

# **UUFBR Policies**

Updated 7/13/2013

## **UUFBR Policies and Procedures**

Updated April 2013

These UUFBR Policies and Procedures are established to give additional detail to the UUFBR Bylaws. Where bylaws are congregationally determined, policies are formulated by, and may be changed by, the Board of Trustees

### **ANNOUNCEMENTS**

#### **Sunday Service Announcements**

The purpose of Sunday morning announcements from the pulpit is:

1. to speak to immediate or emergency situations, or
2. to remind congregants of immediately upcoming events.

All verbal announcements should be brief and submitted in writing to the designated Board member/announcer prior to the start of each Sunday Service. Verbal announcements are limited to activities sponsored by or affiliated with UUFBR. The Board of Trustees member making announcements at any given service determines inclusion of any particular announcement.

Anyone other than the Designated Board Member/Announcer wishing to make a verbal announcement must discuss this exception with the Minister or the designated Board member.

Non-UUFBR activities in which UUFBR members are involved should be submitted to the office, in writing, for publication in the UNICORN, Chalice Notes, or on UUFBR's web site.

### **BOARD OF TRUSTEES & OFFICERS**

#### **Communication with Congregation**

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 or kiosk.

Board Meeting agendas will be placed on all major Osias Hall doorways on the Sunday prior to the meeting.

Every member will be provided the Annual Report and Budget for upcoming fiscal year, along with any proposed amendment to the Bylaws within 30 days of the Annual Meeting.

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## Delegates: General Assembly and FL District Meetings

The co-Presidents of the Board of Trustees, Unitarian Universalist Fellowship of Boca Raton, are automatically appointed voting delegates to the UUA General Assembly, and the UU Florida District Annual Meeting.

The Board of Trustees will appoint delegates to the UUA General Assembly and the Florida District Annual Meeting. If the co-Presidents cannot attend any or all of these meetings, the Board of Trustees will appoint a delegate. The number of delegates is based on reported membership size (one delegate per fifty members).

The Office Administrator maintains copies of all-important documentation including UUFBR Membership book, Endowment Legacy book, insurance policies, bank account statement, investment statements, and computer back-up files.

## Confidentiality

All UUFBR Officers, Trustees, Endowment, Finance and Personnel Committee members, and Employees who have access to confidential personnel information and/or confidential personal financial 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 position.

Officers, Trustees, and Personnel Committee members are expected to respect as confidential all evaluative or other comments related to staff. Such comments should be given directly and exclusively to the appropriate supervisor. Similarly, Officers, Trustees and Personnel Committee members are expected to respect all grievances against a work practice or individual as confidential. Questions related to staff performance, which arise, as a part of Board business, including grievances, should be treated with full sensitivity as to "inherent worth and dignity" and referred to the supervisor or appropriate committee, as needed.

All UUFBR Officers, Trustees, Endowment, Finance and Personnel Committee members, and Employees who have access to confidential personnel and/or personal financial information, shall annually sign a Confidentiality and Conflict of Interest Statement. (Refer to Attachment No.9)

A breach of confidentiality shall be cause for immediate dismissal as Officer or Trustee, Endowment, Finance and Personnel Committee member or employee.

## Conflict of Interest

All UUFBR Officers, Trustees, Endowment, Finance and Personnel Committee members, and Employees involved in the procurements, finances and investments of UUFBR are required to report any association he/she may have with any organization

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or individual with which UUFBR conducts or may conduct business. (Refer to Attachment No. 9)

## BUILDING USE & EXPENSE SHARING

### Rules for Building Use and Expense Sharing

See Attachment # 1 Building Use and Expense Sharing

See Attachment #10 Audio/Visual Equipment Use Policy

### Election Site

Continue to provide UUFBR as election site.

## CHILD CARE

### Childcare for church business meetings

Childcare 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. The Minister or Office Administrator must approve arrangements for Child Care at any other time in advance.

## COMMITTEES

### Formation of Committees by the Board

Each committee, ad-hoc or task force, formed by the Board must have a charter. At a minimum, each committee charter must identify its name, intention and responsibilities.

### Congregational Organizations

See Attachment #2

## CONGREGATIONAL MEETINGS

### Voting Procedures for Congregational Meetings

1. a current list of members shall be prepared.
2. each member shall register by signing next to his/her name
3. each member shall be given a card that will be numbered:
  - a) Card is used 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 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 #6 for Congregational Voting Proxy)
5. Prior to Congregational Meetings, the Board shall assign necessary personnel (e.g.

