

# OUUC POLICIES AND PROCEDURES

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OLYMPIA UNITARIAN UNIVERSALIST CONGREGATION 2306 East End St NW, Olympia, WA 98502

# OUUC Policies and Procedures

## [Definitions](#)

[Operations Policies](#)

[Operations Procedures](#)

[Teams and Committees](#)

## [Operations Policies and Procedures](#)

[Access to OUUC Building](#)

[Buildings and Grounds](#)

[Church Closure](#)

[Collection Barrels or Other Collections of Donated Goods](#)

[Columbarium](#)

[Creating a New OUUC Ministry, Group, Activity, or Initiative](#)

[Credit Cards](#)

[Donation of Items](#)

[Expense Reimbursements](#)

[Financial Operations](#)

[Firearms on OUUC Campus](#)

[Overnight Parking and Camping](#)

[Photo Use](#)

[Privacy](#)

[Realm Access](#)

[Records Retention](#)

[Safer Congregation](#)

[Service Animals](#)

# Definitions

## Operations Policies

Operations Policies are policies that expand upon the Governance Policy and give direction to specific operational activities of the congregation.

Operations Policies can be written by the Minister, Ministry Leads, Staff, Committee Chairs or Team Leaders. They are approved by the Minister.

## Operations Procedures

Operations Procedures guide the congregation in how to carry out the work as defined by the policies.

Operations Procedures can be written as needed by any church leader with a formal role in the procedure. Operation Procedures do not require external approval but will be made available and are subject to review and veto by the Minister or an Ministry Lead if found to violate a policy.

## Teams and Committees

**Teams** are established by the Executive or by the Ministry Leads. Teams develop written guidelines for their team (Operations Policies and Procedures). Teams report to the Executive, the Ministry Leads, or to Staff. *Teams fall under Operations.*

**Committees**, as described in our Bylaws, are responsible to the Board or to the Congregation. Committees are established by the Board of Trustees to perform designated functions to further the work of the Board. And, the Leadership Development Committee is ultimately responsible to the Congregation and operates independently of the Board and all other committees. *Committees fall under Governance.*

# Operations Policies and Procedures

## Access to OUUC Building

### **Policy**

The OUUC buildings and grounds will be used to carry out the mission and ministry of the Congregation. Everyone who uses the building or attends events is expected to help maintain a safe and secure environment.

Keys or key cards are issued to provide access to the building to those who need it, including church leaders, staff, congregants and/or others who need access to the facilities on an ongoing or limited basis.

### **Procedure**

Contact the Church Office to request access to the building. Depending on the intended use, the office staff will determine the best way to guarantee access, which may include issuing a key or key card, or allowing one-time access. Access is given to those who have been approved either by position within the congregation, leadership or sponsorship of a church activity, or by completing the necessary building use agreement.

The key or key card holder is responsible for securing the building.

Those given access will assure that:

- Keys or keycards are safeguarded and will not be lent, labeled or duplicated.

- Lost keys or keycards will be reported immediately.

- The building will not be left unlocked or, if unlocked, unattended at any time.

- Only those persons who have a legitimate need will be allowed in the building.

If there is reason for the key or key card holder to leave before activities have concluded, they will designate a person to check that the building has been secured.

## Buildings and Grounds

### **OUUC Buildings and Grounds Team Policy – Spiritual Architecture**

Buildings and Grounds are the foundation for our congregational ends and are the spiritual architecture that supports our collective efforts. The buildings and grounds (B&G) team's work is related to the asset protection element of the governance policy manual section 2.6. The team helps to facilitate good maintenance of the buildings and grounds. The team works collaboratively with the Resource Ministry and its accountable person and the staff custodian. Because the team is small and staff resources are limited, it is helpful to assume that all OUUC members, committees, and groups will contribute towards maintenance of the buildings and grounds. In this way, the Resources Ministry accountable person and the buildings and grounds volunteers are primarily facilitators for the collective care of our spiritual architecture. It is also important that members and friends understand that proposed changes, improvements, or maintenance of buildings and grounds be approved in advance, to ensure a safe and harmonious environment for all.

### **Buildings and Grounds Team Roles**

The team will support the executive through the Resource Ministry accountable person by agreeing to do the following and in accordance with appendices A and B:

1. Prepare and maintain a schedule of routine maintenance needs.
  2. Prepare and maintain a long-term schedule of major maintenance needs and projected costs.
  3. Prepare proposed annual budgets for routine building and grounds maintenance and for major maintenance projects.
  4. Meet monthly to discuss projects and team business.
  5. Review work requested by OUUC groups and individuals and provide analysis of impacts to the accountable person.
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1. Maintenance of planted areas within the boundaries of OUUC and oversight of planting decisions. This includes lawn mowing.
  2. Upkeep and maintenance of electrical, plumbing, and mechanical systems to support the building and grounds.
  3. Paint colors and signs.
  4. Upkeep and maintenance of the parking lots, including review of use of parking lot for non-parking needs.

5. Upkeep and maintenance of building structure, sidewalks, curbs, pavement, outdoor fixtures, and irrigation system.
  6. Upkeep and maintenance of the roofs and gutters of the buildings.
  7. Upkeep, replacement, and maintenance of major furniture.
  8. Coordination with the City of Olympia and other governmental entities regarding stormwater and other regulatory requirements.
  9. Maintain a maintenance list for the buildings and grounds.
2. *Assets and Activities not under B&G Oversight?*
1. Placement of furniture.
  2. Snow removal and de-icing of sidewalks and pavements is under the authority of the Resources ministry's accountable person. B&G may be called upon to help prepare a plan for what to do when it snows and help with snow removal and de-icing.
  3. Placement of signs or barriers to direct people away from dangerous areas (ice, potholes, etc) except as part of B&G work.
  4. Building custodial work.
  5. Contract for cleaning windows, rugs, and chairs.
  6. Regular furnace maintenance.
  7. Fire inspections.
  8. Emergency planning and response.
  9. Upkeep and maintenance of office equipment and audiovisual
  6. Maintain the Buildings and Grounds section of the central filing system.
  7. Consult on contractors hired to do church work to ensure they are bonded and licensed and provide oversight if necessary.
  8. Make recommendations regarding the management of the buildings and grounds.
  9. Schedule church work parties.
  10. Make or arrange for contract repairs to the HVAC, plumbing, and electrical systems and to the building structure, utilities, walkways, parking lots, and outdoor fixtures.
  11. Facilitate approved work with congregational members, teams, and committees.

### **Buildings and Grounds Team Procedures**

Congregants and OUUC committees or groups who identify a need for repair, change, or improvements for OUUC facilities that are within B&G oversight responsibilities should submit a

work order to B&G through the Resource Mission's accountable person. Those congregants, committees and congregants should recognize that B&G cannot bear the sole burden to complete all needed work. B&G will, however, commit to providing advice and assist if necessary, and to the extent needed consistent with other commitments and abilities. B&G will also provide written comments and propose steps to clarify any proposal. To initiate action please follow this procedure:

1. Go to *Forms* on the OUUC website (or search for Work Request) and complete a work order describing what needs to be done and how you can help.

2. B&G will review the proposal and provide an analysis to the Resource Mission's accountable position about the possible impacts and benefits of the proposal. B&G will also evaluate whether it's a project that can be handled by B&G members, referred to contractors, or undertaken by the larger OUUC community of friends and members. B&G will attempt to respond with an initial evaluation after a chance to discuss the request at the monthly meeting.

#### **Appendix A: Jointly Developed by the Buildings and Grounds and Environmental Action Teams on Policy and Procedures for Sustainable Interior Design**

**POLICY:** The values of the Olympia Unitarian Universalist Congregation are reflected in the furnishings within our buildings. Furniture and surface finishing will be long lasting and support the health of congregants and visitors to our facilities. The Buildings & Grounds and Environmental Action teams will work collaboratively to carry out the following procedures:

#### **PROCEDURES:**

1. When selecting furniture and appliances, give preference to the following over cost considerations:
  - a. Quality and durability, having an expected life span of at least 10 years.
  - b. Highest Energy Star ratings.
  - c. Stain resistant surfaces that are easy to clean with non-toxic products.
  - d. Portable furniture should be easy to take down and move. Pre-plan adequate storage.
  - e. Colors, materials and patterns that blend well with the existing building palette and furnishings.
  - f. Consider how the furniture will be used. Furniture style should follow its function.

