

# UUFBR Policies

Updated 9/6/2010

## UUFBR Policies

Updated March 2007

Jan. 18, 1988, UUFBR Board of Trustees directed that a Policy Book be established by the new Board which "will coordinate and include some already existing documents, such as job descriptions and committee responsibilities."

BUT, WHAT IS A UUFBR POLICY? One assumes it is a procedure, or method of action, which gives additional detail to the governing structure outlined in the By-Laws, and which has some long-term significance. While By-Laws are congregationally determined, policies are formulated by, and may be changed by, the Board of Trustees

### ANNOUNCEMENTS

#### Sunday Service Announcements (10/19/92 - 11/16/92 - 12/21/92)

There will be no announcements except written announcements read by announcer. Exception: The Canvass Committee will be able to make announcements during Sunday Services when the Every Member Canvass is being conducted.

All announcements should be limited in length.

### BOARD OF TRUSTEES & OFFICERS

#### Communication with Congregation

(9/21/92) At least an abstract of the Board of Trustees meeting minutes will be included in the next issue of the *Unicorn* and/or posted on a bulletin board in a prominent place.

Board Meeting Agenda will be enlarged and placed on all major doorways on the Sunday prior to the meeting. Such notice will also state that copies of the agenda, as well as Board meeting minutes, are available from the Office.

(3/28/2005) Every member will be provided the Annual Report, Financial Statements, and Budget within 30 days of the Annual Meeting.

Delegates: General Assembly, FL District & Cluster Meetings (9/21/92) (NOTE: Congregation voted 10/18/92 to keep the following as Policy/not By-law)

1- The President of the Board of Trustees of the Unitarian Universalist Fellowship of Boca Raton is automatically appointed a voting delegate to the UUA General Assembly, the Florida District Annual Meeting and the Southeast Cluster Annual Meeting. If the President cannot attend any or all of these meetings, the Board of Trustees will appoint a delegate.

2- The Chair of the Denominational Affairs Committee is automatically appointed a voting delegate to the UUA General Assembly, Florida District Annual Meeting and Southeast Cluster Annual Meeting. If the chair cannot attend any or all of these meetings, the Denominational Affairs Committee or the Board of Trustees will appoint an alternate.

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## President to hold documents (1/17/05)

The President of the Board of Trustees shall have copies of all important documentation. This includes UUFBR Membership book, Endowment Legacy book, insurance policies, bank account statement, investment statements, and computer back-up files.

## Telephone Polls allowed under certain circumstances (3/11/91)

See By-Laws Art. III, Section 4, as amended 2/27/05.

## Treasurer (3/29/92: Congregational Meeting)

Eliminate requirement for "bonding" from By-laws (as that is difficult and adequate checks & balances are in place.)

## Youth Member Voting (3/11/91 - 4/15/91)

See By-Laws Art. III, Section 2,C, as amended 3/29/92, re: YRUU member of the Board.

(NOTE: Legal opinion of Kay Kami, Esq., that minors cannot vote or be counted in a quorum on the board of directors of a corporation.)

## BUILDING USE & EXPENSE SHARING

See Attachment #1 Room Naming Policy with Form

## Animals on Fellowship grounds (3/04)

Only service animals (working or in training) shall be permitted on UUFBR property, which includes any and all indoor spaces, playgrounds, parking lots, and adjoining grounds. The only exception to this policy may be made for educational purposes, subject to prior approval by UUFBR professional staff or the Board. As a condition to granting an exception, all animals shall be properly supervised and restrained at all times, and no feces or waste shall be left behind.

## "Building Expense Sharing Policies"

See Attachment #2 Building Use and Expense Sharing (1/17/05)

## Rules for General Building Use

See Attachment #2 Building Use and Expense Sharing (1/17/05)

## Election Site (3/21/94)

Continue to provide UUFBR as election site.

## CHILD CARE

### Child care for events (9/21/92)

Parents should make a voluntary contribution for child care provided by the Fellowship for Fellowship events.

### Child care for church business meetings (1/17/05)

Child care will be provided at no charge for any meeting requiring a congregational vote, and meetings of the Board of Trustees, Endowment Committee or Nominating Committee with advance request.

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## COMMITTEES: GENERAL

Committee Reorganization Approved (11/22/89) Complete report presented & filed & Board liaisons proposed (3/19/90)

### Committee Chairs (1/17/05)

Committee chairs may serve up to two years (two terms) consecutively. Outgoing chairpersons may continue to serve on the committee, if the new chairperson agrees.

If a new chairperson cannot be recruited, the Board has three options: 1. allow the committee to operate without a chair, 2. allow the outgoing chair to continue for one additional year, or 3. disband the committee.

### Formation of Committee by the Board (1/17/05)

Each committee formed by the Board must have a charter. At a minimum, each committee charter must identify its name, intention and responsibilities, whether it is a standing or ad-hoc committee and the minimum size of its membership. If appropriate, the charter may also specify a maximum size for its membership.

See Attachment #3 Committee Organization

## CONGREGATIONAL MEETINGS

### Voting Procedures for Congregational Meetings (4/19/93 - 11/15/93)

- 1- A current list of members will be prepared.
- 2- As each member enters the meeting he/she will register by signing next to his/her name. (Registration will begin following Sunday Service.)
- 3- Each member will be given a card which will be numbered:
  - a) Card to establish voting members present for quorum;
  - b) Card to be used for voting.
- 4- Proxy documentation will be registered before the beginning of the meeting. The person will be asked to sign next to the proxy name and will be given a numbered card of a different color. (Proxy votes cannot be used to determine quorum.) Two (2) proxies allowed to be exercised by any voter present. See Attachment #8 for Congregational Voting Proxy.
- 5- A sufficient number of counters will be appointed.

### Annual Report, Budget and Financial Statement (added 3/28/05)

The Annual Report, Budget and Financial Statements (fund balances, Income and expense summary, and balance sheet) should be mailed to the congregation within 30 days of the Annual Meeting.

## DIRECTORY

### Prohibited uses (1/17/05)

The UUFBR membership directory, including print and electronic versions, is only to be used for church business. Any other use is prohibited.

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## DISRUPTIVE BEHAVIOR POLICY (1/22/07)

The Unitarian Universalist Fellowship of Boca Raton strives to be an inclusive community, affirming our congregants' varied beliefs, opinions, and life experiences. However, concern for the safety and well being of the congregation as a whole must take priority over the privileges and inclusion of the individual. To the degree that disruptive behavior compromises the health of this congregation, we must emphasize the safety and well-being of the community.

Right relations with and openness to a wide variety of individuals are two of the prime values held by our congregation and expressed in our denomination's purpose and principles. We also believe, however, that our congregation must maintain a secure environment where right relations can flourish. Disruptive behavior compromises our ability to fulfill our ministry and undermines our sense of community. When any person's physical and/or emotional well-being or freedom to safely express her or his beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this requires that the offending person or persons leave the congregation.

The following shall be the procedures of the Unitarian Universalist Fellowship of Boca Raton to deal with disruptive behavior:

1. If an immediate response is required, the Minister, if present, and/or the leader of the group involved will respond. The response may include asking the offending person or persons to leave, or suspending the meeting or activity until it can safely be resumed. If further assistance is required, the police may be called. Anytime any of these actions are undertaken without the Minister being present, the Minister and President of the Board of Trustees must be notified as soon as possible. A follow-up letter detailing what steps must be taken (if any) before the offending person or persons may return to the activity involved will be sent by the Minister to the offending party or parties.
2. For ongoing situations and those not requiring immediate response, the process begins with a written, signed explanation of the disruptive behavior and its impact, from the person or people who witnessed it, to the Minister and the President of the Board. The Minister and/or the President of the Board will determine whether the situation will be handled privately, or request the formation of an ad hoc committee appointed by the Board of Trustees to further investigate the matter. When appropriate and whenever possible, the Minister or the President of the Board will inform the person that a complaint has been filed and is being investigated. The committee will respond in terms of their own judgment observing the following:
  - The committee will respond to problems as they arise. There will be no attempt to define "acceptable" behavior in advance.
  - Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
  - The committee will collect all necessary information required to obtain a complete picture of the situation and research any applicable laws.

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- To aid in evaluating the problem, the following points will be considered:
  - **Dangerousness** – e.g. Is the individual the source of a threat or perceived threat to persons or property?
  - **Disruptiveness** – e.g. How much interference with church functions is going on?
  - **Offensiveness** – e.g. How likely is it that prospective or existing members will be driven away?
- To determine the necessary response, the following points will be considered:
  - **Causes** – e.g. Why is the disruption occurring? Is it a conflict between the individual and others in the Fellowship? Is it due to a professionally diagnosed condition of mental illness?
  - **History** – e.g. What is the frequency and degree of disruption caused in the past?
  - **Probability of Change** – e.g. How likely is it that the problem behaviour will diminish in the future?
- The committee will decide on the necessary response on a case-by-case basis. However, the following levels of response are recommended:
  - ❖ **No Action** – It may be determined that the complaint is not warranted, and the Minister or President of the Board will explain and discuss this with the persons or people who filed the complaint.
  - ❖ **Warning** – The committee shall inform the Minister and President of the Board of the problem and either the Minister, the President, or a member of the committee shall meet with the offending individual to communicate the concern and expectations for future behavior.
  - ❖ **Suspension** – The offending individual is excluded from the Fellowship and or specific Fellowship activities for a limited period of time, with the reasons and the conditions of return made clear in writing. (Any action take under the Warning or Suspension step may be appealed to the Board of Trustees.)
  - ❖ **Expulsion** – The offending individual is permanently excluded from the church premises and all church activities. Before this is carried out, the committee will consult with the Board of Trustees and the Minister. If it is decided that expulsion will take place, the President of the Board of Trustees, explaining the expulsion and the individual's rights and possible recourse, will send a letter to the offending party or parties. (The Board of Trustees may grant a hearing of appeal by the offending party or parties.)