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secretary, parliamentarian, registrars and counters) in order to conduct each meeting.

## Annual Report and Budget for Upcoming Fiscal Year

The Annual Report and Budget for upcoming fiscal year (fund balances, Income and expense summary, and balance sheet), along with any proposed amendments to the bylaws shall be distributed to the Congregation within 30 days of the Annual Meeting.

## DIRECTORY

### Prohibited Uses

The UUFBR membership directory, including print and electronic versions, are not to be used for any commercial or marketing purposes.

## DISRUPTIVE BEHAVIOR

### Introduction

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~~ the 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 will be addressed firmly and promptly, even if this requires that the offending person or persons leave the congregation.

### Procedures

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

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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:

- o The committee will respond to problems as they arise. There will be no attempt to define “acceptable “ behavior in advance.
- o Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
- o The committee will collect all necessary information required to obtain a complete picture of the situation and research any applicable laws.
- o 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?
- o 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 behavior will diminish in the future?
- o 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

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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.

### FINANCE

Account Reimbursement Policy (as required by IRS)  
See Attachment #3

Check Signing Policy  
See Attachment #4

Fund Raising Policy  
See Attachment #5 \_

Petty Cash  
A petty cash fund will be maintained in the amount of \$300.

#### Special Offerings-

The Community Service Team determines the recipients of the Share The Plate program from member suggestions. Offerings collected at the Solstice Service and Christmas Eve shall be split between Boca Helping Hands and Florence Fuller Childhood Development Center (or other organizations devoted to helping Boca Raton residents in need at the Board's discretion). Other special collections may be conducted at the discretion of the Minister, in consultation with the Board.

#### Bid Policy

UUFBR seeks to obtain the best price for goods and services. Quality, price, and prior experience with UUFBR shall be criteria considered for procurements of Five Hundred Dollars (\$500) or more.

Procurements of \$500 or more shall follow this bidding procedure:

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- \$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 analysis of:

- Price
- Quality
- Scheduling
- 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 co-Presidents, Vice-President and Minister.

## GROUND

### Plantings

Only native plant materials shall be used on UUFBR grounds.

### Sunday Services

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

### 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. Upon the Board's request, the minister will give a report of disbursement of this fund, respecting always the need for pastoral confidentiality. In the absence of a called or interim Minister, the Co-Presidents shall be the sole distributors of the fund.

## MEMORIAL GARDEN

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 is to be used for upkeep of the garden itself and for special landscaping projects.

## PERSONNEL

### Personnel Policies

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See Attachment #7

### Paid Staff Free Admission to UUFBR event

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.

## POSTING OF POLICIES

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

When the Board votes for policy and/or procedural additions, deletions, and/or revisions, the Secretary or his/her designee is responsible for getting such amendments to the UUFBR office. A notice for the change(s) shall be posted on the appropriate bulletin board/kiosk for at least 30 days and published in the next UNICORN. The actual document shall be available electronically in the Office.

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

## GOLDEN CHALICE SOCIETY

See attachment # 8

## UNICORN

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

### Announcement Size & Editorial Control

Announcements printed in the *Unicorn* may not exceed one page.  
The Minister holds editorial control of the *Unicorn* content.  
The Minister may delegate editorial responsibility.

The Board of Trustees of UUFBR affirms the responsibility and authority of the Unicorn



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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

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. Please submit items by e-mail, compact disk, or a typed notice by the deadline to the Fellowship office.

b. Submissions for publication should be as brief and succinct as possible. The Unicorn Editor is empowered to abbreviate submissions if necessary.

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

5. UUFBR Publicity requests and announcement policy:

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, at his/her discretion, Fellowship members to be on a Newsletter Editorial Review Team. The purpose of the Team will be 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 Oversight:

The Editor, other newsletter review team members may reject material that in their judgment is not appropriate for the Unicorn. Such material may include, for example, material that appears libelous, abusive, and contrary to UU principles, or not in keeping

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with the Fellowship's mission.

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

### **Who is responsible**

Minister  
Minister  
President  
Director of Religious Education  
Director Of Music  
Committee chair/group leader  
  
Board Secretary  
  
Committee chair/group leader  
Individual members/friends  
New member program/Office Administrator  
Treasurer/Office Administrator  
Denominational Affairs/ Newsletter editor  
(via UUA e-mail) Minister, Board President,  
liaison depending upon the information.  
Office Administrator/Minister \*

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.).