- g. Select furniture styles compatible with current furniture which have modern styles with clean lines and light-colored wood.
- h. Consider the ages and sizes of the intended users of the furniture, when selecting styles and materials.
- i. For multiple use areas, select furniture usable by all ages, such as the chairs, benches and informational display structures in the Commons.

**2. When selecting building materials and finishes, review the Material Safety Data Sheet (MSDS):**

- a. Reject materials with known carcinogens.
- b. Select paints and adhesives with no or minimal volatiles.
- c. Avoid synthetic materials which may have long term off-gassing.

**Appendix B: Jointly Developed by the Buildings and Grounds and Environmental Action Teams on Grounds**

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.

- 1. Goal. Practice the following principles to the highest degree possible:
  - a. Conserve water through the careful planning, use, and location of plant materials, and the maintenance and monitoring of irrigation systems.
  - b. Use native and complementary plantings where possible.
  - c. Protect sources of water and water quality by:
    - i. Using an integrated pest and plant disease management approach to gardening and landscape maintenance;
    - ii. Minimizing the use of pesticides, herbicides, fungicides, weed killers and fertilizers with added weed killers;
    - iii. Using natural and organic fertilizers at the minimum level necessary;
    - iv. Incorporating mulching, composting and other water-wise activities into the maintenance of existing garden and landscaping areas;
    - v. Properly disposing of toxic and potentially toxic chemicals and other matter;

vi. Removing, properly disposing of, and controlling noxious weeds.

2. Integrated Pest/Disease Management (IPM)

a. IPM is an approach to pest and plant disease control that utilizes regular monitoring to determine if and when treatments are needed.

b. 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.

c. 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.

i. 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.);

ii. Is least hazardous to human health

iii. Minimizes impact to non-targeted organisms and other non-effected plants; d. Is least damaging to the general environment;

iv. Best preserves the natural system.

3. 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.

4. Water Conservation. Methods of Choice

a. Choose drought tolerant plants when possible and plant in the correct environment for the plant;

b. Mulch to prevent water loss;

c. Take advantage of natural rainfall;

d. Hand water for specific plants;

e. 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;

5. Composting/Disposal of Diseased Plant Material. OUUC will recycle compostable material on-site or will subscribe to a compost recycling service.

# Church Closure

## Policy

It is the intention of the Olympia Unitarian Universalist Congregation that worship services will not be canceled except due to extreme circumstances, to include: gas leak, electricity failure, earthquake damage, weather conditions that would cause danger to those traveling to church, or any other issue that could cause harm to individuals using the building.

## Procedure

In the event there is a perceived need for worship service cancellation or church site change, the Minister has the authority to cancel or move worship services. If the Minister is unavailable, any two of the other Ministry Leads may decide to cancel worship services or may elect to move worship services to another location.

In the event worship services are canceled or changed to an alternative site, the Minister (or in the absence of the Minister, a Ministry Lead) shall contact the Ministry Leads, all Board Members, the Music Director, and the Facilities Manager. A member of the office staff will notify post information on the church website, send out an email announcement, provide information to the local media, and change the phone message. A staff member shall be responsible for posting a notice on the front door of the church with details of the cancellation or alternative site.

Cancellation of any other church activities will be at the discretion of the Minister and/or Ministry Leads and/or Activity Leaders. Any cancellation will be communicated to the office staff. Every effort will be made to contact participants.

## Collection Barrels or Other Collections of Donated Goods

There can only be one Collection Barrel or Other Collection of Donated Goods at a time.

Because OUUC is associated with many worthy organizations it is necessary to coordinate collection barrels and other displays.

Those wishing to schedule such a collection will contact the Business Manager who will assure that collections will be:

- Sponsored by an OUUC Ministry.
- Limited to one month in duration.
- Advertised in the weekly e-blast, Sunday printed announcements, and on the OUUC website.

Complete the “Get the Word Out” form.

- Limited to one barrel or suitable container not taking up more than 6 square feet.

# Columbarium

## Policy

The columbarium within the Memorial Garden of the Olympia Unitarian Universalist Congregation (OUUC) is set aside for interment of the human cremains of members and friends of the congregation. Here in the peace of a wooded setting adjacent to the northern end of the church building is the symbolic return to one's spiritual home and the sanctity of the final resting place. Commingling of the cremains symbolizes our life together and our oneness as a spiritual community.

## Procedure

The columbarium is constructed of stone with an underground concrete container that allows cremains deposited within the columbarium to become part of the earth over time. Memorial plants and ornamental works may not be placed in or nearby the Memorial Garden.

The interment of cremains in the columbarium is open to:

- Any OUUC member.
- The immediate family of any OUUC member. "Immediate family" means spouse, child, sibling, parent, stepchild, stepparent, and state registered domestic partner of the decedent.
- Any person who has been active in the life of the congregation.
- Any pledging non-member.

There is no fee, cost, charge, or donation request for placing cremains in the columbarium.

A memorial or interment service is optional. The interment of cremains in the columbarium may be by private service or may be open to the public, at the option of the person requesting the interment. The Minister will work with the family or persons requesting interment when a service is desired.

Prior to interment of cremains a Request for Columbarium Interment shall be completed and approved by the Minister.

Exhumation of cremains is prohibited.

The cremains of a decedent may be delivered directly to OUUC from a mortuary or by any other lawful means.

OUC shall not be liable for loss or damage to cremains from any cause, except its own willful neglect or misconduct, and especially shall not be liable for damage caused by the elements, by vandals, by accidents, or by mishaps beyond its reasonable control. OUC is not responsible for determination of compliance with RCW 68.50.160 Right to control disposition of remains. The person requesting permission to use the Columbarium for the interment of cremains must sign a statement that they have authority to control the disposition of said remains, which is included on the Application for Columbarium Interment.

**RCW 68.50.160 Right to control disposition of remains—**Liability of funeral establishment or cemetery authority - Liability for cost.

(1) A person has the right to control the disposition of his or her own remains without the predeath or post death consent of another person. A valid written document expressing the decedent's wishes regarding the place or method of disposition of his or her remains, signed by the decedent in the presence of a witness, is sufficient legal authorization for the procedures to be accomplished.

(2) Prearrangements that are prepaid or filed with a licensed funeral establishment or cemetery authority, under RCW 18.39.280 through 18.39.345 and chapter 68.46 RCW are not subject to cancellation or substantial revision by survivors. Absent actual knowledge of contrary legal authorization under this section, a licensed funeral establishment or cemetery authority may not be held criminally nor civilly liable for acting upon such prearrangements.

(3) If the decedent has not made a prearrangement as set forth in subsection (2) of this section or the costs of executing the decedent's wishes regarding the disposition of the decedent's remains exceeds a reasonable amount or directions have not been given by the decedent, the right to control the disposition of the remains of a deceased person vests in, and the duty of disposition and the liability for the reasonable cost of preparation, care, and disposition of such remains devolves upon the following in the order named:

(a) The person designated by the decedent as authorized to direct disposition as listed on the decedent's United States department of defense record of emergency data, DD form 93, or its successor form, if the decedent died while serving in military service as described in 10 U.S.C. Sec. 1481(a) (1)-(8) in any branch of the United States armed forces, United States reserve forces, or national guard.

(b) The designated agent of the decedent as directed through a written document signed and dated by the decedent in the presence of a witness. The direction of the designated agent is sufficient to direct the type, place, and method of disposition.

(c) The surviving spouse or state registered domestic partner.

(d) The majority of the surviving adult children of the decedent.

(e) The surviving parents of the decedent.

(f) The majority of the surviving siblings of the decedent.

(g) A court-appointed guardian for the person at the time of the person's death.

(4) If any person to whom the right of control has vested pursuant to subsection (3) of this section has been arrested or charged with first- or second-degree murder or first degree manslaughter in connection with the decedent's death, the right of control is relinquished and passed on in accordance with subsection (3) of this section.

