

**All Souls Church Policies  
Reviewed and Revised 2011 – 2012**

<b>Policy</b>	<b>Responsible Group</b>	<b>Page</b>
<b>Governance and Board Policies</b>		
Governance Structure	Board	2
Committee Guidelines	Board	5
Member Status	Board	7
Affiliated Organizations	Board	9
Conflict Resolution	Board	10
Congregational Resolutions	Board	14
Goal Setting Process for Minister and Board	Board	15
Hiring Members for Services	Board	16
Partisan Political Policy	Board	17
Policy on Policies	Board	17
Proposals to the Board of Trustees	Board	17
<b>Board Committee Policies</b>		
Building Use and Fee Schedule	Building Use	19
Room Reservations by Church Groups	Building Use	24
Maintenance Contracts	Facilities	25
Renovation of Building and Grounds	Facilities	26
Budget Guidelines	Finance	27
Financial Controls	Finance	28
Simpson House	Simpson House	30
Simpson House Use by Church Group	Simpson House	31
<b>Ministry Team Policies</b>		
Communications	Communications	32
Fundraising	Fundraising	37
Religious Education – Child Safety	Lifespan Rel Dev (LRD)	38
Announcements in the Sunday Service	Worship Team	41

## **Governance Structure**

### **From Congregational Polity, in Theory and Practice. A Report by the Commission on Appraisal, UUA, June 1997**

Congregational polity sees no governing authority beyond those who elect the leaders for the congregation. A congregation has the right and responsibility to choose its own clergy, elect its own officers, direct them in the course of their duties, and replace them when necessary. There are no synods, bishops, or other persons empowered elsewhere with authority over a congregation.

### **From Article I Section 2 of the All Souls Constitution**

Its general purpose is to form a community of people who affirm and promote: {the seven principles}. Its general plan of operation is to maintain a ministry and regular Sunday services, together with other educational, social and charitable activities.

All Souls follows a modified policy governance model with a Board of Trustees comprised of twelve Board members elected by the congregation. Nine of the Board members serve three-year terms. The other three are the elected office positions of Treasurer, Assistant Treasurer and Secretary. These three serve one-year terms and are ex-officio members of the board with voting rights. The board elects the President and Vice President from its members each year.

The Board of Trustees is responsible for governance: articulating the mission, providing strategic planning, and ensuring that relevant policies exist to guide committees and staff, including the Senior Minister, in their work of executing the mission and strategic plan of the church. The Senior Minister, committees and staff do the daily, practical work of the congregation including making the decisions that must be made about what to do and how. The Senior Minister acts as CEO of staff and is accountable to the Board. The Board is primarily accountable to the mission of the church and, secondarily, to the congregation and to future members. Specific roles and responsibilities of officers are defined in the Bylaws.

The Administrative Committee is composed of the President, Vice-President, Treasurer and the three-year board member who is not a Liaison. It meets at least monthly preceding the Board Meeting to review all issues before the Board, ensure adequate preparation has been done and prepare the agenda for the Board Meeting. It works to help the Board operate effectively. It consults with the Minister on staff issues when necessary and works to maintain a harmonious and synergistic relationship between the Board and the Minister.

Six Board members serve as Council Liaisons. Each Council is a set of related committees. The Council Liaisons help their committees understand the church's strategic plan, help them comply with the relevant church policies, and advocate for their committees in Board discussions while staying in harmony with overall church interests. The Liaisons help maintain two-way communications between their various committees and with the Board. Each Liaison submits a brief written report summarizing their committees' activities to the Board each month and ensures that their committees submit their annual report to the church office each year.

## **Membership and Development Council**

The committees of the **Membership and Development Council** create the conditions for the health and growth of the church. **Membership** is responsible for visitor hospitality, new member classes, integrating new members and facilitating volunteer support. **Stewardship** is responsible for the annual pledge drive, pledging new members throughout the year and keeping in touch with members in a stewardship capacity and strengthening member commitment to the church. **Fund Raising** plans and executes fun fundraising events to supplement the pledge base. **Communications** oversees policies regarding the newsletter, the web site and other communication modes. **Caring Connection** provides lay support for pastoral needs of church members in cooperation with the Minister. **Small Groups** coordinates Small Group Ministries.