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## **WEB SITE ([www.uufbr.org](http://www.uufbr.org))**

The UUFBR website ([www.uufbr.org](http://www.uufbr.org)) is our front door. The UUA provides all visitors (to UUA.org) a direct link to our website through "Find a Congregation" on their home page. Several other outside links bring people directly to our website.

## **PRIVACY**

Keep in mind that our website is open to the whole world:

1. No faces of children and youth under the age of 18 shall be displayed without permission of parent or guardian.
2. Crowd scenes where faces are indistinguishable (e.g., people gathered in the sanctuary or at coffee hour) may be posted without permission.
3. There may eventually be a portion of the website that is limited to those with individual login and password protection. This could be used to provide an area where

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identifying information could be provided, such as for an online directory.

4. All online payments (e.g., event tickets) are handled through a secure provider, such as PayPal.

## **CONTENT**

Information wanted for posting:

Upcoming services

Religious Education program information, including RE schedule and events

Regularly scheduled and special events

All committee or team leaders are strongly encouraged to send updates to the web administrator to post (up to one page).

Copyrights must be respected; post only text, photos, videos, etc. where permission to reproduce has been granted.

Note that the website provides information to all who use the internet, and this can be copied by anyone. Thus it is the entire UUFBR community's responsibility to assure, as well as possible, standards of excellence in the display of information. All UUFBR members are requested to provide feedback to the Minister and Staff of UUFBR should any information that is not in the best interest of our Community be found on the website. This includes material accessed through external links posted to our website but later found to contain inappropriate material. All information provided for display on the UUFBR website will need to be updated in a timely manner. The Minister and staff of UUFBR and/or delegated Web Administrator will provide oversight of displayed information.

**PUBLICITY NOTE:** All special event information must be sent to the web administrator and to the publicity contact person as soon as it is confirmed. It will be posted on our website, and then sent to local media outlets. Congregational press materials are available on the UUA.org website [search "Congregational Press Relations"]. The "UUFBR Website and PR Manual", available in the UUFBR office, contains website technical information. Also included is a "how-to" for press releases.

## **Art Exhibit**

UUFBR may host exhibits of members' work. Such exhibits shall be coordinated through the Office. UUFBR may 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 does not present exhibits as fundraisers.

Osias Hall is used for many purposes during the week and exhibitors are expected to respect and work within the Fellowship schedule. Therefore, artists are requested to not leave high value pieces on display in Osias, unless they are willing to be present at all times. Artists are requested to insure their work or will be asked to sign a disclaimer.

Display - There shall be no nails, pins, or tape, other than paper tape, used in the

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display of artwork. Wires from the rails provided shall hang all work.

Sales - If sales do take place, a 20% donation of total proceeds is required.

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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Attachment #1

## **BUILDING USE & EXPENSE SHARING**

### **INTRODUCTION**

These guidelines are intended to help keep our building safe and the 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.

### **FIREARMS**

Firearms or weapons of any kind are not allowed in the UUFBR buildings or on UUFBR property.

### **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. UUFBR requires that whenever alcoholic beverages are served at the Fellowship, non-alcoholic beverages are also to 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 the Minister, or the Director of Religious Education. As a condition to granting an exception, all animals shall be properly supervised and restrained at all times, and no feces or other waste shall be left behind.

### **CANDLES**

Lighting candles or burning any substance may be done only in the context of a planned ritual. Adult supervision is always required.

### **BUILDING USE, SCHEDULES, AND DEPOSITS**

Building use expense sharing schedules, along with refundable deposit amounts are determined by the SHAREX Committee and approved by the Board of Trustees.

### **DEPOSITS**

All persons or groups sharing the building expense will be required to pay a \$25 refundable key deposit. The key deposit is returned when the key is returned.

All persons or groups who are sharing the building expense may be charged a refundable building deposit to make certain the building is left clean and undamaged. The deposit will be returned after the space is inspected and approved.

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## **CLEAN-UP**

The Minister and Office Administrator have discretion to require a refundable damage and cleaning deposit for all building users. This deposit shall be used to cover cleaning and repairs in the event the 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.

## **FELLOWSHIP RELATED GROUPS**

Building use expense sharing or deposit requirements does not apply to UUFBR Teams, Task Forces, committees, ad-hoc committees or UU affiliated groups.