(5) If a cemetery authority as defined in RCW 68.04.190 or a funeral establishment licensed under chapter 18.39 RCW has made a good faith effort to locate the person cited in subsection (3)(a) through (g) of this section or the legal representative of the decedent's estate, the cemetery authority or funeral establishment has the right to rely on an authority to bury or make final disposition of the human remains, executed by the most responsible party available, and the cemetery authority or funeral establishment may not be held criminally or civilly liable for burying or performing final disposition of the human remains. In the event any government agency or charitable organization provides the funds for the disposition of any human remains, the cemetery authority, alkaline hydrolysis, natural organic reduction facility, or funeral establishment may not be held criminally or civilly liable for making final disposition of the human remains.

(6) The liability for the reasonable cost of preparation, care, and disposition devolves jointly and severally upon all kin of the decedent in the same degree of kindred, in the order listed in subsection (3) of this section, and upon the estate of the decedent. [2019 c 432 § 23; 2012 c 5 § 1; 2011 c 265 § 2; 2010 c 274 § 602; 2007 c 156 § 24; 2005 c 365 § 141; 1993 c 297 § 1; 1992 c 108 § 1; 1943 c 247 § 29; Rem. Supp. 1943 § 3778-29. Formerly RCW 68.08.160.]

## Creating a New OUUC Ministry, Group, Activity, or Initiative

### Purpose

This policy and procedure are intended to guide the discernment and decision-making of the congregation and staff about creating new ministries, groups, initiative, or projects for OUUC.

*This policy is not for sponsored, affiliated, or associated organizations; please see Building Use Sponsorship.*

### Policy

The Olympia Unitarian Universalist Congregation (OUUC) is a liberal religious organization seeking to support the spiritual development of its members within themselves, in relationship to others and something greater, and by putting their faith in action. To support the spiritual development of all, OUUC offers programs, which include groups, classes, teams, committees, and other modes of engagement and service. OUUC's programs count on the volunteer efforts of congregants as well as the work of OUUC staff and are supported by the generous financial contributions from members and friends.

OUUC is committed to using all its resources in a way that best serves the Vision, Mission and Ends identified by the congregation. This commitment includes transparency about the volunteer, financial, and staff support needs of a group, activity, or initiative so that the needs are clear and can be supported.

### Procedure

Please complete the New Ministry/Group/Activity/Initiative form and give it to the Ministry Lead for the area you believe is the best home for your OUUC ministry/group/activity/initiative.

The Ministry Leads and Staff Team will be in conversation with you to determine whether your OUUC ministry group/activity/initiative fulfills the needs of the congregation, is well connected to OUUC's Vision, Mission and Ends, and that there are resources available to support it.

Questions? Talk with the appropriate Ministry Lead or Minister. For ministry areas, Ministry Leads and contact information, please see the OUUC Organizational Chart here. ([Link to webpage](#))

### Definitions

**OUUC ministry/group/activity/initiative** is part of the intentional programming of OUUC based on the Vision, Mission, Ends, and priorities of OUUC. Resources needed to support this are included in the budget and allocation of staff time and energy; these may be initiated by staff or congregants.

**OUUC affiliated ministry/group/activity/initiative** is an organization, activity, or project outside of OUUC that:

*Is a nonprofit or is engaged in an activity that advances justice and the greater good,*

*Has a purpose consistent with the seven principles of Unitarian Universalism and the Vision, Mission and Ends of OUUC,*

*Has at least two OUUC members or friends who participate in the organization,*

*Has signed a sponsorship agreement with OUUC that includes accountability and abides by its provisions.*

*See Building Use Sponsorship.*

### **Vision Statement**

A loving, just, and healthy world

### **Mission Statement**

We are part of the infinite, interconnected WEB of life.

We:

Welcome and Wonder

Embrace and Empower

Bridge and Become

### **Ends Statements**

#### **WITHIN each of us**

#### **Authentic spirituality rooted in courage and personal growth**

I am continually inspired to deepen my spiritual understanding with the love and support of the OUUC community.

As I grow and learn, I practice my faith, act courageously, and create and appreciate beauty.

#### **AMONG the congregants**

#### **Joyful connections built on inclusion and support**

We welcome all persons searching for a spiritual home. No matter your personal identity or your circumstances, you are accepted and cherished here.

Our covenant is the foundation of strong relationships. Our connections deepen as we learn, love, work, play, sing, and find meaning together.

#### **BEYOND our doors**

### **Thriving communities grounded in justice and interconnection**

We are a reliable, collaborative presence working with our allies to protect the rights of all people and the well-being of the planet.

As we recognize the intrinsic value of all persons, we reach out with care and compassion to preserve health, dignity, and freedom for our neighbors and beyond.

### **THROUGHOUT our organization Resilient systems steeped in spirituality and transparency**

In all aspects of our organization, OUUC operates with transparency, sustainability, integrity, and inclusion.

All congregants are encouraged to share their talents and participate in leadership opportunities

### **New Ministry/Group/Activity/Initiative**

Name of Ministry/Group/Activity/Initiative:

Ministry Area this best fits in:

Contact Person for the new Ministry/Group/Activity/Initiative: Phone: Email:

Please list five people working on this project (required):

Is this an Open Group or a Closed Group?

Being an Open group means that new members may join at any time.

Being a Closed group means that there is an open period for joining and the group does not accept new members after that for a specified period.

Is your group open to anyone or only to OUUC members and friends (those connected to OUUC)?

Is this group/activity/initiative open to all ages? For example: is it designed for: all ages, adults only, teens, young adults, or children?

If not, what is the target group?

Do you have a regular meeting time/place? If so, please list:

Description and Goals:

9. Describe in brief the group or project and its goals. 10. How does this project support OUUC's Vision, Mission and Ends?

11. Please describe the next immediate steps you plan to take toward your goals.

12. What is the group or project's timeline? Does it have an expected start and end date, or is it ongoing? What is the end date if there is one?

13. If this is a Faith in Action proposal, what focus area does your group fit in?

- Climate justice
- Economic Inequality
- Anti-racism
- Other:
- What modality does it fit in?
- Education
- Advocacy
- Direct Service
- Other:

Support for the Project:

14. What, if any, funding would you anticipate requesting from the OUUC budget?

Funding decisions are made as part of the annual operating budget process of the congregation and overseen by each Ministry Lead. Please provide a dollar amount and a brief explanation of the purpose. 15. Do you anticipate doing any fundraising (via donations) or generating any earned income (by selling products or services)? If so, please describe the activities, the amount of money you hope to raise, and how you would expect to use the funds.

Please note that fundraising efforts undertaken under the congregation's auspices must be approved by the appropriate Ministry Lead. 16. What communication or technical support will your group need? This includes support for setting up and hosting online meetings, making recordings, space in the newsletter and on the website, etc. The group will be expected to provide its own marketing and communications content, and to work with the Office & Communications Specialist regarding communication needs.

17. Is there any other support that your group might want? This might include non-financial support, such as meeting space, volunteer help for special events, or staff time.

## Credit Cards

These guidelines apply to all employees of the Olympia Unitarian Universalist Congregation (OUUC) who are assigned credit cards. Cardholders and their supervisors are responsible for ensuring that they adhere to the guidelines, thereby ensuring adequate controls are exercised to minimize the risk that credit cards are used for fraudulent or unauthorized purposes.

### Eligibility

Credit cards will be authorized for employees based on their needs considering the following criteria:

- purchase significant volumes of minor goods and services for use by the church
- incur regular frequent expenses of a kind appropriately paid by credit card
- travel frequently in the course of their duties

If the request is granted the Business Manager will process the credit card request and deliver the card upon its arrival and activation. Employees must complete the Employee Cardholder User Agreement which will be maintained in the employee's personnel file.

### Limits

Credit Cards will be issued with a spending limit based upon the needs of the employee and/or their department.

### Conditions of Use

- The OUUC Credit Card is to be used only for official church business, not personal expenses. Charging personal transactions to OUUC cards is not acceptable under any circumstance. Cardholder transactions will be scrutinized to ensure compliance with this policy.
- Cardholders may not use their credit card to obtain cash advances from banks, credit unions or automatic teller machines. This prohibition similarly extends to cash equivalents such as bank checks, traveler's checks and electronic cash transfers.
- Cardholders may not allow others to use their card other than in the instance of an assistant in the course of conducting office business on behalf of the cardholder.
- Infractions of the conditions of this policy may result in cancellation of the card and withdrawal of OUUC credit card privileges and may lead to disciplinary action up to and including termination and criminal prosecution. In all cases of misuse, the church reserves

the right to recover any monies from the cardholder. Cardholders will be required to sign a declaration authorizing the church to recover, from their salary, any amount incorrectly charged.

