordance with length of service and consistent with

workload requirements. Summertime vacations generally are encouraged.

8. Holidays.

- a. OUUC recognizes the following ten paid holidays during each calendar year for employees.
  1. New Year's Day
  2. Martin Luther King Day
  3. President's Day
  4. Memorial Day
  5. Fourth of July
  6. Labor Day
  7. Veteran's Day
  8. Thanksgiving Day
  9. Day after Thanksgiving Day
  10. Christmas Day
- b. If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If non-exempt employees are required to work on an observed holiday, they will be granted another day off within a month of the holiday. An employee whose regular work schedule does not include a particular holiday does not get a paid holiday or substitute day off. Each employee is also entitled to one floating holiday each calendar year which shall be scheduled well in advance with the permission of the Staff Director (the Minister).

9. Leave of Absence

- a. General Provisions: The policies in this section apply to employees who work 20 hours or more per week. Leave of Absence must be requested in advance in writing and requires the approval of the Staff Director (the Minister)
- b. Paid or Unpaid Administrative Leave. If an employee has been accused of a policy violation or arrested for a crime that could make him/her subject to discipline up to and including termination, the Minister in his/her supervisory role may place that employee on paid or unpaid administrative leave pending the outcome of an investigation or a court proceeding. While on leave the employee is unable to participate in church events, functions and worship.
- c. Sick Leave With Pay.
  1. Six months after beginning employment, full time employees accrue 8 hours of paid sick leave for every month worked, up to a maximum of 192 hours. Part time employees' accrual rate and maximum accrual will be prorated. Unused sick leave is not payable upon termination of employment. Sick leave is to be used in the event of the employee's own illness, injury or other medical condition, family illness or injury or routine dental or medical appointments for self or family members.
  2. Employees must notify the Staff Director (the Minister) or designee before their starting time if they are ill and unable to come to work.
  3. If the Staff Director (the Minister) believes sick leave is being abused or its use is seriously impinging on OUUC functioning, disciplinary action may be taken.
- d. Medical Leave Without Pay. Unpaid medical leave may be granted in instances where an employee's medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the Staff Director (the

Minister) of OUUC. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter.

10. Personal Leave Without Pay. Employees who have been employed full-time for at least one year may, upon request, be given unpaid personal leave, which must be approved in advance by the Staff Director (the Minister) of OUUC.
11. Military Leave Without Pay. Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence, and the expected date of return. Employees may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.
12. Funeral or Bereavement Leave With Pay. Employees may be eligible for a leave of absence for up to five days with pay for the death of an immediate family member.
13. Jury Duty Leave With Pay. Employees called for jury duty are paid their regular pay for up to twenty working days. Employees should appear for work upon being excused from jury duty at any time during regular work hours.
14. Parental leave Without pay. Full-time employees who become natural or adoptive parents may be eligible for a leave of absence of up to six weeks. Sick leave, paid vacation, or unpaid leave may be used for parental leave.

#### **X. Vehicle Usage and Reimbursement**

Employees using their own cars for church-related business may be paid mileage at the current rate per mile as established by Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the Staff Director (the Minister) or the Finance Committee for the Minister. Trips must be authorized by the employee's supervisor. Employees must have a current and valid driver's license and proof of insurance. All tickets for parking and traffic violations are the responsibility of the employee.

#### **Y. Other Employment Policies**

1. Attendance and Punctuality. Due to the nature of the work of OUUC, most staff members will have varied work weeks that may include Saturdays and Sundays. Specific hours of work are described for each employee in his or her job description. Attendance and punctuality are very important; if a staff member is unable to work their regular schedule, the Church Administrator should be notified as soon as possible.
2. Disciplinary Process. Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.
  - a. Failure to perform work in a manner acceptable to Employer,
  - b. Absenteeism or tardiness,
  - c. Leaving work without permission,
  - d. Failure to report absences as required,
  - e. Sexual harassment or harassment described in this Manual,
  - f. The use, possession or sale, or being under the influence of alcohol or controlled

- substances (other than those used for bona fide medical purposes) while working,
- g. Unauthorized possession of weapons,
  - h. Disclosure of confidential information,
  - i. Removing sensitive data or confidential records from secure locations without permission,
  - j. Failure to report-on-the job injuries,
  - k. Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job,
  - l. Theft or dishonesty,
  - m. Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system),
  - n. Taking OUUC property without permission or reckless, careless or unauthorized use of OUUC property, equipment or materials,
  - o. Failure to perform assigned tasks as required.

3. Separation From Employment

Employees who resign are requested to give at least two weeks' written notice in order for the congregation to find a suitable replacement.