## **ORGANIZATIONAL MEETINGS FOR COMMUNITY GROUPS**

Non-profit community groups may schedule up to two meetings without building use expense sharing, provided that a UUFBR committee sponsors the group or the Minister or the Office Administrator approves the use. Applicable building use expense sharing will apply for any additional meetings. A refundable building and key deposit is required.

## **MEMBER SHARED EXPENSE**

Building use expense sharing is half price for UUFBR member use on a space available basis, with the qualification that the membership is at least one year standing. A refundable building and key deposit is required.

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

For UUFBR members, no building use expense sharing applies for the use of the facility for these events. At the discretion of the UUFBR Minister, refundable deposits 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 building use expense sharing and refundable deposits requirement do apply but may be waived at the discretion of the UUFBR Minister.

## **BUILDING USE AND EXPENSE SHARING VARIANCE**

Requests for greatly reduced expense sharing or other major variations based on need or community service considerations must be separately approved by the SHAREX Committee and by a vote of the UUFBR Board of Trustees.

## **FOOD SERVICE**

Shared building users wanting to serve food (i.e. weddings, conferences, major workshops), must contract with the Fellowship for cleaning services before confirmation of reservation. Food cannot be served if custodial services are not available.

## **PARKING**

Parking for building users does not include Staff spaces.

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## **PARKING LOT**

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

## **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.

## **MUSICAL INSTRUMENT**

Instruments that are UUFBR property may be used only with advance permission from the Music Director. Permission is given directly to the person who will be using them.

## **DECORATING**

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

## **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 a staff or Board member.

## **TELEPHONE USAGE**

Telephone may be used only in special circumstances for local calls and with permission from a staff or Board member.

## **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 Office Administrator to find out the appropriate person to contact.

See Attachment No. 10 Audio/Visual Equipment Use Policy

## **VARIATIONS**

Minor variations on any aspect of these Building Use and Expense Sharing policies and procedures may be arranged at the discretion of the UUFBR Minister.

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## **CONGREGATIONAL ORGANIZATIONS**

### **UUFBR Board Chartered Committees**

The following Committees are currently chartered by the UUFBR Board of Trustees to support the ongoing needs of the congregation, with the exception of the Endowment Fund Committee.

The Minister is an ex-officio member of every standing Committee, including ad-hoc and task force committee or team; with the exception of the Ministerial intern Committee.

#### **Annual Budget Drive**

The Annual Budget Drive 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.

**Endowment Fund** (See the UUFBR Bylaws Article VII)

#### **Finance**

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

1. Check 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

#### *Finance Committee*

Prepare budget from information provided by Treasurer, Administrator and Committees

Keep a running planning revenue and expenses projection spreadsheet

Provides annual and continuing canvass consulting upon request

Provides special fund raising activities consulting upon request

Address financial emergencies as they arise

#### *Finance Committee Chair*

Maintain overall management of the financial process

Schedule regular meetings and work toward effective participation by all members

Maintain a high level of awareness of financial activities by Board & Congregation

Identify and/or train a replacement Chair

#### *Finance Committee Members*

Attend regular meetings

Assist committee as required



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Accurately report results of activities to Finance Committee

## *Committee Calendar*

November: Collect and receive budget requests from Committees and Board of Trustees  
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

## *Selection of members*

Chair is appointed by the Co-Presidents, Board of Trustees

Treasurer Trustee is an automatic non-voting member of the Committee

The Finance Chair appoints membership.

## **I. Meeting procedures**

Meetings called on a regular basis and advertised ahead of time

No official action taken without a quorum ( $\geq 50\%$ ) of members

## **Membership Committee**

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.

The Membership Committee seeks to enrich congregational life as a whole by fostering ongoing involvement that enhances relations within and between all members. The task is to expand the depth of commitment and contribute to the congregation's vitality.

## **Ministerial Internship**

The Ministerial Internship Committee promotes UUFBR as a learning congregation. UUFBR promotes and furthers Interns' growth, in a direct experience with a congregation, engaging in all aspects of congregational life. The committee supports the Intern both emotionally and technically.

The Ministerial Internship Committee shall be composed of as many individuals as required by the UUA Ministerial Fellowship Committee.

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).

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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, and etc.
- Assist the congregation in understanding and participating in the Teaching Congregation Program.
- Conduct required evaluations based on Learning Contract as required by the UUA Ministerial Fellowship Committee.
- Follow the guidelines for Internship Committees of the UUA Ministerial Fellowship Committee

## **Nominating (See UUFBR Bylaws Article III – Section 7)**

Notwithstanding Nominating being a Committee of the Board, there shall be no interference from the Board in the conduct of their business.