- Although the church credit card should only be used for church-related business, there may be inadvertent personal use of the church credit card. Cardholders must reimburse the church immediately for any expenses which are not related to church business by sending a check to the office with the original receipt and an explanation of the expense for which the church is being reimbursed.

### **Cardholder Responsibilities**

Cardholders are responsible for the following security measures for the use of their card:

- Sign the credit card immediately upon receipt. The credit card should always be treated with the same care as personal credit cards, bankcards, cash, and checks. Keep the card in an accessible, but secure location. When using the credit card for internet purchases, cardholders should ensure that the site utilizes industry recognized encryption transmission tools.
- Ensure that all purchases are covered by and will not exceed budget allocations.
- A receipt must be uploaded to the online credit card management website (divvy.com). The cardholder is to ensure that the goods purchased are adequately described on the receipt. In general, the receipt should indicate who, what, when, and where. The cardholder will provide notes in cases where the description on the receipt is not adequate.
- Card purchases without receipts are ultimately the responsibility of the cardholder. Failure to provide receipts or credible explanation for the unsupported expenditures may result in an automatic payroll deduction from the employee's paycheck and loss of credit card privileges. Further disciplinary action may also be taken against the employee and may lead to termination of employment.
- Disputed transactions must be resolved with the merchant and the credit card company by the cardholder. The cardholder must notify bill.com immediately for resolution and the Business Manager should be informed for tracking correcting entries.
- Lost or stolen cards must be reported to bill.com for immediate cancellation. The Business Manager must be notified in person or via email, no later than 24 hours after discovery of the missing card.
- Prior to departure or termination of duties, a cardholder must reconcile all expenditures on his/her account. It is the responsibility of the departing employee to ensure that his/her account is settled prior to departure. Accounts in arrears will be liable for legal action.

## **OUUC Employee Cardholder User Agreement**

I understand and agree to comply These guidelines apply to all employees of the Olympia Unitarian Universalist Congregation (OUUC) who are assigned credit cards. Cardholders and their supervisors are responsible for ensuring that they adhere to the guidelines, thereby ensuring adequate controls are exercised to minimize the risk that credit cards are used for fraudulent or unauthorized purposes.

I understand and agree to comply with the cardholder responsibilities as listed in the OUUC credit card guidelines as they may be amended from time to time and further authorize OUUC to deduct any non-business or undocumented charges made on the church issued credit card from funds due to me in connection with salary and/or and other expenditure reimbursements.

These responsibilities include but are not limited to:

- Sign the credit card immediately upon receipt.
- Treat the card with the same care as personal credit cards, bankcards, cash and checks.
- Ensure that all purchases are covered by and will not exceed budget allocations.
- When using the credit card for internet purchases, cardholders should ensure that the site utilizes industry recognized encryption transmission tools.
- An original receipt must be retained for each purchase with a complete description of the purpose of the purchase.
- Card purchases without receipts are ultimately the responsibility of the cardholder. Failure to provide receipts or credible explanation for the unsupported expenditures may result in an automatic payroll deduction from the employee's paycheck, loss of credit card privileges, and may lead to termination of employment.
- Disputed transactions must be resolved with the merchant and the credit card company by the Cardholder.
- Lost or stolen cards must be reported to bill.com for immediate cancellation. The Business Manager must be notified immediately in person, via voice mail or email but no later than 24 hours after discovery of the missing card.
- Surrender the credit card upon termination of employment to the Business Manager.

Employees with an OUUC credit card are in a position of trust in regard to use of church funds. Improper or unauthorized use of the card may result in the termination of credit card privileges, the cardholder being held liable for expenditures, and legal/disciplinary action being brought against the cardholder up to and including termination of employment.

## Donation of Items

### **Policy**

All items donated to the Olympia Unitarian Universalist Congregation become the sole property of the church.

### **Procedure**

All items donated to the Olympia Unitarian Universalist Congregation will be reviewed as to suitability by the church staff and/or the Ministry Leads and/or the Buildings and Grounds Team.

The church staff and/or Ministry Leads and/or the Buildings and Grounds Team (with recommendations from other teams as required) will determine use and/or disposition of items for the benefit of the church programs and mission.

OUUC maintains the right to dispose of goods.

Donations to the Annual Auction and to the eSale Giving program are managed by the leaders of those activities.

## Expense Reimbursements

Ministers, staff, and congregants can be reimbursed for any ordinary and necessary expenses if the following conditions are satisfied:

- The expense clearly supports the work of the congregation.
- The amount of the claimed expenses is reasonable.
- Receipts are provided showing the amount, date, and business purpose.
- Funds are available in an appropriate budget line.
- The expense is authorized by a Ministry Lead or another fund manager.

Reimbursement requests must be made within 30 days of the date the expense is incurred and within the current budget cycle.

Expense reimbursements can be submitted online: <https://www.ouuc.org/expense-form/>.  
Payments will be processed within 10 business days.

# Financial Operations

## Policy

OUUC resources shall be used to fulfill the mission and vision of OUUC by adhering to generally accepted best practices for church financial internal controls.

## Procedure

### Role of the Minister

1. The Minister shall operate in keeping with Governance policies and use the monitoring reports and monitoring schedule to keep the board informed.
2. The Minister shall assign expenditure authority to staff, team leads or committee chairs (hereinafter referred spending authorities) for expenditures consistent with their budget or reserved account authority.
3. The Minister shall ensure that financial records are maintained in accordance with state and federal law and best practices.

### Access to Accounting System

1. Restrictions to various functions of the accounting system will be limited consistent with separation of duties.
2. The Business Manager shall maintain a record of access to various functions within the accounting software and assign responsibilities.

## Budgets

The Minister, in consultation with the Finance Team and the Board, is responsible for preparing the annual budget in keeping with timelines established in Bylaws and Governance Policies. The Board approves the budget for presentation to the congregation. The Congregation approves the budget. The Board shall determine appropriate distribution of year end surpluses.

## Handling of Receipts

1. Cash and check donations, including donations collected during a worship service or received during a fundraising event, are subject to the “two-person” rule. At least two unrelated persons must:
  1. Work in a secure area with minimal traffic and distractions,
  2. Collect and count cash and checks,
  3. Record the count of cash and the number of checks on the cash collection slip,
  4. Both persons must sign the cash collection slip for each collection of funds that occurs, and

5. Place cash checks and the collection slip into a pouch or envelope provided for the specific purpose.
2. All cash received by OUUC shall be turned over to the Business Manager for deposit to OUUC's regular checking account and properly accounted for in the financial management system.
3. In the absence of the Business Manager, collected funds may be placed in the deposit slot of the safe located in the front office, accompanied by a cash collection slip in the envelope or pouch.
4. If it is not possible to turn the money over to the Business Manager or place it in the safe,
  1. One copy of the cash collection slips should be held by the person taking personal responsibility for safeguarding the money overnight
  2. A second copy should be held by the witness.
5. The Business Manager is not subject to the "two-person" rule.
6. Upon receiving funds from any source, the Business Manager is responsible for:
  1. Verifying the accuracy of the money count,
  2. Stamping the checks with OUUC's bank stamp,
  3. Entering the checks in the financial management system,
  4. Preparing a bank deposit slip, and
  5. Depositing the money into OUUC's regular checking account as soon as possible, normally within a week after receipt.
7. Donors shall receive at minimum quarterly statements of pledge payments and other gifts.
8. Persons wishing to donate stock shall be referred to the UUA Umbrella Giving Program which liquidates the assets and provides payment to OUUC.

#### Electronic Transactions

1. Electronic transfer of donations to OUUC must be authorized by the donor. Electronic fund transfers for pledge fulfillment shall be done on the date or schedule designated by the donor.
2. Transfer of funds between OUUC bank accounts are the responsibility of the Treasurer and Minister in keeping with Board authorization.
3. Electronic payments of OUUC funds must be authorized by the spending authority in accordance with Board Governance Policy:
  1. Transfer of all funds out of OUUC accounts are recorded with a unique number for tracking purposes.