## **Congregational Services Council**

The committees of the **Congregational Services Council** provide venues for the intellectual and spiritual growth of the congregation and our friends. The **Forum** provides a platform for the discussion of controversial issues, especially those that involve moral values in our contemporary world. The **Lifespan Religious Development Board** fosters the personal and spiritual development of children, youth, and adults. The **Religious Services Committee/ Worship Task Force** and **Music Committee** provide stimulating and meaningful religious services in cooperation with the Minister.

## **Outreach Council**

The committees of the **Outreach Council**, independently and through the **Social Responsibility Board** (SRB), promote liberal religious values beyond All Souls, publicize these activities to the congregation and encourage both financial and volunteer support. There are many committees and groups in the Outreach Council including **Racial Justice, ReStart, Green Sanctuary, Interweave, Metro Organization for Racial and Economic Equity (MORE<sup>2</sup>), UU United Nations, Westport Cooperative Services, and Partner Church (Romania).**

## **Relational Groups**

The relational groups build social relationships among our members and friends. These groups include **The Aging Bulls, Bridge, Coffeehouse, Demeters, Dinners for Eight, The Men's Group, and The Women's Group.**

## **Assets and Administration Council**

The committees of the **Assets and Administration Council** provide attractive and functional physical space and smooth administrative operations for the church. **Building Use** develops and oversees rental and building use policies for outside groups, members and non-members. **Simpson House** oversees Simpson House operations and building maintenance. **Facilities** maintains the church building and infrastructure. **Grounds** maintains the lawn, playground, parking lot, gardens, and trees on the church property. **Finance** manages the Church's financial assets, prepares the annual budget, and monitors budget compliance. **Endowment** manages the church's Endowment Trust.

## **Council on the Institution**

The committees of the **Council on the Institution** assure responsible lay governance and effective professional ministry of the church. **Nominating Committee**, elected by the congregation, carries out duties as charged in the bylaws. The **Committee on Ministry** carries out duties as charged in the bylaws. **Audit**, elected by the congregation, provides periodic internal auditing services as charged in the bylaws. The **Human Resources** establishes personnel policy regarding the church's employees.

This description replaces the following policies:

Governance Structure (adopted 1995, last revised 2000)  
Organizational Structure (adopted 1997, last revised 2001)  
Council Liaison Guidelines (adopted 1992, last revised 1999)

Responsibility: Board  
Adopted: August 2011

## **Committee Guidelines**

Committees are groups authorized by the Board of Trustees, and/or in special cases by the congregation, to address the program and functional needs of the church.

### **A. General Guidelines**

1. Committee program years shall be July 1 through June 30th.
2. All committees shall prepare and submit written annual goals for review by the Board of Trustees by August 1.
3. All committees shall prepare a written report by April 20 for inclusion in the Annual Report to the Congregation.
4. All aspects of committees, including membership, goals, and methods, are subject to approval by the Board of Trustees.
5. If a committee has been separately chartered by the congregation or Board of Trustees, the provisions of that charter shall have precedence over these general committee policies/procedures.

### **B. Membership**

1. Members of the following committees shall be voting members of the church: Committee on Ministry [named changed August 2001 from Ministerial Relations Committee], Endowment, Facilities, Finance, Membership, Nominating Human Resources, Search Committee, and Stewardship Committee. Membership of other committees may include friends of the church..
2. Committee membership shall be by approval of the Board of Trustees or by vote of the congregation. Candidates for membership may volunteer, may be recruited by the Nominating Committee, or may be suggested through other resources.
3. Recommended length of service is a three-year term with a limit of two consecutive terms.
4. No individual should serve on more than two regular committees.

### **C. Leadership**

1. Committee officers shall be members of the church.
2. Committee chairpersons must be approved by the Board of Trustees. Committees may elect a person to recommend to the board, or the President of the board may appoint a chair with concurrence by the board.
3. The recommended length of service as chairperson of a committee is two years. No individual should chair more than one committee.
4. Other officers, such as secretary and treasurer, may be designated by the committee as needed and appropriate.