## **Personnel**

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

## **Religious Education Council**

The mission of the Religious Education Council is to set the philosophy, goals, and objectives for religious education at UUFBR.

## **I. FUNCTIONS AND OBJECTIVES**

The Religious Education Council (RE) has the responsibility of formulating the policies of the Fellowship's religious education programs and related activities. The objectives and functions are as follows:

- a. To define and communicate the goals and policies of the Fellowship's lifespan religious education programs, and to align these goals and policies with those of the Fellowship at large.
- b. To develop and help administer religious education classes, social action projects, Children's Chapels and other events that support the Fellowship's vision and meet the goals of the religious education programs, in accordance with the needs and resources of the congregation.
- c. To work in partnership with the Director of Religious Education (DRE),

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providing input and assistance and receiving professional guidance.

d. To communicate information about its programs and to encourage involvement in these programs.

g. To consult in the search and hiring process for all religious education staff members, to provide input as to job performance and salary adjustments for the DRE and RE staff members, and to support continued education and professional development of the DRE, RE staff, and program participants.

h. To evaluate and improve the religious education programs periodically in a way that involves all constituents.

## **II. ORGANIZATION**

The council will consist of no fewer than seven members, all of whom are Fellowship or staff members. Members are asked to serve for at least two consecutive years, commencing on August 1. Each member will be expected to assume an area of responsibility by representing a Portfolio each year that he/she is on the Council, and shall take responsibility with other Council members for the overall function of the Council. In addition, voting members may be asked to serve on ad hoc committees to address specific areas of interest, such as Long Range Planning.

The Religious Education staff and the Ministerial staff shall be ex-officio members of the Council without voting privileges.

The Council Chair, who must be a member of the Fellowship, is to be selected each election cycle by the Council membership. The Chair will serve for a two-year term running from June 1 through May 31 and may serve additional terms if necessary, but should not serve more than two consecutive terms.

Each election cycle the Council shall recommend a nominee to the Board of Trustees to act as liaison between the Board and the Council and to represent Religious Education interests to the Board. The Board liaison shall be a voting member of the Council.

## **III. FUNCTIONAL RELATIONSHIPS**

The Council is responsible to the Board of Trustees through the Chair.

## **IV. AMENDING THE RE CHARTER**

A vote to amend this charter requires a two-thirds vote of the current RE Council voting members with notice given at least one month in advance. The Board of Trustees must approve any amendment.

## **SHAREX**

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The Sharex Committee (SHAREX) is comprised of a Chair with members including the Office Administrator and the Treasurer as a non-voting member.

## **General purpose:**

- UUFBR believes that “preserving and promoting UU principles and purposes ... through community outreach” includes making our physical facilities available for “events of a broadly religious, educational or charitable nature.”
- UUFBR believes that our building is part of a powerful resource that allows us to work on creating beauty, bringing healing, making peace and bending the world toward justice.
- UUFBR reaffirms the 1968 UUFBR Board statement that “social action is an essential requisite of a UU church or fellowship” and we believe that it is important to promote the cause of social justice in decisions about sharing our facilities.
- UUFBR believes that being a good neighbor calls for making our facilities available for appropriate use by other members of our immediate and broader South Florida community.
- UUFBR believes in work which helps bring people together and provides safe haven for those in need.
- UUFBR affirms our Mission’s call to be “financially sound” and set our Sharex Expense Rates accordingly, with the ability to be flexible in consideration of those organizations / agencies needing such in order to carry out their mission, especially when that mission helps to bring people together or to provide a safe place for people and programs not always widely accepted by the community at large.

Thus, UUFBR’s shared facility and expense program is open to agencies, organizations and community events which:

- Foster a broad eclectic religious / spiritual diversity (e.g. Kol Ami, Southern Palm Zen Group, A Course in Miracles etc.)
- Promote and support causes for social justice at home and abroad (NOW, peace demonstrations, conflict resolution workshops, South County Planned Parenthood)
- Offer thoughtful and positive educational and cultural programs and events for all ages (Sunflower Creative Arts, Institute for Learning in Retirement, tutoring etc)
- Work to heal the hurting and support opportunities for health and personal growth (Women Living Sober, We Agnostic AA, Trim Weight)
- Celebrate life passages (weddings, services of union, celebratory receptions)
- Promote and support neighborhood and civic responsibility (Palm Beach County Elections Board, Millpond Homeowner’s Assoc, Palm Beach County Legal Aid Society)

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## **Specific Duties:**

- SHAREX develops a building use and expense sharing charge/rental fee schedule, along with building, damage, and key deposit fees.
- SHAREX develops agreements (terms and conditions) for facility arrangements with organizations compatible to UUFBR and its values.
- SHAREX recommends tenant property management arrangements to the Board.
- SHAREX ensures all supporting documentation is properly maintained (insurance coverage, special fees, lease agreements, required notifications).
- SHAREX determines structures and practices for facility usage.
- SHAREX provides projections of Sharex income for the annual operating budget.