2. The Business Manager maintains a file of donor authorizations when doing an in-person or by phone transaction.

#### Expenditure of Budgeted Expenses or Special Funds

1. The Business Manager will maintain a current list of authorized spending authorities.
2. Spending authorities approve necessary expenditures within their approved budgets.
3. Spending authorities are authorized to make expenditures within the scope of their budgets and to obtain reimbursement for expenditures on behalf of the church.
4. Requests for reimbursement shall be made promptly and within the fiscal year on forms available from the Business Manager, or via email (with attached receipt) to the Business Manager.
5. Reimbursements shall be made by the Business Manager within two weeks following submission of a completed reimbursement form signed by the spending authority and accompanied by the receipt of purchase.
6. When an invoice or credit card charge is received, the Business Manager shall confirm with the spending authority that the expense is appropriate.
7. Documentation of invoices and check requests must be maintained.
8. The Business Manager is authorized to issue payment for routine bills consistent with budget parameters.
9. For purposes of the Minister's Discretionary Fund, the Minister is authorized to both approve and issue checks for payment.
10. No blank checks should be signed, and signature stamps should not be used.
11. No checks should be made out to cash.
12. Blank checks always need to be safeguarded.

#### Cash Expenditures and Credit/Debit Card Use

1. Spending authorities are expected to operate within their approved budgets throughout the fiscal year.
2. Spending happens by having the Business Manager draw a check on OUUC's regular bank account, by using use a credit card issued by OUUC, or making make a purchase with personal funds and requesting a reimbursement.
3. From time to time, OUUC may obtain credit or debit cards for use by spending authorities.
  1. These cards are to be used as a convenience to enable them to procure merchandise or services for OUUC or to cover professional expenses.

2. Anyone using OUUC cards are for personal purchases or transactions may lose card privileges and be required to repay such expenses.
3. Holders of credit cards issued by OUUC shall:
  1. Complete an agreement for issue of an OUUC Credit Card and submit it to the Business Manager.
  2. Follow all rules and regulations of the issuing bank governing the use of credit cards provided.
  3. Ensure that they have spending authority for purchases made with their card.
  4. Use the card only for OUUC expenses.
  5. Submit the required receipts and other information to the OUUC Credit Card issuing bank within one (1) week of the transaction OR email this information to the Business Manager in that same time frame.

#### Payroll

1. Non-exempt employees
  1. Nonexempt hourly OR salaried staff shall sign into the payroll application to report their hours online.
  2. Employees will be paid monthly via electronic transfer.
  3. Deductions are itemized on each check.
2. Exempt employees shall be paid monthly in keeping with their hiring letter of agreement.
3. The Business Manager will initiate direct deposit transfer of funds consistent with hours worked or employment contract.
  1. After the bookkeeper calculates payroll, the Business Manager initiates direct deposit to employee accounts and sends electronic pay stubs to employees.
  2. Terminated employees will be paid on the next regular pay date.
4. Payroll Taxes
  1. The bookkeeper will prepare and transmit the federal and state payroll tax deposits and other required tax reports by required deadlines.
  2. The Business Manager will confirm that tax payments have been completed.
  3. In no case will the deposits and reports be filed such that interest and penalties are incurred.
  4. Payroll tax tables will be reviewed and verified, with required adjustments made in Realm in January of each year.

## 5. Benefits

1. Benefit payments will be prepared in accordance with the personnel policies and benefit plans.
2. Deposits or payments for benefits will occur monthly.

### Petty Cash

1. The Business Manager will maintain a petty cash account not to exceed \$200.
2. Reimbursements from petty cash must be accompanied by a receipt and authorization from the appropriate spending authority and be consistent with budgeted expenses. semi annually
3. Petty cash expenditures shall be reported in the month expended and reconciled.
4. The petty cash account will be reviewed on at least a semi-annual basis by the Treasurer.
5. Petty cash will be maintained in a secure, locked box and area so as not to be readily accessible to a casual visitor.
6. Replenishing the petty cash account must be authorized by the Minister.

### Unbudgeted Expenses

1. The Minister has the authority to approve unbudgeted expenditures from the General Fund in accordance with Board Governance Policy.
2. Requests for unbudgeted expenditures shall be forwarded by spending authorities to the minister. When the Minister approves an expenditure that is not in the current budget, the Minister shall direct that it be booked either as a reduction to another budget line or as a reduction in a restricted fund in keeping with Board Governance Policy.

### Expenditures from Restricted Accounts

1. The Minister and Finance Team shall development and maintain a list of restricted accounts with an explanation of the purpose and requirements for expenditure of funds. These must be consistent with the donor, funder, Congregation or Board designated intent.
2. The Business Manager shall maintain a list of spending authorities for each restricted account.
3. Requests for expenditures from restricted funds must be consistent with the fund's intended purposes and submitted on expenditure request forms provided by the Business Manager or via email to the Business Manager. The request must specify the fund to be utilized and provide a brief explanation of its relationship to the fund's purpose if not readily apparent.
4. Spending authorities shall have access to expenditures from restricted accounts.

5. Permission must be obtained and documented from the funding source to distribute any unused balances in the account other than to return funds to the original source.

Banking and Fund Access: The Minister and the Board shall determine who shall have authority over financial accounts including checking, savings, credit cards, Endowment, and investment accounts. Documentation of account access and authorization shall be maintained by the Minister and the Treasurer.

#### Account Reconciliation

1. The Bookkeeper reconciles the bank and endowment statements:
  1. Determine that the balance appears reasonable,
  2. Reconcile account balances with amounts presented in financial reports.
  3. Provide reconciliation report to the Business Manager.
  4. Monthly reconciliations should be retained for use during audits.
  5. To ensure that errors are found and corrected quickly, bank reconciliations should be performed each month within ten days of receiving the bank statement.
5. Monthly verification of submitted credit card expenses against statements by Bookkeeper.

#### Financial Reports

1. The Bookkeeper shall submit to the Finance Team the required financial reports, including at a minimum:
  1. Actual monthly and year-to-date income and expenses in comparison with the budget for the General Fund.
  2. Statement of Financial Position (Balance Sheet) including all assets all liabilities, and all money set aside by OUUC for designated purposes.
  3. Preliminary annual financial reports in January for the previous year.
  4. Periodic report of receipts, disbursements for reserve accounts.
2. Monthly, in consultation with the Finance Team, the Minister shall review the reports to determine the overall status of church finances and to assist in identifying items for follow up.
3. Ministry Leads shall have read only access to monthly reports of expenditures in order to track budgets for which they are responsible.
4. Year End Financial Reports shall be reviewed by the Minister in consultation with the Finance Team once received from the Bookkeeper. Year End reports shall be shared with the Board by the Minister and Treasurer.

5. A summary of the congregation's annual financial position shall be provided to the congregation.
6. More financial information may be available upon request.

#### Contractors

1. Written contracts clearly defining work to be performed including terms and conditions be maintained for all consultant and contract services.
2. Service contracts should not be entered into with individuals or companies that have a familial or close personal relationship with any Board or staff members.
3. The qualifications of the contractors and reasonableness of fees will be considered in hiring consultants.
4. Consultant services will be paid for as work is performed or as delineated in the contract.
5. The Business Manager will prepare 1099 returns for consultants at year end within the timeline required by IRS guidelines.

#### Insurance

1. In keeping with Governance Policies, the Minister shall ensure that reasonable, adequate coverage will be maintained to safeguard the assets of the Congregation. Such coverage shall include:
  1. Property and liability,
  2. Worker's compensation,
  3. Employee misconduct including illegal activities, dishonesty, sexual misconduct.
  4. Other insurance deemed necessary.
2. The Business Manager will maintain insurance policies in insurance files.
3. Conduct annual review of insurance coverage to ensure that current policies are sufficient.

#### Leases and Equipment

1. Real estate
  1. The Business Manager will be notified of each lease and lease specifications and will make proper general journal entries.
  2. The Business Manager will keep a copy of each lease on file.
1. Equipment.
  1. The Minister will review all equipment leases.

2. All leases, clearly delineating terms and conditions will be approved by the Minister if for budgeted expenses.
3. The Business Manager will keep a copy of each equipment lease on file.
4. The Business Manager will be notified of each equipment lease and lease specifications and will make proper general journal entries.

### Grants and Contracts

The Minister will review each grant and contract in consultation with the Finance Team or Board to ensure compliance with all financial and programmatic provisions.