D. Responsibilities of the committee chairperson include:

1. Recommend members for the committee in consultation with the Nominating Committee.
2. Provide new committee members with information about the committee, including the written Committee Description and other appropriate policies and procedures.
3. Work with the committee to set goals and communicate those goals in writing to the Board of Trustees.
4. Schedule meetings on a monthly or asneeded basis and ensure that members receive timely notification of meetings.
5. Develop agendas, conduct meetings, and delegate tasks to accomplish the goals of the committee.
6. Assure that committee minutes and expense records (if applicable) are kept, and that a copy is forwarded to the church office and a copy is passed on to succeeding chairpersons.
7. Report to the committee's board liaison, or to the board president if the liaison is unavailable, any items that need to be addressed by the board.
8. Prepare a proposed budget for the upcoming year if appropriate and submit to the Finance Committee by February 1<sup>st</sup>.
9. Submit an annual written report to the board by April 20th.
10. Participate in the annual board/committee chairs/organization leaders retreat and in other churchwide leadership events.

E. Meetings and Events:

1. All committee meetings shall be placed on the church calendar by notifying the Office Administrator of their date, time, and location at least 5 days before the meeting. Events and activities should be put on the church calendar in May or June, when possible.
2. Committees are encouraged to hold meetings on the church premises to allow easy access for committee members and interested congregation members.

Responsibility: Board  
Revised: June, 1999

## Member Status Policy

This policy provides guidance for certifying the number of members reported to the UUA by February 1 of each year and for certifying members for voting at congregational meetings. The number reported to the UUA will be a count of Voting Members.

The church office shall maintain a database of all individuals who have expressed an interest in the church and have completed the visitor's form. Each individual in the Membership Database will carry one of several Status Codes: Voting Member, Non-voting Member, Friend, Visitor, Child, Inactive, or Deceased.

When an individual first visits the church, s/he will be entered into the database along with the date of visit with a status of Visitor. When an individual signs the membership book, s/he becomes a Member, and that date is recorded. The person is a Voting Member if a contribution of record is made and a Non-voting Member if not. A contribution of record is defined as an officially recorded contribution of money.

An individual is changed from Voting Member status to Non-voting Member status when s/he has not made a contribution of record during the current or prior fiscal year.

An individual is changed from Voting, Non-voting, or Friend status to Inactive status when the member or friend has resigned or moved away. A member or friend who has moved away may be retained as a Friend if so requested.

Non-voting Members' status will be reviewed each year. If a Non-voting Member has been active with the church within three years, their status will be unchanged. Otherwise, an effort will be made to discern if they wish to continue being a member. If no response is received, their status will be changed to Inactive.

A list of members being changed to Inactive status will be confirmed by a vote of the Board of Trustees.

Visitors' status will be reviewed after at least one year from their first visit date. If a Visitor has been active with the church by volunteering or contributing over the span of a year their status will be changed to Friend, otherwise they will be deleted from the database.

The Membership Committee will review membership statuses at least two times each year: in January to determine the membership count for UUA dues and in May to determine the voting roster for the Annual Meeting.

This policy replaces the Membership Policy and Status Tables  
(adopted 2002, last revised 2003)

Responsibility: Board

Adopted: August 2011

## Member Status Benefit and Responsibility Table

	<b>Voting Member</b>	<b>Non-Voting Member</b>	<b>Inactive</b>	<b>Friend</b>	<b>Visitor</b>	<b>Staff</b>
<b>Votes in church elections</b>	Yes	No	No	No	No	No
<b>Dues paid to UUA &amp; PSD</b>	Yes	No	No	No	No	No
<b>Makes a contribution of record</b>	Yes	No	No	Maybe	Maybe	Maybe
<b>Contacted during pledge drive</b>	Yes	Yes	No	Yes	No	No
<b>Listed in directory</b>	Yes	Yes	No	Yes	No	Yes
<b>May serve on the Board or a key committee*</b>	Yes	No	No	No	No	No
<b>May serve as a committee officer</b>	Yes	No	No	No	No	No
<b>Receives newsletter</b>	Yes	Yes	No	Yes	Yes	No
<b>Receives UU World</b>	Yes	No	No	No	No	No
<b>Participates in church activities and programs</b>	Yes	Yes	No	Yes	Yes	Yes
<b>Receives church governance news</b>	Yes	Yes	No	No	No	Yes
<b>Access to Members-Only Facebook and Web pages</b>	Yes	No	No	No	No	No