All meetings of the ad hoc committee shall be committed in writing to preserve an appropriate recording of the content of the meeting(s).

All of the ad hoc committee's actions, including the meetings and actions of the Board of Trustees on this subject, shall be confidential.

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## FINANCIAL

### Accountable Reimbursement Policy (11/18/91)

See Attachment #4 Accountable Reimbursement Policy (as required by IRS)

### Check-Signing (1/17/05)

See Attachment #5: Policy for Signing Checks

### Delegation of money management from Treasurer & paid staff to certain volunteers

See Attachment #6: Delegating Expenditure of Funds

### Distribution of funds raised in UUFBR special events (1/17/05)

Prior notice of use of proceeds from fund raising events to be published in the *Unicorn*, and announcements should be made at the time of the event and in the Sunday bulletin.

See Attachment #8: P. Matthews 9/18/90 letter to Committee Heads

There shall be a clearly stated goal for each event. All funds raised shall be deposited into the Fellowship account. Any event raising over \$500 shall give a minimum of 1/3 to the operating fund. Each committee may sponsor only two events a year unless more are approved by the Board. The Women's Alliance shall be granted a waiver from some of the new rules.

See Attachment #7 Fund Raising Policy.

### Member Loan Repayment (1/21/91)

Establish a permanent budget (line) item to meet repayment commitments and to amortize member loans.

### Petty Cash (3/21/94)

Establish petty cash fund of \$300 for church purchases.

### Special Offerings: Social Concerns (1/17/05)

The Social Concerns Committee or the Board of Trustees may conduct 2 (two) special offerings during the Sunday morning service each year. Monies must be collected separately from the regular UUFBR offering.

### Bid Policy (4/25/05)

All expenses of \$500 or more should have multiple bids as indicated below:

- \$500 - <1500 requires at least 2 and preferably 3 written bids.
- \$1500 or over requires 3 written bids.
- The choice of winning bidder will be based on an balanced analysis of:
  - Price
  - Quality
  - Scheduling
  - Perceived ability to satisfactorily perform the work.
- Where possible, preference shall be given to contractors/vendors with prior satisfactory performance on UUFBR projects.
- Proof of insurance and, if applicable, Professional License number is required of the winning bidder prior to commencement of work.
- Requirement(s) can be waived in the event of an emergency or other consideration with the concurrence of the Board President, 2nd VP and Chair of Buildings and Grounds.

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## GROUNDNS

### Plantings (8/2/90)

Authorize only native plant materials be used henceforth.

## HURRICANES

### Preparedness & Network (6/14/93)

Persons will be designated to be responsible for church storm preparation. And, hurricane network established to contact membership and facilitate mutual help in hurricane preparation and aftermath.

### Sunday Services (1/17/05)

Sunday Services to be cancelled in event of a hurricane warning.

## MEMBERSHIP

### Resignation/removal of members from official Membership list (4/18/94) Modified (9/25/06)

When members verbally indicate that they wish to be removed from membership, or do not sign a pledge card or do not honor their pledge by paying, a letter confirming their intention will be sent to them at their last known address. If no objection is received within thirty (30) days, the office will notify the Board of Trustees, and the Board of Trustees may remove the name from the Membership List.

When making a pledge, member should indicate scheduled time of payment, prepayment, monthly, quarterly, or annually. If annual payment, expected date of payment.

All letters of resignation, notification of removal, and confirmation of a verbal resignation will be kept on file in the Fellowship office for a period of five (5) years.

The names of members who no longer wish to be considered members of UUFBR will be entered into the official Board minutes at the monthly Board meetings.

## DENOMINATIONAL FAIR SHARE DUES

Undesignated member contributions shall be applied first to pay the member's Denominational Fair Share amount before being credited to the member's pledge amount. (11/6/94)

For purposes of the UUA's "Annual Member Society Certifications", membership shall be counted as of the 1<sup>st</sup> of January of each year. (11/6/94)

All Denominational Fair Share income will be credited to a Designated Fund, out of which our congregation's fair share amounts to UUA, District and Cluster will be paid. (11/6/94)

Three people, the Minister, Treasurer, and Membership Chair (or Board Membership Liaison)

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shall determine the membership census which is submitted to the UUA for the annual count.  
(5/20/96)

Those members who are unable to pay the Denominational Fair Share amount in any given fiscal year may ask the Minister for a waiver. They will be asked to write a brief letter explaining that they are unable to pay. The letter will be kept on file in the office and the member will be entitled to vote at congregational meetings during the fiscal year. (12/19/94)

## MINISTERS

### The Minister's Discretionary Fund:

The Minister's Discretionary Fund is to be used solely for charitable assistance and other good works. The Minister is prohibited from using the fund for any personal purposes. This continues what has always been the understanding of how this fund is to be used.

The Minister and/or the President of the Fellowship are the sole distributors of this fund, in accordance with the traditions of ministerial discretion and pastoral confidentiality long held sacred among Unitarian Universalist congregations.

The minister will give the Board of Trustees an annual report of the Disbursements of this fund, respecting always, the need for pastoral confidentiality. (4/17/95)

## MEMORIAL GARDEN

(1/17/05) The Memorial Garden is open to all members of UUFBR and members of their family. The Memorial Garden is administered by the Office, which publicizes the Garden, collects the enrollment fees, keeps the book of reserved spaces and orders the plaques. Enrollment fee is 250.00. This money is used to purchase the plaque placed on the wall. The remainder is deposited into the Memorial Garden Fund, which, under the direction of the Landscaping Committee is to be used for upkeep of the garden itself and for special landscaping projects.

## PERSONNEL

### Personnel Policies

See attachment #9

### Paid Staff Free Admission to UUFBR events (12/16/91)

All paid staff be admitted to church functions at no cost, and Board communicate this policy to all persons in charge of Fellowship events for which a donation is requested.

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## POSTING OF POLICIES

### Posting of Policies (March 26, 2007)

The Board shall post any new policy for 30 days prior to implementation to allow for comments from members of the congregation.

The procedure for this is:

When the Board votes for a policy addition, change or deletion the Secretary or his/her designee is responsible for getting same to the UUFBR office to be posted on the appropriate bulletin board/kiosk for at least 30 days, and, to be published in the next UNICORN.

The notice should include: name of the policy, full text and Board meeting date to which comments can be brought.

## GOLDEN CHALICE SOCIETY

See attachment # 10 (6/20/05)

## UNICORN

### Announcement size & Editorial Control (5/30/88)

No announcements printed in the *Unicorn* may exceed one page.

Ultimate editorial control (of the *Unicorn*) is given to the minister(s), who may delegate responsibility to adhere to policy.

### Monthly Publication (1/17/05)

The *Unicorn* will be published semi-monthly September through May and monthly during the summer months.

### UNICORN MISSION STATEMENT (03/28/05)

The Unitarian Universalist Fellowship of Boca Raton twice-monthly newsletter, the Unicorn, affirms our religious values by educating and informing members, friends and guests of issues and events that relate to the congregation and the UUA.

## CONTENTS

### Information Wanted

Sunday  
Communication from the Minister  
President's Column  
Religious Education  
Music Notes  
All Church Functions (e.g. Annual canvass, congregational meetings, parties, work days)  
Summary of monthly Board Meeting Minutes  
Information from committees

### Who is responsible

Minister, Sunday Rep. Group  
Minister  
President  
Director of Religious Education  
Director Of Music  
Committee chair/group leader  
  
Board Secretary  
Committee chair/group leader

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News of members/friends  
New member information  
Update on pledges/finances  
District and denominational news

Individual members /friends  
New member program / OA  
Treasurer/OA  
Denominational Affairs/ Newsletter editor (via UUA e-mail) Minister, Board President, liaison depending upon the information.  
Office Administrator \*\*

Calendar

\*\* Information for the newsletter calendar is derived from the fellowship calendar. Regular committee meetings should be listed with the time and place, however special events will need additional information (when, where, time, etc.).

## Periodic Announcements:

The following information should be run periodically (3 times a year) on a space available basis:

### "INTERESTED IN BECOMING A UUFBR MEMBER?"

For information, speak to the greeters in the foyer, or the minister, or members wearing Board of Trustees or officers' name tags. There are flyers on the pamphlet rack in the foyer that explain membership. The Membership Book can be signed at any time.

"OUR BUILDING IS FOR RENT on special occasions. The money we receive helps support the fellowship. If you know of anyone who might be interested, have them contact the Office Administrator for further details."

## Policies:

The Board of Trustees of UUFBR affirms the responsibility and authority of the Unicorn Editor to exercise discretion in interpreting and effecting editorial policy within the framework of the following basic guidelines:

1. Due to space and cost considerations personal opinion pieces or letters to the editor will not be published.
2. Content Prioritization: Depending on space and cost considerations, emphasis is to be placed on the following information, listed in priority order:

§ Minister's and President's columns

§ Director of Religious Education's and Music Director's Columns

§ Church Calendar

§ Activities, programs, calendar items and information directly concerning UUFBR

§ News of our members/friends

§ Denominational announcements and information

§ Non-church events sponsored by our members

§ Outside community events/news, other UU church events

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## 3. Deadlines

Deadlines will be established by the Unicorn Editor and published in each issue to give UUFBR members and committees reasonable advance notice of article submission dates.

## 4 Submissions

- a. Method: Please submit items by e-mail, floppy disk, or a typed notice by the deadline to the church office or via e-mail to the newsletter editor.
- b. Brevity encouraged. Submissions for publication should be as brief and succinct as possible. The Unicorn Editor is empowered to abbreviate submissions if necessary.

- c. Identification. All submissions must be identified in the newsletter by the sender's name.