## **Reporting requirements:**

1. SHAREX shall report in writing annually to the congregation in conjunction with the congregation's customary annual reporting process.
2. SHAREX shall report monthly to its Board liaison in a manner convenient to the chair and the Board member.

## **Teams**

(non-chartered)

### **Community Service Team**

The Community Service Team participates in a variety of on-going activities, including coordination of the Share-the-Plate initiative and outreach activities with Boca Helping Hands and the Florence Fuller Child Development Centers (sometimes in cooperation with the Religious Education program).

### **Denominational Connections**

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

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

One of the Board Presidents shall serve as the Board of Trustees' Liaison to the Team.

The Team Chair is automatically appointed a voting delegate to the UUA General

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Assembly, and the Florida District Annual Assembly. If the Chair cannot attend any of these meetings, the Committee will appoint an alternate.

## **Landscaping/Gardening**

The function of the Landscaping Team is three-fold:

- A) plan, install and maintain gardens, trees and grounds;
- B) nurture a small community (Gardening Group) within the larger Fellowship;
- C) provide education to the UUFBR and the community at large on native plants.

## **Tony's Team**

The Building and Grounds Team 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.

# **UUFBR Policies**

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Attachment #3

## **ACCOUNT REIMBURSEMENT POLICY**

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

- Any Minister, Director of Religious Education, Music Director, other employee now or hereafter employed by UUFBR, or Fellowship member 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. expenses are reasonable in amount, as judged by a staff member or the Treasurer;
  2. the amount, time and expense is documented 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.
  3. In no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred.
- Expense Reimbursement
- A reimbursement request for expenses paid relating to UUFBR business must be submitted within 30 days of the event for which the expenditure was made. Relevant receipts must accompany a reimbursement request. An extension request may be submitted to the Treasurer for an additional 30 days.
- 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/her Form 1040.
- Any Fellowship reimbursement that exceeds the amount of business or professional expenses properly accounted for pursuant to this reimbursement policy must be returned to the Fellowship within 30 days. The overpayment shall not be retained by the individual.
- If, for any reason, a Fellowship reimbursement is less than the amount of business and professional expenses properly substantiated, the Fellowship will not report any part of the amount not reimbursed on the Minister's, DRE's or other employee's W-2. The Minister, DRE or other employee may deduct the unreimbursed expenses as allowed by law.
- All receipts used 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 7/13/2013

Attachment #4

## **CHECK SIGNING POLICY**

### Background:

It is the policy of the Fellowship that:

- The Treasurer of the Fellowship shall not sign checks
- The Treasurer shall authorize proper expenditures of the Fellowship paid by means of a check.

### List of Authorized Check Signers

Co-Presidents  
Vice-President  
Secretary

### List of Authorized Capital Committee Signers:

Chairperson Capital Committee  
Treasurer Capital Committee  
Board President  
Board Vice-President

### Procedure

The Treasurer shall authorize proper expenditures:

All checks will be inspected on a weekly basis and approved or disapproved - the Treasurer will initial those approved. Those not approved will be returned to the staff of the Fellowship for further clarification or will simply be disapproved.

Authorized signers of checks shall not sign any checks not initialed by the Treasurer.



# **UUFBR Policies**

Updated 7/13/2013

Attachment #5

## **FUND RAISING POLICY**

UUFBR affirms a concern with, and work for, the good of the UUFBR community. While our committees, teams, task forces, programs, and affiliated organizations, and other special groups function as discrete entities, the relationship between groups and the Fellowship as a whole is one of cooperative sharing of program, personnel, and financial resources:-

All entities have the potential to contribute to UUFBR's Annual Operating Budget:-

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

The policy does not apply to collections for community, denominational and social action organizations, such as UU Service Committee, food banks, UNICEF, or other separate entities unrelated to the UUA family as a 501(c)(3) organization under federal tax law. Notwithstanding, UUFBR shall comply with all Federal and State laws, as well as IRS rules related to UUFBR's status as a tax exempt "church."