\*Key Committees: Nominating, Committee on Ministry, Audit

We also carry statuses of Child for children of members, friends, and visitors and Deceased for members who have died.

## **Affiliated Organizations**

Affiliated organizations are formed to meet needs and interests of specific groups of people within the church and are officially identified with the church.

Responsibilities of affiliated organizations:

- A. A statement of purpose and objectives shall be submitted to the Board of Trustees and kept on file in the Church office in the Operations Manual.
- B. An annual report of the Affiliated Organization, including a financial statement, shall be submitted by April 20th for inclusion in the Annual Report to the congregation.
- C. Affiliated organizations shall elect their own officers, who shall be voting members of a local UU organization.
- D. Fund raising activities (to include Sunday meals, lobby sales, merchandise sales etc.) and expenditures that affect the church shall be approved in advance by the Board of Trustees. (See Fund Raising Policy)
- E. Affiliated organizations may use the name of the church in written materials and in announcements and activities. They shall not orally or in writing represent positions on behalf of the church without an official vote of the congregation supporting those positions or written approval of the Board of Trustees.
- F. Affiliated organizations shall make an annual pledge to the church.
- G. Affiliated organizations in good standing may use the church facilities for meetings and events sponsored by them and open to the public by complying with policies on Church Building Use.
- H. If an affiliated organization terminates its existence, any assets of the organization shall become the property of the church.

Responsibility of: Board

Revised: January 1991

Revised: July 2001

## **Conflict Resolution Process and Procedure**

### Rationale & Principles

To seek the truth in love.

Conflict is inevitable in any community of persons engaged in creating meaning in their lives. A congregation can anticipate incidents of conflict and plan for their healthy resolution. Managed well, conflict contributes to the growth of the individual and the community.

To dwell together in peace.

Most of the time, persons who encounter conflict are able to resolve the matter without assistance from others. However, some situations may arise that are not easily resolved. Left unresolved, the conflict may threaten the fabric of the community and/or disrupt the functioning of the church.

To help one another.

This policy sets forth procedures that may be initiated by any person in the church community (friends, members, staff, and minister) when he or she wants assistance resolving a conflict with another person, persons, or group in the church, including conflicts between staff and members.

Goodwill is the spirit of this church and service is its law.

It is impossible to devise a list of unacceptable behaviors upon which we would all agree. Rather, we seek to affirm the principles of the covenant we have entered into with one another. These principles form the basis for guidelines about behaviors we seek to promote and hold to as a community.

Guidelines We are not alone in our efforts to establish a basis for how we treat one another. The UU Church of Elgin, Illinois developed guidelines by seeking input from children and adults in their congregation. We adopt those guidelines for our congregation, not as commandments but rather as reflections of the principles in our covenant and to set a tone for our interactions.

We are a community of volunteers. We are responsible for working to make this a welcoming congregation. We remind each other of the principles of this church. We are respectful of the rights of others to be heard, to be treated with kindness, and to be safe. We treat others as we would like to be treated. We are a church family—we look out for the welfare of others. We help each other and seek help when we need it. Adults help adults. Children help children. Adults help children. Children help adults. We believe that everyone has a right to share in and enjoy church activities and food. We take only our share.

We are all responsible for protecting and taking care of our church property and for cleaning up after ourselves. The inside of our church is a special place. It is a place to walk, to speak in a quiet tone and to look out for others.