## 5. UUFBR Publicity requests and announcement policy:

Inclusion of these items will be left to the discretion of the newsletter editor based upon timeliness and space considerations. Regardless, any such items must be restricted to items or events sponsored by a member of UUFBR. Announcements of special events (defined as anything other than regular committee meetings) must include: a contact name, a time, a place/address, and any other basic information such as purpose, information to bring, etc.

## 6. Newsletter review team:

The editor may select fellowship members to be on the Newsletter Editorial Review Team. Such fellowship members may include the minister, the Board of Trustees liaison for Communications, Newsletter, and Publicity, and/or other members chosen at the editor's discretion. The purpose of the Team is to assist the editor in making decisions on newsletter content, format, and other considerations. The team shall meet at the discretion of the editor.

## 7. Editorial Policies:

- a. The editor, other newsletter team members, or ultimately the Board of Trustees, may reject material that in their judgment is not appropriate for the Unicorn. Such material may include, for example, material that appears libelous, abusive, contrary to UU principles, or not in keeping with the fellowship's mission.
- b. The editor reserves the right to edit submitted materials in order to correct spelling and grammar, restrict text due to space considerations, and improve readability.

### **Policy for timely submission of collected funds**

In an effort to ensure the safe keeping and proper accounting of all money collected by any member of UUFBR for whatever function or purpose, it is imperative that all such amounts be turned in to the office, to Gloria, or to the Treasurer within not more than one week after collection of such funds.

If for any reason this requirement is not possible to implement, the Treasurer should be notified and an alternate date for submission must be agreed upon.

Along with such funds, a report must be filed indicating (1) the date of submission; (2) the member responsible for the funds and the member, if different turning in the funds, (3) the purpose and source of such funds; and (4) the date of such collections.

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## **Art Exhibit Policy**

UUFBR is happy to host exhibits of members' work. Such exhibits shall be coordinated through the office by the Aesthetics Committee and the 2nd VP. We will also exhibit the work of artists outside the UUFBR membership, if their work is congruent with our Social Justice Mission or outreach.

UUFBR is not a gallery space and we do not present exhibits as fund raisers. Osais Hall is used for many purposes during the week and exhibitors are expected to respect and work within the Fellowship schedule. Therefore, we ask that artists do not leave high value pieces on display in Osais, unless they are willing to be present at all times. We ask that artists insure their work, or we will ask for a signed disclaimer.

Display - There shall be no nails, pins, or tape used in the display of art work. All work shall be hung by wires from the rails.

Sales - If sales do take place, we would encourage a 20% donation be given to the operating fund of UUFBR.

Publicity - UUFBR will publicize the event through our ordinary channels (Sunday announcements, Unicorn, Web site). All other publicity is the responsibility of the artist.

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## LIST OF ATTACHMENTS

- #1- Room naming policy with form 1/17/05 (2 pp.)
- #2- Building Use and Expense Sharing Policies 1/17/05 (3 pp.)
- #3- Committee Organization: 2005
- #4- Accountable Reimbursement Policy: 11/18/91 (1p.)
- #5- Policy for Signing Checks (4/15/89 Memo): 3/20/89 (2pp.)
- #6- Delegating Expenditure of Funds (2/13/88 Memo) (1p.)
- #7 Fund Raising Policies 1/17/05 (2 pp.)
- #8 Congregational voting proxy (1 p.)
- #9- Personnel Policies: 10/04 (9 pp.)
- #10 Colden Chalice Society: 6/20/2005

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Attachment #1

## **ROOM NAMING POLICY WITH FORM**

### **UUFBR - ROOM NAMING REQUEST CAPITAL FUND DRIVE 2003 - 2006**

Your name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Amount of pledge or gift: \$\_\_\_\_\_ (Please attach **pledge card**, if not already submitted)

#### **Please circle the room in which you have an interest:**

In the new wing:	Entire classroom wing	\$100,000
	Largest classroom	\$ 50,000
	Two larger classrooms	\$ 30,000 each
	Two medium classrooms	\$ 20,000 each

In the rearranged area:	Library	\$ 50,000
	Minister's Office	\$ 15,000
	Administrator's Office	\$ 15,000
	DRE's Office	\$ 15,000
	Intern Minister's Office	\$ 15,000
	Playground	\$ 15,000

#### **Plaque Information:**

Name of Honoree:\* \_\_\_\_\_

Recognition Statement: \_\_\_\_\_

Given in honor of: \_\_\_\_\_

or in memory of: \_\_\_\_\_

By: \_\_\_\_\_

#### Sample:

The Susan B. Anthony Classroom  
In recognition of the struggle for Womens Equality  
"In honor of" or "in memory of" \_\_\_\_\_ (optional)  
UUFBR Member or Friend \_\_\_\_\_ ( optional)

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Please submit this request and your pledge card to the UUFBR office for Board approval. All requests will be appreciatively entertained. Final Board approval will be contingent upon all offers received and the ultimate shape and scope of the final building design. The UUFBR Board will be the final authority in the event of contention over a particular room.

**Received by:** \_\_\_\_\_ on (date)

**Approved by the UUFBR Board** \_\_\_\_\_ on (date)

*\* The honoree may be a notable UU. A list of possible notable UU's is attached. If the honoree is not on the list, the prospective donor shall submit sufficient evidence that the honoree was someone who was true to the ideals of Unitarian Universalism.*

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Attachment #2

## **BUILDING USE & EXPENSE SHARING**

These guidelines are intended to help keep our building and equipment in good working condition. Persons who arrange for use of UUFBR space and/or who are supervising an event are responsible to make these guidelines understood by participants.

### **AIR CONDITIONING**

Air conditioning may only be turned on and off – and only at the thermostats. More involved commands require specific skills and knowledge. Instructions are located above the thermostats in the sanctuary and hospitality room. Thermostats for the RE wing are on the north wall of the large classroom and in the hallway outside the Rainbow Room. (This one also cools the kitchen). DO NOT ATTEMPT TO ADJUST TEMPERATURE OR HUMIDITY SETTINGS ON ANY THERMOSTAT OR HUMIDSTAT.

### **ALCOHOLIC BEVERAGES**

The Administrator or Minister are authorized to approve requests for alcoholic beverages (champagne, wine, or beer – no hard liquor) to be served in the church and on church property. Questionable situations may be referred to the Board. It shall be the policy of UUFBR to require that whenever alcoholic beverages are served at the Fellowship, non-alcoholic beverages also be served.

### **ANIMALS ON FELLOWSHIP GROUNDS**

Only service animals (working or in training) shall be permitted on UUFBR property, which includes any and all indoor spaces, playgrounds, parking lots, and adjoining grounds. The only exception to this policy may be made for educational purposes, subject to prior approval by UUFBR professional staff or the Board. As a condition to granting an exception, all animals shall be properly supervised and restrained at all times, and no feces or waste shall be left behind.

### **CANDLES**

Lighting candles or burning anything else may be done only in the context of a planned ritual. Adult supervision is always needed.

### **CLEAN-UP**

Administrator has discretion to require a damage and cleaning deposit for rentals, to be used to cover cleaning and repairs if building is not left in good order. Users must leave rooms as they found them. This includes restacking chairs, taking all garbage to the dumpster located at the northwest enclosure, checking lights and building security in all rooms used.

### **DECORATING**

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Decorating for special events must be done with care for the continued good appearance of walls and woodwork. Tape, etc. must be completely removed after the event.

## **FELLOWSHIP RELATED GROUPS**

No expense sharing charge or deposit requirement applies for activities sponsored by the UUFBR Minister, Board of Trustees, committees, or by Unitarian Universalist Cluster, District or neighboring groups.

## **FOOD SERVICE**

Shared building users wanting to serve food (i.e. Weddings, conferences, major workshops), must contract with the church custodian for cleanup services before confirmation of reservation. Fee is to be paid to the custodian. Food cannot be served if custodial services are not available.

## **FURNITURE**

Users must do their own set-up. Furniture moving for major events may be pre-arranged at time of confirmation of use. Furniture may be used only for its intended purposes. UUFBR owns at least three stepladders for special needs.

## **KEY DEPOSIT**

All persons who are charged a building use fee will be required to pay a \$25 refundable key deposit.

## **MEMBER RENTALS**

Rental fees are half price for UUFBR member use on a space available basis, with the qualification that the membership be at least one year standing.

## **MUSICAL INSTRUMENTS**

Musical Instruments may be used only with advance permission from the Administrator to the person who will be using them.

## **OFFICE USE**

Offices in the building need to be kept locked except when staff or appropriate volunteers are using them.

## **OFFICE EQUIPMENT**

Office equipment including computers and copy machine may be used only with advance permission from the appropriate staff member.

## **ORGANIZATIONAL MEETINGS FOR COMMUNITY GROUPS**

Non-profit community groups may schedule up to two organizing meetings at no expense sharing charge, provided that the group is sponsored by a UUFBR committee or the use is approved by the Minister(s) or the Board of Trustees. Applicable building use fees will apply for any additional meetings. The refundable deposit is required.

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## **PARKING**

Parking for building users does not include Staff spaces.

## **PARKING LOT**

Regular meeting attendees are to be advised that our north driveway is "In Only" and our south driveway is "Out Only".

## **RUNNING, PLAYING BALL, ETC.**

These kinds of activities are only acceptable outside where plants and furniture are in no danger of damage. They are not allowed in the building.

## **SMOKING**

Smoking is not permitted anywhere in the building.

## **SOUND EQUIPMENT**

Sound equipment in the sanctuary may be used only with advance permission. Call the Administrator to find out the appropriate person to contact.

## **TELEPHONE USAGE**

Telephones may be used only in special circumstances for local calls only and with appropriate permission.