1. The Business Manager will maintain originals of all grants in a file.
2. The Business Manager will prepare and maintain on a current basis a Grant/Contract summary form for each grant or contract awarded to OUUC which shall include:
  1. Name, address, contact person and phone number for the funding organization,
  2. Time period applicable to expenditures,
  3. All significant covenants (such as bonding or liability insurance requirements),
  4. Restrictions on expenditures,
  5. Required program reports and due dates, and
  6. Chart of account line item number for the revenue deposited.
  7. Grant funds shall be accounted for as restricted funds for the purposes of tracking expenditures in accordance with contract provisions.
  8. The Business Manager shall prepare financial reports to funding sources as required.
  9. The Minister shall review and approve all reports to funding sources.

### Audit of Financial Records

1. Periodic management reviews or audits of the accounts and the accounting system are required.

Following the completion of a management review, a report shall be furnished to the Minister and OUUC Treasurer, who will submit the report to the Board for a response.

## Firearms on OUUC Campus

### Purpose

This policy is to help ensure the safety of all who participate in OUUC programs and services, and to make clear expectations for the display and use of firearms on the OUUC property.

### Policy

There shall be no open carry of firearms on the OUUC campus or in the building. “Open carry” means that firearms are visible to the average person.

Exceptions to this policy include:

Sidearms worn by uniformed sworn law enforcement officers

Sidearms worn by licensed and firearms qualified security guards while in uniform and on duty.

Long arms (rifles, carbines, shotguns) carried by sworn law enforcement officers responding to a critical incident

Concealed carry of firearms is not allowed on the OUUC campus or in the building. “Concealed carry” means that the firearm is out of sight.

The only exception to this policy is:

Concealed carry of sidearms is allowed only by commissioned law enforcement officers, persons licensed to carry a concealed pistol under RCW 9.41.050, persons exempt (retired law enforcement officers in good standing) under RCW 9.41.060(10), RCW 36.28A.090, and/or 18 USC 926(d) (2)(B).

“Printing” (allowing the outline of an object to be seen under an outer garment) and “flashing” (allowing an otherwise concealed object to be exposed) are to be avoided as they may be interpreted as threatening.

### Resources

See the Revised Code of Washington, particularly Title 9.41 and Title 36.28A, for guidance.

RCW 9.41.040 Unlawful Possession of Firearms

RCW 9.41.050 Carrying firearms

RCW 9.41.060 Exceptions to restrictions on carrying firearms

## Overnight Parking and Camping

### **Policy**

The following activities are not allowed on OUUC grounds unless approved by the Minister: overnight parking of vehicles; camping or staying outdoors overnight; hooking up to or using building utilities; or disposal of garbage or personal possessions.

### **Procedure**

#### Role of Congregants

If congregants see evidence that the policy may have been violated, they should inform a staff member or the contact person listed in the emergency contacts list in the Kiosk outside the front door.

#### Role of the Staff

Educate congregants and staff about what to look for and how to respond to unauthorized activities.

Staff who see or hear of a violation of this policy shall determine whether it appears safe to talk to the person.

If it appears safe, they will ask the person to leave. If the person doesn't leave within a few hours, they shall notify the Minister.

If it does not appear safe, they shall immediately notify the Minister.

Staff shall arrange for posting of signs indicating that overnight parking, overnight stays or use of utilities are only allowed when approved.

Overnight parking dashboard tags will be issued to those who have been given permission to park their vehicles on OUUC property overnight.

## Photo Use

### Policy

The congregation has an “opt-out” photo and video policy. Therefore, photos and videos may be taken and published of any individual unless a written statement requests otherwise. Congregants wishing to opt-out can do so by notifying the Office & Communications Specialist.

### Procedure

Publishing of photos and videos includes, but is not limited to, posting on our website and social media, inclusion in emails, and inclusion in print media. A reasonable effort will be made to notify when photos and videos are being taken. Published photos and videos will adhere to the following guidelines:

- The congregation will not knowingly publish any image of an identifiable person that is defamatory, an invasion of privacy, falsely depicts a person in a negative light, or violates any other congregational policy in effect at the time of publication.
- The congregation will not identify minors by name, parent’s names, or other personal information without express written permission from a parent or legal guardian.
- Adults may be identified in photos and videos. Past photos and videos showing children that have since aged into legal adults may also be identified.
- The congregation will honor reasonable requests to remove or obscure identifiable individuals depicted in photos or videos posted on the premises, website, or social media accounts controlled by the congregation.

# Privacy

## Policy

At the Olympia Unitarian Universalist Congregation, we safeguard the personal information of our members, donors, and employees. We recognize the right of people to keep their personal information private. Our procedure covers the treatment of personally identifiable information we receive, collect or hold. OUUC is accountable for the protection of the private information of members, donors and employees. The overall responsibility of the protection of personal information, and compliance with this privacy procedure rests with the Resource Ministry.

## Procedure

Personal information is information about an identifiable individual that is recorded in any form to include addresses, phone numbers, email addresses, social security numbers, birth dates, immunization status, attendance records and charitable donations.

### Identifying the Purposes of Personal Information

OUUC will communicate the purposes for which information is being collected, either orally or in writing.

OUUC collects member personal information for the following reasons only:

- To provide information for church programs and services.
- To maintain donor records and issue charitable tax receipts.
- To maintain adequate stewardship or care for our human and financial resources.
- To provide services that will meet the spiritual, educational, and human needs of our members, friends, donors and employees.
- To safeguard the health and safety of members and friends who attend worship services and other church activities.
- To verify the identity of a member, friend, donor, or employee.
- To communicate with members, friends, employees, and donors with respect to church and congregation business and social functions.

### Limits for Collecting Personal Information

OUUC will only collect personal information for the purposes identified. We will use methods that are lawful and will not collect information indiscriminately.

### Limits for Using, Disclosing and Keeping Personal Information

Personal information will only be used or disclosed for the purposes for which it was collected. If such information is to be used for additional purposes, we will seek new consent to do so.

OUUC will not give or sell membership or donor lists to third parties. OUUC may send membership lists to the Unitarian Universalist Association. Members, friends, and donors may request to have contact information unlisted in church directories or in on-line directories. Members, friends, and donors can request the contact information be restricted to office use.

### Accuracy

OUUC will make reasonable efforts to ensure that any personal information collected is accurate, complete, and current. In most cases, it will rely on the members, friends, donors, and employees to keep certain information current, complete and accurate.

### Safeguarding Personal Information

Depending on the sensitivity of the personal information, OUUC may employ appropriate security measures to protect the information. The measures may include, for example, the physical security of offices, locked filing cabinets, and electronic security measures such as computer passwords. OUUC will use appropriate security measures when disposing of personal information, computers no longer in use, and other storage devices. This will, for example, involve the shredding of paper records containing personal information, and the reformatting of computers and storage systems no longer in use.

OUUC will assure that church volunteers will have limited access to donor information by having the following procedures in place:

- a. The Sunday offering will be counted in the church office with a staff person present.
  - b. Checks will be secured in the office safe until they are deposited.
- c. Only church staff will enter donations into the password-protected church financial program.
  - d. Checks that are photocopied for any reason will be secured in a locked filing cabinet.
- e. Only church staff will enter pledge information into the password-protected church financial program.
- f. Only church staff will have access to bank account numbers and routing numbers for those members, friends, and employees who have set up electronic fund transfers.
- f. The pledge history of individual donors will be made available to members of the stewardship team for purposes of carrying out the annual fund drive.

### Availability of Policies and Procedures

OUUC is open about the policies and procedures it uses to protect the personal information of members, donors, and employees. Information about these policies and procedures will be made available in written format in plain language. However, to ensure the integrity of our security procedures, we may refuse to publicly disclose certain information.

OUUC will make the following information available:

- The name, title, and address of members of the Board of Trustees who can respond to requests for information on personal information policies and procedures, and to whom complaints or inquiries can be forwarded
- A description of the type of personal information held by OUUC, including a general account of its use
- An explanation of what personal information is made available to related organizations within the church.

#### Providing Access to Personal Information

Members, friends, donors, and employees have a right to have access to their personal information held by OUUC. Parents and guardians have a right to have access to the personal information of their children and youth enrolled in OUUC's religious education programs. Upon request, the church will, within a reasonable time period tell the member, donor or employee what personal information it has, what it is being used for, and to whom it has been disclosed if applicable and within the time period for which records are available.