4. Safety and Accidents

- a. All employees are expected to abide by accepted safety standards at all times. Employees are expected to know the location of fire extinguishers and first aid kits.
  - b. Any unsafe condition, equipment, or practice observed by an employee should be reported immediately to the Church Administrator and the employee should fill out a request for repairs form.
  - c. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Staff Director (the Minister). Accident Report forms are available from the Church Administrator.
5. Inspection Rights. The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on church premises. The Staff Director (the Minister) reserves the right to open and inspect any desk, file cabinet, storage closet, or storage area at any time and without prior notice or consent. Employees may not use personal locks on church owned desks, cabinets, closets or storage areas.
6. Employment Authorization. Federal law requires that prospective employees must complete an I-9 form (proof of eligibility) to work in the United States in the position for which they are applying. When applicable, employees must usually provide an original document or documents to the employee's supervisors that establish identity and employment eligibility from the date employment begins.
7. Background Investigation. Some staff positions may require successful completion of a background check for continued employment.

**Z. Employee Acknowledgment**

After reading the entire handbook, the employee shall sign and date the following acknowledgment form and give it to the Church Administrator, who shall file it with that employee's personnel records.

## Personnel Manual Acknowledgment Form

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Personnel Policy Manual of the Olympia Unitarian Universalist Congregation. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of OUUC.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either OUUC or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment and that no representations may be made contrary to the foregoing, either express or implied. I understand that this written policy is subject to change at OUUC's option and any change will be only in writing.

I understand that this Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that OUUC reserves discretion to add, change or rescind any policy, practice or rule at any time with or without notice.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the current Personnel Policy Manual.

Date \_\_\_\_\_

Employee Name (Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

### **Attachment 3. Key or Key Card Receipt**

*Executive Team Policy Revised: November 2, 2011*

Item issued (describe)

I hereby acknowledge receipt of the key/card identified above and agree to the following conditions:

I will safeguard this key/card and keep it in my personal possession. If it is lost, I will immediately report the fact.

I will pay a \$10.00 fee to the church to replace a lost key/card.

I will not have any duplicate keys made.

I will personally assure that all doors and windows are closed and locked as soon as the building use is completed whenever I use this key to open the church building.

I will not leave the building unlocked and unattended at any time.

I will use thoughtful discretion when lending the key/card to another person.

I will immediately return the key to the Church Administrator when I no longer need the key/card.

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

# Attachment 4. Agreement for Use of an OUUC Credit Card

Executive Team Policy Revised: February 22, 2013

*Congratulations! You have been granted the privilege of having an Olympia Unitarian Universalist Congregation (OUUC) credit card. Your participation in the credit card program is a convenience that carries responsibilities along with it. Although this card is issued in your name, it is OUUC property and must be used with good judgment. By signing this agreement, you acknowledge that you understand and will comply with all of the OUUC guidelines, as listed below.*

I have been trained and fully understand and agree to the following terms and conditions on use and safekeeping of the credit card entrusted to me. My signature below is verification that I agree to comply with the following responsibilities. It also acknowledges that I have received the credit card numbered:

\_\_\_\_\_ (credit card number)

1. I accept full personal responsibility for the safekeeping of the credit card assigned to me.
2. No one, other than me, is permitted to use the card assigned to me and that I am considered responsible for any and all charges against the card.
3. I will only make purchase of goods and services that are directly related to the official business of OUUC and that I have the authority to make. I will not use the credit card for non- OUUC related expenses, unauthorized purchases, or for personal purchases.
4. If I willfully or intentionally misuse or permit the misuse of the credit card, I understand that that I may be held liable for all incurred charges and any expenses related to the collection of those charges.
5. I will receive a monthly reconciliation statement from the card company. I will prepare and submit an OUUC Monthly Credit Card Report to the OUUC Church Administrator within 7 days of receipt of that statement. The report will include all documentation for the transactions listed, such as receipts, credit slips, or invoices, the appropriate bookkeeping account coding, and the signature of the spending authority (such as my supervisor or committee chair).
6. I understand that I have a the following purchase limits and will obtain written approval from the appropriate spending authority and/or Executive Team before exceeding any of these limits:
  - a. Transaction purchase limit of \$ \_\_\_\_\_
  - b. Monthly purchase limit of \$ \_\_\_\_\_
  - c. Annual purchase limit of \$ \_\_\_\_\_
7. If I go over any of the above limits without authorization, any bank fees will be my personal responsibility.
8. If the card is lost or stolen, I will immediately notify the credit card company and the Church Administrator and Treasurer by telephone. I will confirm the telephone calls by

submitting a written notification (paper or email) to the Church Administrator and the Treasurer.

9. I understand that failure to follow any of the above listed terms and conditions or improper use of the card can be considered misappropriation of OUUC funds. This may result in disciplinary action, such as card revocation and/or other action including, but not limited to, termination of employment or membership in OUUC.
10. I understand that the credit card company or OUUC may suspend or cancel my cardholder privileges at any time for any reason.
11. I agree to surrender the credit card immediately upon request by my supervisor, the Executive Team, Treasurer, or the Church Administrator or upon termination of employment or volunteer capacity for any reason.

I, \_\_\_\_\_ (*print name*), understand my responsibilities as an OUUC credit card holder. I hereby accept and agree to follow the above terms and conditions. I acknowledge receipt of the credit card.

\_\_\_\_\_  
Signature of Credit Card Holder

\_\_\_\_\_  
Signature of Witness

Date \_\_\_\_\_

Date \_\_\_\_\_