The following shall apply to all fundraising by committees, affiliated organizations, other UUFBR groups, or individuals, other than the Annual Budget Drive and the SHAREX program.

All fund raising is for the benefit of the UUFBR operating budget unless approved by the Board of Trustees to be used to benefit a specific purpose or goal (i.e., playground equipment, special music, and etc.)

1. As the intent of all fundraising events at UUFBR is to supplement and benefit the operating budget, all members and guests shall be required to pay the requested fee for any particular event. This includes all those who volunteer in helping to make the event a success. The only exception to this is volunteers who do not partake of the event activities (e.g., food, entertainment).
2. 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.
3. 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 the Board grants a waiver.
4. Scheduling and conduct of all fundraising events shall be coordinated through the Minister and Office Administrator so that they appear on the Master Calendar, to eliminate possible competition or unnecessary overlapping of events. The Board requires notice of all fund raising activities, documenting, and keeping track of proceeds.

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

## **UUFBR Policies**

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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 Administrator, or to the Treasurer (or designee) 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.

# **UUFBR Policies**

Updated 7/13/2013

Attachment #6

## **CONGREGATIONAL VOTING PROXY**

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

I, \_\_\_\_\_, member of the Unitarian Universalist Fellowship of  
Boca Raton, hereby appoint

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as my proxy and in my stead to vote ,and to sign and execute any vote, at the  
meeting of the Unitarian Universalist Fellowship of Boca Raton on

\_\_\_\_\_.

Signature \_\_\_\_\_

Proxy Signature \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Withess Name \_\_\_\_\_

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

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Date \_\_\_\_\_ Attachment #7

## UNITARIAN UNIVERSALIST FELLOWSHIP OF BOCA RATON

### PERSONNEL POLICIES

#### **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, but self-employed for social security purposes.<sup>4</sup> She/he is eligible for**

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

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

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

# **UUFBR Policies**

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## **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.** Vacancies may be filled by either UUFBR members or non-members.

**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.

**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.

# **UUFBR Policies**

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**E.** No employee of UUFBR may be eligible for or hold an elected position on the Board of Trustees. In addition, no employee may be a member of the Personnel Committee or the Stewardship Committee that has access to confidential information.

**F.** 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.

**G.** 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>

**H.** 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. Notwithstanding, all employment is based upon "Employment-At-Will" doctrine.

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.

**I.** The relationship between UUFBR as "Employer" and its Employees is legally defined as "Employment-At-Will". Employment may be terminated without reason with no penalty to 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

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

6 <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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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.

## **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>

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

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

9 <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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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 appropriate health insurance plan. The Board of Trustees shall have final plan approval in the event of irresolvable 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 or 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.

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



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## **B. Annual**

Each employee shall receive a thorough written or 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 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.

## **C. Evaluative Input from Others**

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.

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.

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 contractor's over-all performance will be considered at time of contract renewal.

## **VI. Confidentiality**

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 or other comments related to staff. Such comments should be given directly and exclusively to the appropriate supervisor. Questions related to staff performance that arise as a part of Board business shall be treated as confidential with full sensitivity as to "inherent worth and dignity". Such matters shall be referred to the supervisor or appropriate committee, as needed. Refer also to UUFBR Policies "Board of Trustees and Officers" and Attachment 10 of the UUFBR Policies document.)

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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;
- it is used as a factor in employment decisions;
- the conduct unreasonably interferes with an individual's employment; and/or
- it 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

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10 months	8
11 months	9
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 workday 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:

- 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. The employees' supervisor must authorize trips. Employees must have a current and valid driver's license and proof of insurance.

(See UUFBR Policies and Procedures: "Account 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.

## **UUFBR Policies**

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

- \* Sexual harassment.
- \* 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**

The Board of Trustees upon 30 days notice may amend these Personnel Policies.

# **UUFBR Policies**

Updated 7/13/2013

Attachment #8

## **THE GOLDEN CHALICE SOCIETY OF UUFBR**

### **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

## UUFBR Policies

Updated 7/13/2013

### Attachment # 9

#### **Unitarian Universalist Fellowship of Boca Raton Confidentiality and Conflict of Interest Statement**

*Purpose:*

Because UUFBR is committed to adhering to the highest standards of operation and governance, all Board, Endowment, Finance, and Personnel, relevant committee members, and employees, are asked to disclose any real or potential conflicts of interest to assure UUFBR business is conducted with the primary and best interest of the Congregation.