## Realm Access

### Realm Status Explanation

OUUC uses several individual profile status options in Realm for congregants as described below:

Profile Status	Description
Business/ Organization	A business or organization that interacts with OUUC.
Child	Individual profile under age 18.
Class Registrant Only	Added to Realm for class registration purposes only.
Deceased	Self-explanatory
Engaged	A congregant who does not support OUUC financially but is regularly involved in church activities.
Friend	A congregant who makes financial pledges but is not a member of the church.
Member	A congregant who has an annual pledge to OUUC, has completed at least half of the new member classes, and has signed the OUUC Member Book.
Lapsed	A former member of OUUC who stopped making pledges but has not resigned from membership.
Occasional Donor	A one-time or infrequent donor who does not have a pledge.
Resigned/Moved/Disengaged	A congregant who has resigned from OUUC membership, has moved to another city, state, or country, or was previously coded as Friend or Engaged.
Staff	Self-explanatory
Special Circumstance	Any congregant who does not fit into the preceding profile statuses.

*When people are marked as Deceased, Lapsed, or Resigned/Moved/Disengaged, their profile will also be marked as Inactive.*

### Realm Access Policy

1. When a congregant becomes a member of OUUC, they will be entered into Realm (Member) and given access to the directory.
2. When a congregant makes a pledge, they will be entered into Realm (Friend) and given access to the directory.
3. Individuals without Realm profiles who take OUUC classes will be added to Realm (Class Registrant Only).
4. Individuals joining OUUC's staff will be added to Realm (Staff).

5. Any congregant without Realm access who wishes to be added to Realm must make a written request using the [Realm Access Request Form](#), which is available in the OUUC office and on the OUUC website (under 'Forms' link on the bottom of the landing page). Forms will be reviewed regularly by the Realm Team (Minister, Director of Community and Faith Development, Office/Facilities Manager, and Member Engagement Specialist) to allow admittance and determine the congregant's Realm status (typically 'Engaged') or deny admittance and respond to the applicant with an explanation of what needs to occur before they may be admitted.
6. OUUC staff will communicate the Realm Behavioral Policy to individuals when they're given Realm directory access.

Realm access to non-members/friends of OUUC is determined by the Realm Team based on a holistic view of the applicant's time and involvement in groups, classes, and social activities at OUUC. The goal of this review is to protect OUUC members' privacy and safety.

OUUC staff add individuals to Realm and change individuals' Realm status throughout the year for several reasons:

1. When congregants become new members (Member Engagement Specialist);
2. When individuals enroll in OUUC classes (Member Engagement Specialist);
3. As part of stewardship-preparation and follow-up (Office & Facilities Manager);
4. After mailings (Office & Facilities Manager);
5. After periodic financial reviews (Office & Facilities Manager);
6. After periodic Realm Status reviews (Realm Team);
7. As requested by congregants (Member Engagement Specialist).

### **Realm Behavioral Policy**

Individuals gaining access to Realm must agree to and abide by the following or risk having access revoked:

1. They will not use Realm to promote themselves while running for election to public office;
2. Other than the Virtual Bulletin Board, they will not use Realm for business interests;
3. They will abide by the OUUC Covenant while on Realm.

Individuals who do not abide by the Realm behavioral policy may have Realm access restricted or removed.

## Records Retention

### Policy

OUUC shall ensure that necessary records and documents are adequately protected, maintained, and destroyed in compliance with generally accepted legal requirements and church practice. To accomplish this a Record Retention and Destruction Procedure shall be maintained and periodically updated.

### Procedure

1. The Business Manager (hereinafter referred to as Business Manager) shall maintain and oversee compliance with the Record Retention and Destruction Schedule (hereinafter referred to as Schedule).
2. The Business Manager shall periodically monitor local, state, and federal laws affecting record retention to ensure that the Schedule complies.
3. The Business Manager shall conduct an annual review of the Schedule and make recommendations to the Minister as to records that have reached or exceeded their retention requirement and are eligible for destruction. The Minister shall review the information for proposed destruction and make the final determination. The Minister shall inform the board of compliance with the retention policy.
4. In the event OUUC is served with any subpoena, request for documents, or any employee becomes aware of a governmental investigation or audit, such employee shall immediately inform the Business Manager and Minister. Any further disposal of the documents shall be suspended until such time as the Minister and the Board determine otherwise the Business Manager shall take such steps as are necessary to promptly inform all staff of any suspension in the future disposal of related documents.
5. These procedures apply to all physical and electronic records generated in the course of OUUC operations.
  1. All business-related email shall be maintained in an off-site server.
  2. Staff shall not store or transfer OUUC related email on non-work-related computers except as necessary or appropriate for OUUC purposes.
  3. Staff shall not send confidential or proprietary OUUC information to outside sources.
6. The Business Manager shall ensure that records are safely retained according to the retention schedule. Safe retention includes such options as use of an off-site server or fireproof cabinets. Priority shall be given to backing up records requiring permanent retention.

RECORD RETENTION SCHEDULE

RECORD TYPE	RETENTION PERIOD
<i>Accounting and Financial</i>	
Accounts payable & accounts receivable ledgers and schedules.	7 years
Annual audit reports and financial statements	Permanent
Annual audit records, including work papers and other documents that relate to the audit	7 years after completion of audit
General Ledgers	7 years
Notes receivable ledgers and schedules	7 years
Bank statements and canceled checks	7 years
Employee expense records	7 years
Investment records	7 years after sale of investment
Invoices from vendors	7 years
Donor or customer credit card numbers	Full credit card numbers should not be retained any longer than immediate business needs and merchant account agreements dictate
<i>Corporate Records</i>	
Articles of incorporation, amendments, certification of incorporation and corporate records to the state	Permanent
Bylaws, amendments, and revisions	Permanent
Signed minutes of the Board	Permanent
License and permits	Permanent
Payroll Documents	
Employee deduction authorizations	Termination + 7 years
Payroll deductions	Termination + 7 years
W-2, W-4 and 1099 forms	7 years

Garnishments, assignments, attachments	Termination + 7 years
Payroll registers (gross and net)	7 years
Time cards/sheets	2 years
Unclaimed wage records	6 years
Personnel Records	
Commissions/bonuses/incentives/awards	7 years
Employee earning records	Separation + 7 years
Employee handbooks	1 copy kept permanently
Employee personnel records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training, and qualification records)	Separation + 7 years
Employee contracts--individual	Separation + 7 years
Employment records—correspondence with employment agencies and advertisements for job openings	3 years from date of hiring decision
Employment records—all non-hired applicants (including all applications and resumes—whether solicited or unsolicited, results of post offer, pre employment physicals, results of background investigations, if any, related correspondence)	2-4 years (4 years if file contains any correspondence which might be construed as an offer)
Job descriptions	3 years after superseded
Forms I-9	3 years after hiring, or 1 year after separation if later
<b>Tax Records</b>	
Tax-exemption documents and related correspondence	Permanent
IRS rulings	Permanent
Payroll tax records	7 years
Tax bills, receipts, statements	7 years

Tax returns--income, property, payroll, and excise	Permanent
Annual information returns—federal and state	Permanent
IRS or other government audit records	Permanent
<b>Contribution Records</b>	
Records of contributions	7 years
Documents evidencing terms, conditions, or restrictions on gifts	7 years after funds are expended
Endowment, Legacy Giving documents	Permanent
Property and Liability records	
Correspondence, property deeds, assessments, licenses, rights of way, easements	Permanent
Property and liability insurance policies	Permanent
Contracts	
Contracts and related correspondence (including any proposal that resulted in the contract and all other supportive documentation)	7 years after expiration or termination

Email and Web browsers	
All email from internal or external sources	12 months
Email deleted by staff	6 months after staff deleted, then permanently deleted

NOTE: Policy and Procedures taken, with adaptation for OUUC, as recommended in Church Finance, 2<sup>nd</sup> Edition: The Church Leader’s Guide to Financial Operations, by Michael E. Batts, CPA.

# Safer Congregation

## Policy

Safe Congregation, Abuse, Harassment, Sexual Assault, and Domestic Violence

Revised: July 2023

### 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. 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 Employee Handbook 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 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 – committing or allowing to be committed any sexual offense.