## **VARIATIONS AND EXPECTATIONS**

Minor variations on any aspect of these Building Use and Expense Sharing policies can be arranged at the discretion of the UUFBR minister(s). Requests for greatly reduced rates or other major variations based on need or community service considerations must be separately approved by a vote of the UUFBR Board of Trustees.

## **WEDDINGS, CHILD DEDICATIONS OR MEMORIAL SERVICES**

For UUFBR members, no expense sharing charge applies for the use of the facility for these events. At the discretion of the UUFBR Minister(s), the refundable deposit may be required if a large social gathering is scheduled at the facility immediately before or after the event.

For non-members and friends, the standard expense sharing charge and deposit requirement do apply but may be waived at the discretion of the UUFBR Minister(s).

# UUFBR Policies

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Attachment #3

## **CONGREGATIONAL ORGANIZATIONS**

### **UUFBR Board Chartered Committees**

**The following Committees have been chartered by the UUFBR Board of Trustees to support the ongoing needs of the congregation.**

#### **Building (adopted 2/21/2005)**

The Building Committee is responsible for overseeing the construction and financing of the building addition and renovation approved by the congregation in March of 2003. The committee shall supervise the architect, submit building plans for approval to the City of Boca Raton, choose and supervise the building contractor, and make recommendations to the Board of Trustees as to the financing specifics of the project. The committee will make all necessary design decisions, using the congregation's approved overall design as a starting point. The committee will consult with non-committee members who have expertise in various areas of congregational life affected by the new building, e.g. landscaping and sound engineers. There will be a minimum of 9 on the Building Committee. Upon completion of the project the committee will disband.

#### **Building and Grounds (adopted 2/21/2005)**

The Building and Grounds Committee is responsible for the overall maintenance and functioning of UUFBR facility infrastructure. This includes planning for property repairs and upgrade needs, safety planning, annual disaster preparation, landscaping, and determining needs for reserve funds. This Committee also works closely with Sharex (building rentals), Tony's Team (building maintenance volunteers), Aesthetics (changes to décor), Accessibility (special needs) Landscaping (exterior grounds) as well as with the office (arranging for estimates/repairs). It is comprised of a chair and at least 3 members.

##### **Accessibility**

Accessibility is a sub-Committee of Building and Grounds Committee and is responsible to identify methods and programs to facilitate full participation and inclusion in UUFBR activities with special consideration for the accessibility and comfort needs of people with disabilities. It makes recommendations for ways to involve the total congregation in understanding and embracing this effort. It is comprised of at least 3 members.

##### **Aesthetics**

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Aesthetics is a sub-Committee of the Building and Grounds Committee and is responsible to ensure the furniture, decorative fixtures, art, and overall décor of UUFBR maintain a design that enhances building attraction and functionality. Working with other committees (i.e such Building, Building and Grounds, RE) Aesthetics recommends the selection of building color palettes, furnishings, and decorative fixtures, and approves permanent and temporary placement of art or exhibits. It is comprised of a least 3 members.

## **Canvass (adopted 2/21/2005)**

The Canvass Committee is responsible for the preparation of the annual operating canvass strategy, targets, communication materials and events and for ensuring accurate and complete pledge information is provided to the Board. The committee also provides analysis of pledging trends by various groups (long-time members, new members, associate members, friends, RE families, etc.), participation rates, and patterns. It ensures the timely introduction of canvass and pledge information to new members and actively solicit pledges from new members within one month of signing the Membership Book. It is comprised of a Chair and at least 2 members.

## **Communications (adopted 2/21/2005)**

The Communications Committee will be responsible for managing and coordinating both internal and external UUFBR communications according to communications policies. Activities include: building and maintenance of a web site, creation and management of such email lists to support the life and mission of the congregation, selling advertising space, a newsletter in print and electronic forms, brochures, in print or electronic form, which might help to better inform people of the message of Unitarian Universalism and the offerings of our congregation. This committee will also work in support of the Office Administrator's efforts to effectively distribute and channel communication to and from the office via newsletters, email messages, FAXes, etc. and will recommend such equipment and other expenditures as will support effective communication for UUFBR. It is comprised of a Chair and at least four members.

## **Denominational Connections (adopted 4/25/2005)**

The UUFBR Mission Statement says that one of the strategies for achieving our mission is "by deepening our interdependent connections to the greater Unitarian Universalist community."

The Committee shall promote the understanding of the purposes of the Unitarian Universalist Association of Congregations, the UUA Florida District, the Southeast Florida Cluster of UU Congregations, and other UU organizations and groups, as deemed desirable and appropriate. The Committee shall encourage and facilitate the participation of UUFBR members in the activities of these organizations and other UU-affiliated organizations

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## *Membership & Chair:*

The Committee shall consist of at least 3 members, plus a Chair. The Board President shall serve as the Board of Trustees' Liaison to the Committee.

The Committee Chair is automatically appointed a voting delegate to the UUA General Assembly, the Florida District Annual Assembly, and the Southeast Cluster Annual Meeting. If the Chair cannot attend any of these meetings, the Committee will appoint an alternate.

## *Meetings:*

The Committee shall meet as often as the Chair and/or members deem necessary to accomplish their work or when requested by the Board President or the Minister. All meetings shall be open to Members of UUFBR. The Committee shall maintain records of its policy and administrative decisions.

## *Responsibilities:*

To the extent to which it is practicable, the responsibilities of the Committee shall include:

*(Note: The numbering below is for review purposes only; it does not indicate priority.)*

1. When delegate positions for the UUA General Assembly, the Florida District Annual Assembly, and the Southeast Florida Cluster annual meeting (in addition to those reserved for the Board President, the Minister, and the Committee Chair) may be available, the Committee will recruit additional candidates for recommendation to the UUFBR Board of Trustees. In accordance with UUFBR Bylaws, Associate Members will be unable to serve as a UUFBR Delegate to the General Assembly or the Florida District.
2. The Committee will communicate with the UUFBR Membership to help inform and educate them about the business and concerns of the UUA, the Florida District office, and the SE Florida Cluster of UU Congregations.
3. The Committee will communicate with the UUFBR Membership to help them understand the Annual Program Fund contribution for the UUA and the Florida District.
4. The Committee shall promote the awareness and utilization of the services and resources available from the UUA and the Florida District office.
5. The Chair of the Committee shall distribute information received from the Florida District office and the UUA to the appropriate officers, committee chairs, staff members, or other persons at UUFBR.
6. The Committee shall arrange for delegates to General Assembly, Florida District Assembly, and SE Cluster Annual Meeting to report to the congregation through oral or written presentations.
7. The Committee shall facilitate the congregation's processing of the Study/Action issues and Actions of Immediate Witness that are selected annually by the UUA

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General Assembly. Study materials are provided by the UUA Commission on Social Witness.

8. The Committee shall coordinate congregational actions and/or votes requested by the UUA, the Florida District, or the SE Florida Cluster. For example, the Florida District solicits nominations for several awards that are presented at the Annual Assembly.
9. The Committee shall advertise to the congregation information regarding meetings, workshops, and other events presented by the SE Cluster and its member congregations, the Florida District, the UUA, and other organizations affiliated with or sponsored by these organizations.
10. The Committee shall promote and publicize UUA affiliated and sponsored programs and organizations such as the Welcoming Congregation, the Florida District Leadership School, UU Service Committee, the Commission on Social Witness, the Green Sanctuary program, the Washington Office for Advocacy, and UU Camps and Conferences.
11. The Committee shall network with Denominational Connection Committees of other UU congregations (in the SE Cluster and in the Florida District).
12. The Committee shall provide information to the Communications Committee for publication in *The Unicorn*, the *Sunday Chalice Notes*, and on the UUFBR Web site.

UUFBR members who participate in the activities of other UU groups and organizations can acquire knowledge and skills that will be beneficial to our congregation. Participation by members of our congregation will give UUFBR a voice in Cluster, District, and UUA governance. Connections will provide opportunities to learn what the UUA and other UU congregations around the country are doing.

### **Endowment Fund (UUFBR Bylaws Article VII define this Committee)**

#### **Food Facilities and Food Safety (adopted 07/25/2005)**

The *Food Facilities and Food Safety Committee* is responsible for recommending standards to the Board and its committees for safe and sanitary operations of the kitchen, storage and serving areas at UUFBR. These standards shall reflect pertinent and current county, state and federal health codes and shall be consistent with the status of a religious and educational facility.

1. The FFFSC shall recommend sanitation standards and cleaning procedures for kitchen and storage units to be followed by janitorial services, Sharex or other organizations and committees. These cleaning procedures will include laundering and storage of dish towels, labeling of refrigerated products and disposal of refrigerated products exceeding last date of safe usage, ware

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washing and cleaning of sinks, tables, counters, range, refrigerators as well as proper storage of all utensils.

2. The FFFSC shall develop programs of instruction for persons, committees and organizations which frequently use kitchen facilities to insure maintenance of acceptable sanitary standards.
3. The FFFSC shall develop check lists and evaluation forms to monitor use of the facilities by all groups. These forms can be used to determine the cost of maintaining safe and sanitary conditions for the use of all requesting groups. These forms will be used to measure compliance with established standards of satisfactory sanitary conditions during unscheduled inspections.
4. The FFFSC shall make recommendations for improvements for the design and equipment for food facilities and food safety and provide cost/benefit analysis for recommended changes.
5. The FFFSC shall share its findings with the Sharex Committee where tenants use the food facilities and will provide assistance to the Administrator by establishing standards for the work of the Janitor in the kitchen.
6. The FFFSC shall have at least 3 members, plus a Chair.