## Procedures for Conflict Resolution

- Personal Interaction. If a person feels another person or persons in the church community (friends, members staff, and minister) have violated the principles of the covenant, we encourage respectful confrontation and discussion between the parties involved. These conflicts include those between staff and members, member and member, member and minister. We share responsibility for making this a safe, welcoming and inclusive church community in which we treat others as we would like to be treated.
- Committee on Ministry. If discussion between the parties involved does not resolve the conflict, the individual concerned about a conflict may ask to speak informally with any member of the Committee on Ministry in an attempt to gain a different perspective on the situation or to explore new strategies for dealing with the conflict. The names and phone numbers of Committee on Ministry members can be accessed easily by calling the church office.

Alternatively (or subsequently to the above step), the individual may chose to bring his or her concern about the conflict to the whole committee. At that point the process becomes formalized. Confidential notes will be taken by the committee secretary at all meetings, and other parties involved in the conflict will be invited to present their perspectives. The committee's responsibility at that point is to assist the parties in developing a mutually agreeable resolution to the conflict.

If either party desires an alternative group to the Committee on Ministry, he or she may petition the Board President to appoint an ad hoc group of persons to hear the matter. The Board President will then appoint a group of five persons from among the list of currently active past Board Presidents, and they will work to assist the parties in developing a mutually agreeable resolution to the conflict. The Past Board Presidents Ad Hoc Group is an alternative to the Committee on Ministry at the onset of the conflict resolution process; it is not a recourse if someone is unhappy with the results of the Committee on Ministry's conflict resolution process. Recourse is addressed in Step 3.

The Committee on Ministry or Past Board Presidents Ad Hoc Group [hereafter referred to as the committee] may seek information from other persons who have knowledge of the conflict, emphasizing confidentiality in all its deliberations and to all with whom the committee interacts. The committee may also draw upon the expertise of professionals (including, but not limited to, doctors, educators, lawyers, law enforcement officers, social workers, and psychologists) as they deem appropriate, again with a clear understanding of confidentiality. In some instances the committee may determine that the level of mediation needed is beyond their level of expertise, and they may ask if all parties would agree to meet with a professional mediator. If all agree, the church will pay for those services, subject to any funding limitation. The Board of Trustees shall by resolution establish the processes by which a mediator is selected and employed. An individual may also request the services of a mediator, and if all parties agree to meet with a mediator, the initiating person would bear the cost of those services. The committee will work

with the parties to assist in conflict resolution. However, sometimes the best that can be achieved in resolving a conflict is for the parties to define parameters of behavior that will minimize the impact of the conflict in the church community. For example, parties might agree to cease written or verbal communication, refrain from discussion of the matter with others, voluntarily suspend participation for a time in activities that have given rise to the conflict in order for tensions to subside. The emphasis at this point of resolution is for all parties to be involved in setting the boundaries that allow each person room for his or her struggle to be authentic, yet within the context of and with an emphasis upon the greater welfare of the church.

3. Board of Trustees. If (1) any of the parties involved refuse to work with the committee or the work is not successful, or if any of the parties involved refuse an offer of mediation or if the mediation is not successful, and (2) if the offending party continues to engage in the behavior, and (3) if the committee finds that the behavior generating conflict does violate the covenant, the committee will refer the matter to the Board of Trustees.

The Board will review the situation, giving all parties one additional opportunity to present their perspective. The parties involved may bring one advocate with them to the meeting. The Board may seek information from other persons who have knowledge of the conflict, emphasizing confidentiality in all its deliberations and to all with whom the committee interacts. The committee may also draw upon the expertise of professionals (including, but not limited to, doctors, educators, lawyers, law enforcement officers, social workers, and psychologists) as they deem appropriate, again with a clear understanding of confidentiality. Following the review, the Board will render a final decision in the matter. The primary concern guiding decisions shall be the overall welfare of the church.

The Board is authorized by the Congregation to take action as they deem in the best interests of the church. Such action could include, but not be limited to, asking one or more or all parties to leave the church until such a time that they can participate without harming the social fabric of the community. This action is subject to review within 90 days upon written notice to the Board of Trustees by any party.