All Board, Endowment, Finance and Personnel, relevant committee members, and employees, are asked to maintain strict confidentiality with respect to UUFBR's internal workings and to limit communications regarding confidential matters to parties who have a need and right to know.

*Process:*

All Board, Endowment, Finance and Personnel, relevant committee members, and employees, shall sign this Confidentiality and Conflict of Interest Statement on an annual basis identifying any possible conflict(s). Specifically, each individual is asked to identify any direct or indirect relationship (including financial and/or material) he or she currently has, or previously had, with an organization engaged in or considering an arrangement (business or personal) with UUFBR. If any Board, Endowment, Finance and Personnel, relevant committee member, or employee is aware of, but fails to report a conflict of interest, he or she will undergo a formal review by the Board of Trustees to determine consequences.

The Office Administrator, along with official copies of UUFBR business, shall keep copies of this signed statement.

*Prohibitions:*

The UUFBR Board, Endowment, Finance and Personnel, relevant committee members, or employees may neither discuss nor give to any person or organization any sensitive or confidential information concerning organization records, donor records, staff records, financial, or other records and information, unless the party or parties concerned require such information in order to conduct the business of UUFBR.

***I have read the UUFBR Confidentiality and Conflict of Interest statement and shall adhere to its requirements.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Please list on a separate page any real or potential conflicts of interest you may have.***

# UUFBR Policies

Updated 7/13/2013

Attachment # 10

## Unitarian Universalist Fellowship of Boca Raton Audio/Visual Equipment Use Policy

**Introduction;** It is the policy of the Unitarian Universalist Fellowship of Boca Raton (UUFBR) to provide use of certain audio/visual equipment (A/V Equipment) to the community as a service to those making use of our Sanctuary facility. This equipment is available for “Auto-Mix” and “Manual Mix” applications, as set forth below.

### Available A/V Equipment consists of:

Stereo audio system with 16-channel Mackie 1604 VLZ mixer & 4 speakers,  
CD Player,  
CD Recorder,  
Microphones and microphone stands.

Microphones include:

Shure podium mic,  
2 Shure SM58 wireless hand-held mics,  
2 AKG C1000S mics,  
2 Audio-Technica 4041 mics (matched set)  
Shure lapel lavalier w/belt pack

**“Auto-Mix” Service:** Auto-Mix refers to UUFBR’s basic A/V Equipment use, provided free of charge to parties using the UUFBR Sanctuary for any purpose, and consists of:

1. Podium mic
2. One (1) hand-held wireless mic
3. One (1) stand for wireless mic

OR

1. Two (2) hand-held wireless mics
2. Two (2) microphone stands

This equipment will be “pre-set” by a UUFBR Technician, to be activated by the third-party user via A/V System wall switch which will turn the system “on” and “off” with no access to A/V equipment other than that stated directly above as “Auto-Mix” Service. No other A/V Equipment or mixing will be provided for “Auto-Mix” service. Any service beyond this constitutes “Manual Mix” service and requires the paid presence of a UUFBR A/V Technician.

**“Manual Mix” Service:** Manual Mix service refers to use of the UUFBR A/V System



## **UUFBR Policies**

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administered by a UUFBR Sound Technician. Said Technician will set, mix/monitor and strike equipment used by third parties for fees set forth as follows:

**UUFBR A/V Technician Fee Schedule:** UUFBR will provide an A/V Technician to set, mix and strike A/V Equipment for the fee of \$50/hr for the first two (2) hours with a minimum of 2 hours; each hour thereafter, \$25. For average concert use, this fee will average \$175.00. Monies collected for A/V Equipment use will be distributed as follows:

1. First two hours (rental minimum), @ \$50/hr will be shared 50-50 between the Technician and the Fellowship: \$50 to Tech / \$50 to Fellowship
2. Each hour thereafter @ \$25/hr will be paid to the Tech.

**Qualified Technicians:** Qualified Technician is defined as:

A person properly trained on UUFBR's A/V Equipment, and approved by the UUFBR Staff to provide services using said equipment.

The UUFBR Office will maintain a list of personnel qualified to provide A/V services on behalf of UUFBR.

**A/V Access Policy:** At no time will third parties have independent access to the UUFBR A/V Equipment. Trained UUFBR A/V Technicians will administer all UUFBR A/V Equipment use.