### **Finance (adopted 2/21/2005)**

The Finance Committee is responsible for providing the Board of Trustees with help and expertise in the Fellowship financial planning

1. Checking of revenues and expenditures against budget
2. Provide timely warning of any financial problems
3. Financial projections of income versus planned expenses (5 year plan)
4. Financial work requested by the Board of Trustees

#### *I. Finance Committee*

Prepare budget from info provided by Treasurer, Administrator and Committees  
Keep a running planning revenue and expenses projection spreadsheet (5 year plan)  
Annual and continuing canvass consulting  
Special fund raising activities consulting  
Address financial emergencies as they arise

#### *II. Finance Committee Chair*

Maintain overall management of the financial process  
Schedule regular meetings and work toward effective participation by all members

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Maintain a high level of awareness of financial activities by Board & Congregation  
Identify and/or train a replacement Chair

### *III. Finance Committee Member*

Attend regular meetings

Assist committee as required

Delegate specific activities to qualified members of the Fellowship

Accurately report results of activities to Finance Committee

#### **A.** *Finance Committee Calendar*

B. November: Collect and receive budget requests from Committees and Board Members

C. December: Prepare Budget for canvass and submit to the Board

February: Prepare Final budget for presentation to the congregation in February

May: Close last year numbers and recommend actions for the coming year

September: Review first ½ of the year financial, update 5 year plan spreadsheet

#### **D.**

### *IV. Selection of members*

Treasurer is an automatic member

Membership generally opened to those willing and able to participate actively

Number of total members is to be composed of a minimum of 4 members, plus the Chair up to a maximum of 10 members, plus the Chair

Membership on committee is open and if possible, 1 – 2 new members each year

#### **V.**

### *VI. Meeting procedures*

Meetings called on a regular basis and advertised ahead of time

No official action taken without a quorum (>=50%) of members

## **Fundraising (adopted 2/22/2005)**

### *Authority:*

The Fundraising Committee is responsible for managing, administering, and executing the Fundraising Policies established by the Board of Trustees and delegated to the Committee by it.

### *Purview:*

The Fundraising Committee's purview includes all fundraising activities conducted by UUFBR by its Members, groups, programs or committees except membership pledges and Sharex.

### *Membership & Chair:*

The Fundraising Committee shall consist of 4-10 members, plus a Chair. The Finance Trustee serves as the Board of Trustees liaison to this committee.

### *Meetings:*

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The Committee shall meet as often as members consider necessary to accomplish their work or when requested by the Board of Trustees. All meetings shall be open to Members of UUFBR and publicized in the UUFBR calendar. It is expected that the Committee will, as much as possible, establish a regular meeting schedule to facilitate attendance by UUFBR members who wish to attend. The Committee shall maintain records of its policy and administrative decisions.

### *Responsibilities:*

The Committee shall be responsible for providing the following for UUFBR fundraising activities: *{Note: Numbering below is for review purposes only; it is not intended to indicate sequence.}*

1. The Fundraising Committee is responsible to lead and support efforts to attain or exceed the annual Operating Budget target for fundraising revenue.
2. Staffing fundraising activities that are not already managed by a Member, program, group or committee and assuring continuity in these activities.
3. Issuing and maintaining overall guidelines for fundraising activities conducted within its purview including, but not limited to, minimizing competitive appeals that channel funds to special goals.
4. Providing guidance and assistance on fundraising questions or issues brought before it.
5. Communicating goals, policies, and guidelines to all interested parties on a routine basis.
6. Coordinating with the PR Committee and fundraisers to assure that the goals and purposes of fundraising activities are communicated to participants and, where appropriate, to the general public.
7. Working with a Member, program or group conducting fundraising activities to establish fundraising goals for contributions to UUFBR Operating Budget.
8. Maintaining a fundraising activity on the Master Calendar.
9. Developing expertise in the areas related to UUFBR's tax exempt status under Federal and State law.
10. Providing guidance and assistance on fundraising activities or issues that related to UUFBR's tax exempt status under Federal and State law.
11. Advising the Board of Trustees of any activity or activities that it views as a potential danger to UUFBR's tax exempt status under Federal and State law.
12. Developing of new areas of fundraising and getting them underway.
13. Providing expertise, support, facilitation, and assistance to those within the purview who request it.
14. Developing, managing, and administering insurance-related fundraising activities, including, but not limited to, the use of life insurance, charitable remainder trusts, viaticals, and similar programs.
15. Developing, managing, and administering fundraising activities related to wills and estate planning for UUFBR's Operating Budget.
16. Balancing all of these requirements with the recognition that Fundraising goals are best achieved at UUFBR when Members volunteer to accomplish them

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because of their commitment to UUFBR and its principles, and because they have fun participating in the fundraising activity.

## *Review & Appeal:*

Policy and administrative recommendations made by the Fundraising Committee are subject to review and rescission by the Board of Trustees as it deems appropriate.

## **Landscaping (adopted 6/22/2005)**

The function of the Landscaping Committee is three-fold: A) to plan, install and maintain gardens, trees and grounds; B) to nurture a small community (Gardening Group) within the larger Fellowship; C) to provide education to the UUFBR and the community at large on native plants. It is comprised of a Chair and at least 3 members.

## **Long-Range Planning (adopted 7/25/2005)**

The Long-Range Planning committee is responsible for making recommendations to the Board and Congregation on strategic planning issues which affect the future direction of the congregation. The committee gathers information from many sources, including reports from work that the Congregation has completed on issues of Mission and Vision. The committee then formulates a long-range plan which is presented to the Board and Congregation. This long range plan is subject to annual review, revision, and extension. The Long-Range Planning committee will oversee the process of annual revisions. The committee raises questions such as, "Are we meeting our goals? If not, why not?" and "Are our vision and strategies for the future still sound? If not, what changes are needed?" to the Board, Congregational leadership, and the Congregation. The Board may ask the Long Range Planning committee to examine a current issue from a long range perspective and formulate recommendations. The Committee will be composed of six members, including a chair.

## **Membership Committee – (adopted 10/25/2004)**

The Membership Committee is responsible for nurturing membership growth by welcoming and integrating visitors and new members into congregational life. By understanding the ideals and unique features of UUFBR, this Committee's goal is to plan an effective pathway for new members to find a meaningful place within the community.

Membership Committee seeks to enrich congregational life as a whole by fostering ongoing involvement that enhances relations within and between all members. This task expands the depth of commitment and contributes to the congregation's vitality. Membership Committee must also maintain an accurate, current roll the Fellowship numbers.

This Committee is composed of a minimum of 5 members, including a chair. Attendees are encouraged.

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Ideally, every member of the congregation is part of Membership Committee, seeking to meet, welcome and guide each visitor on their journey toward becoming a satisfied and productive member of UUFBR.

## **Ministerial Internship (adopted 10/25/2004)**

The Ministerial Internship Committee shall be composed of five people. Four people are appointed by the Board and one person chosen by the intern, no more than two months after arrival at UUFBR.

In the year prior to the student's arrival and working with the Minister, the Committee shall interview prospective candidates, and select the ministerial intern (November-December).

When the intern arrives the Committee shall:

- Develop a learning contract
- Meet monthly to offer feedback and support
- Committee members shall make every effort to attend many (not necessarily all activities of the intern - worship, adult ed classes, etc.)
- Assist the congregation to understand and participate in the Teaching Congregation Program. (For example, Unicorn articles prior to arrival that speak of role of student minister).
- Conduct required evaluations based on Learning Contract.
- 

## **Music – (adopted 6/20/05)**

The Music Committee acts as a support group for the Director of Music and other music staff as well as the work of The Fellowship Singers. It helps ensure that high quality, interesting and appropriate music is provided for Sunday morning services. The Committee sets goals for the music program and is responsible for requesting the music budget from the governing body. It is active in administering and planning various special musical events. It further addresses any UUFBR musical issues which may arise and strives to promote the use of musical talent from within the congregation as well as to draw musicians from the community-at-large. The Committee is comprised of a Chair and at least five (5) members. The Director of Music shall participate as a non-voting ex officio member.

## **Nominating (UUFBR Bylaws Article III – Section 7 define this Committee)**

## **Personnel (adopted 2/21/2005)**

The Personnel Committee supports the administration of UUFBR staff and human resource policies. Their work includes staff planning, maintaining accurate position

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descriptions, identifying position qualifications, recruiting assistance, staff compensation and benefits recommendations and hearing staff grievances in accordance with Personnel policies. They ensure that each staff member is covered by an up-to-date written agreement (contract or employee) that meets current practices and standards. They periodically review UUFBR Personnel Policies and recommend appropriate changes to the Board. The Personnel Committee is comprised of a Chair and four to six members.

## **Publicity/Public Relations (adopted 7/25/2005)**

The Publicity/Public Relations Committee is responsible for the development and release of directory listings, UUFBR paid and unpaid advertising, announcements about events and programs, and prepared statements to the local/regional area. The Committee also develops approved positioning statements used consistently on UUFBR external communications. The UUFBR office number is always listed for inquiries. The committee is comprised of a Chair and at least three members. Their overall goal is to improve public relations, community participation, and appreciation for our denomination.

## **Religious Education (adopted 6/20/05)**

The UUFBR Religious Education Committee is responsible for setting goals, objectives, and a philosophy for the RE program. Included in its responsibilities are:

- considering the interests and needs of all children and youth;
- becoming familiar with the religious education materials available from the Unitarian Universalist Association and elsewhere;
- assessing the interests and skills available among members within the congregation that can be used in program development, leadership, and promotion;
- designing a program that is well balanced and adapted to the needs and interests of the families and uses available resources;
- involving the constituents of various programs (children, parents, youth, young adults, singles, older adults, etc.) in recommending program ideas and plans;
- evaluating the program annually in a way that includes feedback from participants and leaders;
- working with the Director of Religious Education to provide ongoing RE professional development in ways that will continually enhance the congregation's ability to meet the religious education needs of its members;

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- planning programs with the congregation's leadership so that religious education programming can be an expression of the congregation's guiding vision and sense of mission, and is an outreach into the surrounding community.