#### 3. Harassment:

- a. Harassment is conduct by any means that is severe, persistent, or pervasive, and is of such a nature that it would cause a reasonable person in the victim's position substantial emotional distress and undermine his or her ability to work, study, or participate in his or her regular life activities or participate in the activities of the congregation, and/or actually does cause the victim substantial emotional distress and undermines the victim's ability to work, study, or participate in the victim's regular life activities or participate in the activities of the congregation. This pertains to in person and online interactions.

#### 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 affirmatively consent to.
- 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.

**6. Threat of Harm to Self or Others**

- a. Threats of violence and harm to others. - Harm to others can be physical but can also include harassing behaviors, including stalking, cyberstalking, brandishing a weapon, making threats and menacing, actions which are purposefully intended to create a reasonable fear in someone. A threat to harm others is any written, verbal, physical or electronically transmitted expression of intent to physically injure or harm someone else. A threat may be communicated directly to the intended victim or communicated to a third party.
- b. Threats of Harm to Self - When a person expresses thoughts of suicide, or self harm, they need to be assessed by a mental health professional (MHP) to assess risk and develop a response plan. It is common for people who are suicidal to develop a safety plan with an MHP that includes support from people in their community. Support could include active listening, spending time with, or checking in with the person and removing lethal means from the person's access. If the person who is at-risk of self-harm is unable or unwilling to develop or abide by a safety plan, they may be hospitalized. Sometimes people will cause self-harm without a desire to die. This often is expressed by self-inflicted cuts or burns, restricting intake of food or water refusing shelter without adequate clothing, and extreme or continued intoxication. Many times, people who want to or attempt to harm themselves harm others in the process. All people who express self-harm need to be assessed and treated by a professional.

**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.

**E. 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 and will include the Minister and the Director of Community and Faith Development. The Safe Congregation Response Team will develop a set of procedures to carry out this policy.
- c. Pastoral versus Executive nature of minister: 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 Minister or the Board in making personnel decisions when the allegation has been made against staff, or may assist the Minister and Board 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. In addition, the committee will inform and train the congregation on the policy and response to behaviors, and provide resources to congregational leaders.

**F. 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.

**G. 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 President of the Board 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 Board 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 Minister 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 Minister 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.

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

- 1. See the Non-Covenantal Behavior Policy

#### **I. Minors Within the Congregation**

- 1. The Safe Congregation Policy applies to all events, online or in person, that involve minors without their parents present (i.e. two-adult and background check rules).
- 2. 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.
- 3. 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.
- 4. 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 Community and Faith Development 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 Community and Faith Development, 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 Community and Faith Development is authorized to make a final decision about the candidate's suitability for the work.
  - c. 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 professional religious educator or minister at that congregation recommends them and that congregation has an acceptable Safe Congregation policy.
  - d. 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.

- e. 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 minister is responsible for ensuring the background checks are done.
  - f. 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.
  - g. 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 Director of Community and Faith Development is also responsible for ensuring the policy will also be reviewed annually by all volunteers.
  - h. 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.
5. Procedures
- a. "The Two-Adult Rule"— No fewer than two adults will be present, for both in-person and online interaction, 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 professional religious educator, 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. When conversations are held via electronic communication, a 2<sup>nd</sup> adult should be included or a recording can be made if a 2<sup>nd</sup> adult cannot be included.
  - 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.
6. “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.
  7. A window is located on all classroom doors. Windows shall remain uncovered while children or youth are present.
  8. “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.
  9. 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.

#### **J. 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 staff religious educators or Minister.

**K. 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 congregation at the conclusion of this review. As needed, the Safe Congregation Team will draft any necessary changes to the Safe Congregation policy, and the draft will be sent to the Minister for approval.

**L. 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.
4. Online activities sponsored by OUUC
5. Members are strongly encouraged to maintain their covenantal relationship with one another in all their interactions, whether officially an OUUC activity or not.

**M. 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.

**N. Online Communication**

1. This Safe Congregations Policy applies when interacting online through any type of chat or social media or electronic communication platform on behalf of OUUC. There is still potential for disruptive behavior (see Disruptive Behavior Policy), abuse, harassment and reports of assault, abuse or self-harm. These issues should be handled with the same guidelines outlined in this policy. Reported to the Safe Congregation Response Team

2. All electronic communication including minors will adhere to the same procedures in online formats such as Zoom rooms as they would for in-person gatherings. This specifically pertains to the “The Two-Adult Rule” (private messages are not allowed) and “The Five-Years Older Rule.” Additionally, parental permission must be obtained prior to their youth or child using an online platform for an OUUC event.
3. Disruptive Behavior Online-
  - a. Social Media (i.e. Facebook) and electronic communication - Should behavior be deemed disruptive, inappropriate, or offensive, it should be reported to the Safe Congregation Response Team, who will evaluate the material and determine the best course of action. It may be deleted and the next steps in the Disruptive Behavior Policy enacted.
  - b. Chat Rooms (i.e. Zoom)- Disruptive behavior in a chat room can be anything from dominating the conversation to exhibiting offensive material. If possible engage with the person and the same steps should be followed as if in person:
    1. Clearly and directly tell the person what action is disruptive and/or offensive.
    2. State that you expect the person to stop the disruptive/offensive behavior.
    3. Firmly tell the person that if his/her action persists, you will file a report with the Safe Congregation Response Team. Unresolved or chronic disruptions/offensive behavior will be reported to the Director of Community and Faith Development or the Minister.
    4. If engaging with the person is not appropriate (i.e. Zoom-bombing), they can be muted and kicked from the room. The room can then also be locked so they cannot reenter. Any incidents of this type should be reported to the Safe Congregation Response Team.

# Service Animals

## Policy

According to the Americans with Disabilities Act (ADA), service animals are defined as “dogs that are individually trained to do work or perform tasks for people with disabilities.” Examples include guiding people who are blind, alerting people who are deaf, and pulling a wheelchair, among others. Service animals are working animals, not pets, and dogs whose sole function is to provide comfort or emotional support do not qualify as service animals.

**A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.** Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button.

Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals either. The work or tasks performed by a service animal must be directly related to the individual’s disability. It does not matter if a person has a note from a doctor that states that the person has a disability and needs to have the animal for emotional support. A doctor’s letter does not turn an animal into a service animal.

Examples of animals that fit the ADA’s definition of “service animal” because they have been specifically trained to perform a task for the person with a disability:

- Guide Dog or Seeing Eye® Dog<sup>1</sup> is a carefully trained dog that serves as a travel tool for persons who have severe visual impairments or are blind.
- Hearing or Signal Dog is a dog that has been trained to alert a person who has a significant hearing loss or is deaf when a sound occurs, such as a knock on the door.
- Psychiatric Service Dog is a dog that has been trained to perform tasks that assist individuals with disabilities to detect the onset of psychiatric episodes and lessen their effects. Tasks performed by psychiatric service animals may include reminding the handler to take medicine, providing safety checks or room searches, or turning on lights for persons with Post Traumatic Stress Disorder, interrupting self-mutilation by persons with dissociative identity disorders, and keeping disoriented individuals from danger.
- SSigDOG (sensory signal dogs or social signal dog) is a dog trained to assist a person with autism. The dog alerts the handler to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g., hand flapping).
- Seizure Response Dog is a dog trained to assist a person with a seizure disorder. How the dog serves the person depends on the person’s needs. The dog may stand guard over the person during a seizure or the dog may go for help. A few dogs have learned to predict a seizure and warn the person in advance to sit down or move to a safe place.

*Under Title II and III of the ADA, service animals are limited to dogs, but an organization may allow trained miniature horses.*

<https://adata.org/guide/service-animals-and-emotional-support-animals>

OUUC allows service animals to accompany people with disabilities anywhere the general public is normally allowed to go.

### **Procedure**

OUUC requires that service animals are controlled by a harness, leash or tether, unless these devices interfere with the services they provide or the individual's disability prevents them from using these devices.

If OUUC staff and volunteers are unclear about what service a particular animal may provide, two questions may be asked:

Is the animal a service animal because of a disability?

What work or task has the animal been trained to perform?

*The staff cannot make any inquiries into the person's disability, require medical documentation, require a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability or perform the work or task.*

Access will not be denied to people using service animals because of allergies or fear of animals.

OUUC staff and volunteers can ask that a service animal be removed if it is out of control and the handler cannot regain control; or the animal is not housebroken.