The Religious Education Committee is a very important committee in the life of a congregation. Its members need to have the vision, skills, and commitment to fulfill its important responsibilities. There is a minimum of 6 and maximum of 12 members, plus a Chair.

## **Sharex (adopted 4/25/05)**

The Sharex Committee is responsible for the appropriate use of UUFBR space for rental income. This committee:

- Reviews competitive market rates to determine rental structures and practices,
- Develops standardized agreements for short or long-term rental arrangements with organizations compatible to UUFBR and its values,
- Recommends tenant property management arrangements to the Board,
- Ensures all supporting documentation is properly maintained (insurance coverage, special fees, lease agreements, required notifications), and
- Provide projections of rental income for the annual operating budget.

The Sharex Committee is comprised of a Chair and at least 3 members, one of whom is the Office Administrator, for a minimum of 4 members.

## **Sylvia Parker Memorial Concert (adopted 2/21/2005)**

The Committee shall present at least one, and possibly two, concerts a year in memory of Sylvia Parker. Honoring the wishes of Sylvia's family, the musicians shall be drawn from outside the Fellowship. The concert may be used as a fundraising activity to support the UUFBR Operating Fund. The Committee shall provide an annual report to the Board. It shall consist of 5 members who will administer the Sylvia Parker Memorial Concert Fund including the Chair and the Music Director (ex officio member). As long as it is possible, half the members of the committee should be people who knew Sylvia Parker.

# UUFBR Policies

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Attachment #4

## **ACCOUNTABLE REIMBURSEMENT POLICY**

Adopted at the regularly scheduled meeting of the Board of Trustees of the Unitarian Universalist Fellowship of Boca Raton (UUFBR) on November 18, 1990, a quorum being present:

Resolved, that UUFBR desires to establish a reimbursement policy pursuant to regulations 1.162-17 and 1.274-5(e), upon the following terms and conditions:

1. Any minister, director of religious education or other employee now or hereafter employed by UUFBR shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the Fellowship, if the following conditions are satisfied: (1.) the expenses are reasonable in amount; (2.) reimbursement for business use of car will be reimbursed at the standard mileage rate currently allowed by the IRS; (3.) the minister, DRE or other employee documents the amount, time and expense with the same kinds of documents evidence as would be required to support a deduction of the expense on her/his federal income tax return; and (4.) she/he documents such expenses by providing the church treasurer with an accounting of such expense, no less than monthly. In no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred.

1a) Expense Reimbursement (5/23/05)

A reimbursement request for expenses paid for by staff, Board members, Committee chairpersons, or program leaders must be submitted with 60 days of the event for which the expenditure was made. A reimbursement request must be accompanied by relevant receipts. An extension request may be submitted to the Treasurer for an additional 30 days.

2. The Fellowship shall not include in the minister, DRE or other employee's W-2 Form the amount of any business or professional expense properly substantiated and reimbursed according to the preceding paragraph, the minister, DRE or other employee should not report the amount of any such reimbursement as income on his or her Form 1040.
3. Any Fellowship reimbursement that exceeds the amount of business or professional expenses properly accounted for by the minister, DRE or other employee pursuant to this reimbursement policy must be returned to the Fellowship within 120 days after the associated expenses are paid or incurred by the minister, DRE or other employee, and shall not be retained by the minister, DRE or other employee.
4. If, for any reason, the Fellowship's reimbursements are less than the amount of business and professional expenses properly substantiated by the minister, DRE or other employee, the Fellowship will report no part of the reimbursements on the minister, DRE or other employee's W-2, and the minister, DRE or other employee may deduct the unreimbursed expenses as allowed by law.
5. Under no circumstances will the Fellowship reimburse a minister, DRE or other employee for business or professional expenses incurred on behalf of the Fellowship that are not properly substantiated according to this policy. Fellowship and staff understand that this requirement is necessary to prevent our reimbursement plan from being classified as a "nonaccountable" plan.

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6. All receipts used by the minister, DRE or other employee to substantiate the business nature and amount of her/his business and professional expenses incurred on behalf of the Fellowship shall be retained by the Fellowship.

# UUFBR Policies

Updated 9/6/2010

Attachment #5 –

## **POLICY FOR SIGNING CHECKS**

### Background:

The Treasurer of the Fellowship does not sign checks. Other officers or Trustees of the Fellowship do that.

It is the policy of the Fellowship that:

The Treasurer provides guidance as to what are valid expenditures and that others actually authorize the expenditures as signers of checks.

This provides a reasonable set of “checks” that are part of good accounting and bookkeeping.

### List of Authorized Check Signers: (April 25, 2005)

President:  
1<sup>st</sup> V.P.:  
2<sup>nd</sup> V.P.:  
Secretary:  
Trustee:

### List of Authorized Capital Committee Signers: (April 25, 2005)

Chairperson Capital Committee  
Treasurer Capital Committee  
President  
2nd V.P.

### Policy:

The treasurer will provide guidance as to proper expenditures in two ways:

#### 1. By initializing checks

Those checks, which are irregular in amounts or occurrence, will be inspected on a weekly basis and approved or disapproved. Those approved will be initiated by the Treasurer. Those not approved will be returned to the staff of the Fellowship for further clarification or will simply be disapproved.

Authorized signers of checks should not sign any irregular checks that are not initiated by the Treasurer.

Checks in this category, which require Treasurer approval, will include expenditures such as:

- a. Telephone bills
- b. Water bill
- c. Repairs
- d. Office expenses

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- e. Supplies
- f. Reimbursements to various persons for expenses related to standing committees. (These include budgeted expenses and any specially designated funds.)
- g. Payments on Member Loans
- h. Minister's Professional Expenses
- i. Florida District U.U.A. dues
- j. National U.U.A. dues

## 2. By providing a list of pre-authorized, regular expenses

Checks in this category are for regularly occurring expenses whose amounts don't vary (much) and which have been authorized in the current budget. (these expenses will be reflected in the monthly Treasurer's Report to the Board of Trustees and will be tracked to budget.)

Following is a list of such checks and the amounts which have been authorized.

Any checks for the amounts shown below may be considered as pre-authorized by the Treasurer. Any Authorized Signer of Checks can sign these checks with the confidence that they are legitimate.

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## Attachment #6 – **DELEGATING EXPENDITURE OF FUNDS**

This document provides a policy for delegating the management of money from the Treasurer and paid staff of the U.U. Fellowship of Boca Raton to volunteer members of the fellowship.

The Treasurer may choose to delegate the control of money to various volunteers within the congregation. To be considered, the following conditions must be met by the person receiving the delegated authority:

1. The delegate must be a voting member of the Fellowship.
2. The delegate must be an appointed head of a properly created committee with responsibility for spending money. This appointment must be in accord with the Bylaws of the Fellowship and with procedure.
3. The delegate must be at least 18 years of age and have a demonstrated ability to handle money responsibly.
4. The delegate shall have sole authority to spend the money.
5. Regular quarterly written reports shall be made to the Treasurer with complete detail. This would be satisfied by a journal or check register that shows moneys received and spent and the purpose of all expenditures. Sufficient bookkeeping shall be done to ensure that the balance of money available is known at any time.

The Treasurer shall exercise good judgment in this delegation and shall use the following criteria as the reasons for delegating authority:

1. The amounts of money shall be small, usually <\$500.00 fiscal year.
2. The activity for which money is being spent should involve small transactions which cause an administrative burden to the paid staff of the Fellowship.
3. The funds involved should be mostly "designated funds" outside the normal budget process of the Fellowship.
4. Quick response to a need is an important criterion for disbursements of the funds. The normal policy for disbursements should be demonstrated to be a problem.

Not all of the criteria must be met but most should be in any particular instance of delegated authority to spend.

# UUFBR Policies

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Attachment #7

## **FUND RAISING POLICY (April 2005)**

We affirm that all of us are concerned, with and work for, the good of the UUFBR community. While our committees, affiliated organizations, and other special groups function as a distinct entities, the relationship between them and the Fellowship as a whole is one of cooperative sharing of program, personnel, and financial resources.

However, since all entities operate under Fellowship's tax exemption (derived from the group UUA exemption), they need to meet minimum financial reporting and disclosure requirements to enable the Fellowship to meet its fiduciary and legal obligations under Federal and State law.

### Budget:

To facilitate compliance with its fiduciary and legal obligations, the Board will require all entities operating under its tax exemption to prepare and submit an annual budget that lists proposed revenues, expenses, requests for funding, and fundraising activities for the fiscal year.

### Fundraising

All entities have the potential to contribute to UUFBR's Annual Operating Budget. This policy is concerned with any fundraising within UUFBR that is not related to either the annual membership pledge drive or the Sharex program.

This policy's intent is to offer opportunities for special fundraising, while guarding against unwitting competitive appeals where funds are channeled to special goals. It is also designed to assure that Federal and State laws are complied with, as well as the IRS rules related to UUFBR status as a tax exempt "church."

The policy does not apply to collections for community, denominational and social action organizations, such as UUService Committee, food banks, UNICEF, or other separate entity unrelated to the UUA family as a 501(c)(3) organization under Federal tax law.

The following shall apply to all fundraising by committees, affiliated organizations, other UUFBR groups, or individuals, other than the annual membership pledge drive and the Sharex program.

- 1.** This policy and its administration shall be managed by a Fundraising Committee named by the Board for this purpose. This Committee shall be responsible for making decisions about the Fellowship's Fundraising activities and their administration. Its work shall be subject to the Board's review, and any disputes between the Fundraising Committee and any other Fellowship entity or member shall be resolved by appeal to the Board.
- 2.** The Fundraising Committee shall communicate Board policies, requirements and guidelines on a routine basis to the designated leadership of all UUFBR entities. It will act as a resource to help all the entities deal with the various legal, tax, publicity, and

## UUFBR Policies

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other related issues that arise in the context of fundraising.

**3.** There shall be a clearly stated purpose/goal for fundraising activities: e.g., operating funds, playground equipment, special music, etc. No special fundraising events shall be for the purpose of augmenting staff salaries or benefits.

**4.** That goal/purpose shall be identified to the Fundraising Committee in advance and in all publicity, announcements, etc., concerning the fundraising.

**5.** All revenues raised shall be deposited in the approved Fellowship account; all expenses shall be submitted for reimbursement from the Fellowship account not later than 30 days after they are incurred. A minimum of 50% of the net profits from all fundraising activities conducted by UUFBR members shall be donated to the general operating expenses unless a waiver is granted by the Board.

**6.** Scheduling and conduct of all fundraising events shall be coordinated through the Fundraising Committee so that they appear on the Master Calendar, to eliminate possible competition or unnecessary overlapping of events.

**7.** Effective Dates: This policy shall generally be effective April 1, 2005. The Budget requirements listed above and at No. 5 and any relating to revenue allocations shall all be effective for the Fiscal Year beginning April 1, 2006.

### NOTES:

We recognize the unique history of Women's Alliance fundraising and the fact that they traditionally maintain their own bank account. We applaud their generosity in furnishing funds to meet specific Fellowship needs through the years. Thus, item #3 above is waived for the Women's Alliance. (The Board will be delighted, however, to continue to accept funds from the Alliance for the Operating Budget!)

#s 1, 2, 4, & 6 above also apply to Board or Fundraising Committee sponsored fundraisers directed toward Annual Operating Budget "Special Events."

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Attachment #8

**CONGREGATIONAL VOTING PROXY**

**UUFBR Congregational Voting  
P R O X Y**

I, \_\_\_\_\_, member of the

**Unitarian Universalist Fellowship of Boca Raton, appoint**

\_\_\_\_\_  
**my proxy and in my stead to vote, and to sign and execute any vote or paper  
required for vote, at the meeting of the Unitarian Universalist Fellowship of  
Boca Raton on \_\_\_\_\_.**

**Witness my hand and seal, this day of \_\_\_\_\_**

**Member:**

**Witness:**

\_\_\_\_\_ **Signature** \_\_\_\_\_

\_\_\_\_\_ **Print name** \_\_\_\_\_

\_\_\_\_\_ **Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Attachment #9

## UNITARIAN UNIVERSALIST FELLOWSHIP OF BOCA RATON

### PERSONNEL POLICIES: OCTOBER 2004<sup>1</sup>

#### **EMPLOYMENT PHILOSOPHY**

The Unitarian Universalist Fellowship of Boca Raton (UUFBR) is a unique religious community whose mission is:

"To provide intellectual, emotional and spiritual growth experiences for all ages and stages of life in a free and liberal religious setting."<sup>2</sup>

Our employment philosophy is intended to be consistent with this Mission Statement and the Principles and Purposes of Unitarian Universalist Association (UUA), especially our respect for the inherent worth and dignity of all persons.

The objective of our Personnel Policies is to achieve fairness and consistency. The following rules and procedures are intended to ensure that all employees of the Fellowship will be treated fairly and with due consideration for their feelings.

In return, we ask that all staff:

- perform job responsibilities to the best of their ability;
- be supportive of UUFBR's goals in achieving its mission;
- be courteous and professional in interfacing with other UUFBR staff, with members of the congregation, and with the greater community (both UU and non-UU) beyond our walls;
- be alert to safety and security measures vital to the UUFBR's building and all who use it and report any related problems needing correction.

**Definitions of terms: each person who works for UUFBR is designated as an: Employee – or – Independent Contractor (in accordance with IRS Guidelines)<sup>3</sup>**

**NOTE: The Minister is considered an employee for income tax purposes,**

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<sup>1</sup> These policies supersede all previous employment policies, whether written or oral, expressed or implied. If any provisions are found to be invalid/unenforceable, the remaining will remain in effect.

<sup>2</sup> Mission and strategies for achieving it adopted by UUFBR congregation 2/25/01

<sup>3</sup> UUFBR Board of Trustees Policy Statement: Oct. 20, 2003

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but self-employed for social security purposes.<sup>4</sup> She/he is eligible for UUFBR Employee benefits.

Work schedules may be:

Full time : scheduled for 40 hours per week year-round – or –

Part time : scheduled less than 40 hours per week year round or variable hours scheduled on a seasonal basis.

**NOTE: Where the Minister's Letter of Agreement/Contract differs from these Policies, that Letter of Agreement shall prevail.**

## **I. Equal Employment Opportunity**

Although not covered by federal or state Equal Employment statutes, UUFBR is committed to equal employment opportunity for all individuals. The following applies to the calling of religious professionals as well as other staff.

Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions shall be made without regard to race, color, gender identify or expression, national origin, ethnicity, age, disability, marital status, sexual or affectional orientation, or other classification normally protected by law.

No test of creed or faith may be considered unless it is a Bona fide Occupational Qualification for the position being filled.

Employees believing this policy has been violated should report their concerns through the Grievance Procedure spelled out in Sect. IX. Retaliation against individuals making a claim of discrimination, or participating in the investigation of such a claim, will not be tolerated.

## **II. Selection of Staff:**

**A.** Selection for employment is made on the basis of merit and fitness for the job, including appropriate educational and experiential background of the candidate. The aim in every case is to place each person in work best suited to his/her abilities.

**B.** In general, vacancies may be filled by either UUFBR members or non-members. However, the Congregational Administrator may not be a UUFBR member.

**C.** Other members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, grandchild, or other person generally considered a relation, whether by birth or adoption.

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<sup>4</sup> UUA Dept. of Ministry & Professional Leadership: Spring 2002 Q & A sheet.

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**D.** Regardless of UUFBR membership, it is expected that all staff will be responsive to and supportive of UUFBR's Mission and perspective as a liberal religious community.

**E.** All staff hired must be approved by the UUFBR Board of Trustees after initial screening by their prospective supervisors. Employment prior to this approval is temporary and compensable.

**F.** Screening of individuals applying for positions at UUFBR shall include:

- Checks of educational background, prior employment, references and any other matter deemed important by the prospective supervisor.
- FBI and FL Dept. of Law Enforcement full background checks for all staff 1/4 time or more.
- White collar crime and bankruptcy checks for any staff member with access to or signing powers on UUFBR monetary accounts.<sup>5</sup>
- Proof of eligibility to work in the United States in the position for which they are applying.<sup>6</sup>

**G.** All employment and compensation agreements between UUFBR and employees require Board approval and are spelled out in a Letter of Agreement to be signed by the UUFBR president and the individual staff member.

In the case of the minister, members of the Fellowship must ratify the contract, as spelled out in the Letter of Agreement, pursuant to the by-laws of the Fellowship.

Letters of Agreement shall include an attached Job Description for the position being filled. A current copy of the UUFBR Personnel Policies shall be given to each staff member at the time of beginning employment.

**H.** The relationship between UUFBR as "Employer" and its Employees is legally defined as "employment at will;" employment may be terminated without penalty by either party. (See Sect. XIV)

**J.** The relationship between UUFBR and each Independent Contractor is defined by the terms of a written contractual agreement. This contract shall spell out the nature and scope of work expected, hours to be worked, salary, method of payment, and that the staff member is an Independent Contractor. The contract shall be for no longer than one year's duration and must be signed for each new contract period. UUFBR is under no obligation to renew a contract after the contract period has ended.

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<sup>5</sup> UUFBR Board of Trustees Policy statement: 6/9/03

<sup>6</sup> "Federal law requires that employees must usually provide an original document or documents to the employee's supervisor that establish identity and employment eligibility from the date employment begins." UUA Model Personnel Policy Manual 10/16/02, p. 17

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## **III. Salary**

**A.** Each position shall be analyzed and assigned a job title that reflects duties as spelled out in “Job Capsules” of the UUA Compensation studies.

Each time a position becomes vacant, it shall be reevaluated for duties and salary range.<sup>7</sup>

**B.** The recommended salary range for each position is established by relating that position to UUA Fair Compensation Guidelines for geographic location and congregational size, plus length of time employed and any other special factors (such as professional degrees, specific work experience, etc.)

All salaries are reviewed annually and considered by the Finance Committee in preparing the Annual Operating Budget for presentation to the Board of Trustees.<sup>8</sup>

**C.** When duties expected of a UUFBR position do not coincide with UUA Compensation studies, consideration shall be given to the uniqueness of the work, skills and training required, and salaries offered for similar/related UU positions, or those in other local churches.

**D.** Salaries for Independent Contractors are determined under the above guidelines and spelled out in written contractual agreements described in Sect. II-J.

## **IV. Employee Benefits**

### **A. Health Insurance**

The Board of Trustees establishes a paid health insurance benefit package (either as lump sum or % of costs) as a part of each annual Operating Expenses Budget. Eligible employees (25 or more scheduled hours per week) shall be entitled to such paid health insurance benefits.<sup>9</sup>

Additionally, employees may choose to designate a portion of their *pre-tax* salary for health insurance for self and dependents in accordance with UUA and IRS regulations.

Employees eligible for health insurance benefits shall be involved in choosing an

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<sup>7</sup> UUFBR Board of Trustees Policy Statement: 10/20/03

<sup>8</sup> UUFBR Board of Trustees Policy Statement: 10/20/03

<sup>9</sup> FL Statute 627.6563 (2003) – 75% of employees with a normal work week of 25 or more hours must participate. 2003-04 Aetna plan: 100% employee participation (25 or more hours) required of those without access to other employer health insurance.

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appropriate health insurance plan. The Board of Trustees shall have final plan approval in the event of unresolvable staff differences of choice.

## **B. Group Dental, Term Life & Long Term Disability**

UUA sponsors group dental, life and long term disability insurance policies. Employees who meet the requirements for these plans may purchase such coverage through payroll deductions from salary.

## **C. Workers Compensation**

The Fellowship shall provide Workers Compensation for all employees. All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employees' supervisor.

## **D. Pension**

After one year of employment, UUFBR shall pay a minimum of 10% of salary (salary plus housing for the Minister) into the UUA Retirement Plan for each *employee* who is authorized to work 1,000 hours a year or more. Employees may choose to designate a portion of their salary towards additional contributions to the UUA Retirement Plan.<sup>10</sup>

## **E. Social Security/Medicare Taxes**

UUFBR shall pay the employer's portion of social security/medicare taxes for all employees with the exception of the Minister whose IRS status in this matter is "self-employed".

F. No benefits accrue to Independent Contractors.

## **V. Performance Evaluations**

### **A. Initial:**

New employees and those who are transferred to another position shall have a written and verbal evaluation by their supervisor after 90 days of employment. Satisfactory completion of this 90 day period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily throughout the period of their employment.

Although employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of UUFBR as employer.

### **B. Annual: (6/20/05)**

Each employee shall receive a thorough written and verbal performance evaluation once each year, conducted by his/her supervisor. The employee will be given a copy of this evaluation and a copy will be maintained in the employee's permanent personnel

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<sup>10</sup> UUFBR Board of Trustees Policy Statement: 11/17/03

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file. Factors considered in assessing performance include, but are not limited to: quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation; personal conduct; and other expectations spelled out in UUFBR's "Employment Philosophy." (See p. 1)

Employees are encouraged to identify goals and objectives in advance so that their work may be evaluated on the basis of clear criteria they have helped to develop.

In the absence of a settled minister, the President of the Board of Trustees will complete the required performance evaluations.

## C. Evaluative Input from Others: (6/20/05)

It is important to respect the confidentiality of all communications in the evaluative process.

It is also appropriate for a supervisor to elicit comments from the Board of Trustees and/or relevant committees in preparation for staff evaluation. All such input should be given directly and exclusively to the Supervisor to be used where appropriate in constructing individual staff evaluations.

D In the absence of a settled minister, the President of the Board of Trustees will complete the required performance evaluations. (6/20/05)

E. Brief informal reviews are incorporated in planned meetings between the employee and her/his supervisor. The employee may request written follow-up at the time of such review. (6/20/05)

F. Performance evaluations as described above do not apply to Independent Contractors. Deviations from contract requirements will be noted throughout the contract period and dealt with on a timely basis. Evaluation of the contractors over-all performance will be considered at time of contract renewal. (email text continued below) (6/20/05)

## **VI. Confidentiality (6/20/05)**

Employees who have access to confidential information about UUFBR, its members, friends, or other staff members must treat this information as confidential and not to be used in any way outside the scope of their employment.

Officers, Board and Committee members are expected to respect as confidential all evaluative comments related to staff, and any such comments should be given directly and exclusively to the appropriate supervisor. Questions related to staff performance which arise as a part of Board business should be treated with full sensitivity as to "inherent worth and dignity" and referred to the supervisor or appropriate committee, as needed. (6/20/05)

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## **VII. Personnel Records**

All personnel records are to be kept secure and confidential.

## **VIII. Sexual Harassment**

Sexual harassment is prohibited. This policy applies to members of the same gender or of opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

submission to the conduct is a term or condition of employment or is used as a factor in employment decisions; or the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

An employee who believes s/he has been sexually harassed by another employee, a supervisor, or any person encountered in the course of employment should report that conduct immediately to his/her supervisor.

If the complaint involves his/her supervisor, the employee should report the conduct to the Personnel Committee Chair or President of the Congregation.

Every complaint or report of sexual harassment will be promptly investigated, with sensitivity to confidentiality issues, communicating only as appropriate to those with a need to know. Retaliation against individuals reporting sexual harassment, or participating in the investigation of such a claim, will not be tolerated.

## **IX. Grievances**

When an employee feels that s/he is being treated unfairly, s/he is always free to present her/his case in writing to his/her supervisor. If still dissatisfied, the employee may ask for a confidential meeting with the Personnel Committee. The Board of Trustees has final decision-making power in such cases.

## **X. Paid Vacation**

**A.** Year-round employees, other than the Minister, who have worked for the Fellowship for more than six months are entitled to earn paid vacation days in accordance with the following schedule:

<b>Time Employed</b>	<b>Vacation Days</b>
0-6 months	0
7 months	5
8 months	6
9 months	7
10 months	8
11 months	9

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1-2 years	10 days per year
3 years or more	15 days per year

A maximum of 5 days of vacation time may be carried from one calendar year to the next.

**B.** For part-time year-round employees, a day of vacation is comparable to a scheduled work day in time: *i.e.*, an employee normally working a 4-hour day is entitled to 4 hours vacation time. When an employee's work schedule varies by season, vacation days are "charged against" scheduled days at the time vacation is taken.

**C.** Vacation time must be requested in advance and can only be taken with approval of the employee's supervisor.

**D.** Employees who resign with at least two weeks' notice may receive payment for the accrued vacation days that have not been used.

**E.** The minister's paid vacation is spelled out in her/his Contract/Letter of Agreement with the congregation.

**F.** Paid vacation does not apply to Independent Contractors.

## **XI. Paid Sick Leave**

**A.** After 90 days employment, employees may accrue sick leave at the rate of 1 day per month, up to a maximum of 10 days per year. Unused sick leave may be accumulated up to a maximum of 30 days.

**B.** For part-time employees, a day of sick leave is comparable to a scheduled work day in time: *i.e.*, an employee normally working a 4-hour day is entitled to 4 hours sick leave. When an employee's work schedule varies by season, sick leave days are "charged against" scheduled days at the time the leave is taken.

**C.** Employees are expected to notify their supervisor if they are ill and unable to come to work.

The Fellowship may require that the employee have a note from a doctor after 5 days absence.

**D.** No compensation will be paid for unused sick leave when the employee leaves, whether such separation is by resignation or termination.

**E.** Paid sick leave does not apply to Independent Contractors.

## **XII. Paid Holidays**

**A.** The Fellowship recognizes the following paid holidays:

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New Years Day  
Martin Luther King Jr Day  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
The Day following Thanksgiving Day  
Christmas Day

When a paid holiday falls on a day the employee is required to work, s/he shall be entitled to comparable time off with pay. As with vacation days, such time-off should be comparable to the time of the scheduled work: *i.e.*, an employee working 6 hours on a paid holiday is entitled to 6 hours of “comp time.”

**B.** When paid holidays fall on a Saturday or Sunday, the holiday shall be observed on Monday or Friday, as deemed appropriate by the Minister.

### **XIII. Vehicle Usage and Reimbursement**

Employees using their own cars for UUFBR-related business may be paid mileage at the current rate per mile established by Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval of the employee’s supervisor. Trips must be authorized by the employees’ supervisor. Employees must have a current and valid driver’s license and proof of insurance. (See Board Policy: “Accountable Reimbursement Policy.”)

All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by UUFBR.

### **XIV. Separation from Employment**

**A.** Employees who resign are requested to give at least two weeks’ written notice, during which time the employee is expected to carry out all job responsibilities, with full pay. Employees who resign with at least two weeks’ notice may receive payment for the accrued vacation days that have not been used.

They may be asked to participate in an exit interview.

**B.** When it is necessary to terminate the service of an employee, other than a temporary employee, not less than one week of notice will be given for each year of continuous service, up to a maximum of two weeks, or pay for an equal period of time.

**C.** The following could be grounds for immediate dismissal:

- Sexual harassment.

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- Use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes), while working or while on UUFBR premises (including meal and other breaks).
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his/her job.
- Theft or dishonesty.
- Threats, threatening behavior, or acts of violence against other persons.

D. Terms of ending the Minister's contract are spelled out in that Contract/Letter of Agreement.

E. Termination of Independent Contractors is addressed in each individual contract.

## **XV. Amendment Policy**

These Personal Policies may be amended by the Board of Trustees upon 30 days notice.

*Adopted by UUFBR Board of Trustees \_\_\_\_\_ 2004*

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## Attachment #10 **THE GOLDEN CHALICE SOCIETY OF UUFBR (6/20/05)**

### **Purpose**

The Golden Chalice Society will provide recognition of members who have provided our Fellowship with support and succor for many years. It will honor their leadership and their role as participants in our Fellowship's living history.

### **Requirement for Membership**

To qualify for Society membership, an individual must be at least 70 years of age and must have been a member of UUFBR for at least 20 years. In addition, the sum of the person's age and number of years of membership must total at least 100. Candidates will be nominated twice in a calendar year and may be nominated posthumously. Candidates must be nominated by a member of UUFBR. The UUFBR Board of Directors will determine if the person is eligible and then decide by majority vote if the person shall be named to the Society.

### **Honors & Recognition**

The person will be recognized in the following ways:

- 1) Special recognition at a Sunday Service to honor their life and their contributions to UUFBR. ideally, this service will be associated with the member's birthday or other important personal event.
- 2) A plaque naming them as a Member of the UUFBR Golden Chalice Society.
- 3) An article featuring them in the Unicorn.
- 4) A photographic portrait of them that will be prominently displayed with other Golden Chalice Society members in UUFBR's Sanctuary or in Osias Hall.
- 5) Page(s) in the Golden Chalice Society Book recording their membership and contributions to UUFBR and its history.
- 6) Financial contributions in their name as Golden Chalice Members will be given to either the Teaching Ministry Fund or the Fellowship's general operating fund, determined by the honoree's wishes. Contributors will be recognized and honored on the member's page(s) in the Golden Chalice Society Book.
- 7) A private lunch or dinner with the Board President, Minister, and Intern Minister