These procedures provide many opportunities for healthy conflict resolution prior to reaching the Board for review. We encourage members of the church community to hold the greater good in high regard as they consider their complaints. To that end we may all live our covenant:

Goodwill is the spirit of this church and service is its law. This is our great covenant: To dwell together in peace, to seek the truth in love, and to help one another.

The Congregation hereby authorizes the Board of Trustees, in its discretion and without a further vote of the congregation, from time to time, to modify and supplement the "Process and Procedures for Conflict Resolution" to improve its

operation, and in such event the Board of Trustees shall notify the congregation within a reasonable time thereafter.

Amended and Adopted at Congregational Meeting on 9/30/2001

Responsibility of: Board of Trustees

## **Congregational Resolutions**

Resolutions from the congregation for adoption by the Church may be considered under the following groupings:

### **A. General Resolution**

- A General Resolution is one that deals with issues of public policy and which, taken as a whole has as its purpose the proclamation of the congregation's position on a public issue. Such a resolution could be submitted by a member of the Church, a committee, a Council or the Board. A member may submit only one such resolution to be considered for the first time at any congregational meeting. Such a resolution shall be submitted to the Board or another body designated by the Board at least 45 days prior to the congregational meeting at which it is to be considered and must be mailed to each voting member of the Church at least fourteen days prior to the date of the meeting through an official publication of the Church.
- Each General Resolution should be written in three parts to include an ethical/theological statement, a preamble stating facts and the operative paragraph specifying actions to be taken. It should be accompanied by a bibliography of documentation which may be used for educational purposes by the congregation.
- Two such resolutions may be approved at each congregational meeting, by a majority vote, for further study and a final vote at the following congregational meeting.

### **B. Resolution on Congregational Life**

A Resolution on Congregational Life, unlike the General Resolution, directly affects the life of the Church. Such a resolution shall be submitted to the Board or another body designated by the Board at least 45 days prior to the congregational meeting at which it is to be considered and it must be mailed to each voting member of the Church at least fourteen days prior to the date of the meeting through an official publication of the Church. Such a resolution can be submitted by a voting member, a committee, a Council or the Board of Trustees.

### **C. Resolution of Immediate Witness**

A Resolution of Immediate Witness is one concerned with an event that has occurred since the deadline for filing other resolutions or will occur before a resolution dealing with it can be voted on by two successive congregational meetings as a General Resolution. It may be introduced at a congregational meeting only upon the presentation of petitions signed by 15 percent of the voting members of the Church. The text of the Resolution of Immediate Witness must be submitted with the petitions. If a congregational meeting is not scheduled within a time deemed appropriate by the proponents of the resolution, they may request a special meeting pursuant to the provisions of Article IV, Section 2 of the Constitution. Responsibility of: Board Administration Committee

Adopted: November, 1993

Revised: June, 1999

## **Goal Setting Process for Minister and Board**

January: Board of Trustees reviews progress toward goals and makes adjustments if needed in Board meeting. Minister in conjunction with Committee on Ministry chair and Board President review progress toward minister goals and make any modifications if needed.

May: Minister, Committee on Ministry chair and Board President review goals and assess progress. Board and Minister review progress at May Board meeting and make recommendations for the next church year. Board selfassesses progress and provides report for the incoming Board.

Responsibility: Board  
Adopted: May, 2002  
Revised: March, 2005

## Hiring Members for Services

It is the policy of All Souls UU Church that members and friends of the congregation may be hired to perform services or contracted with for services so long as the following guidelines are met:

- The service is one which the member or friend is qualified to perform.
- The service is one needed by the church and would benefit the church.
- The expenditure is covered by the budget and is approved by the Board of Trustees.
- The expected charges do not exceed the normal range for similar services, and the service provider is not recognizing financial gain beyond that which would be received from any other providers of the service.
- No church member who seeks to contract with the church to provide a service or product may take part in the voting or approval process regarding that project.
- The Board of Trustees must approve all contracts for services that involve payment to a church member or designated "friend" of the church or his or her family, or his or her place of employment when the amount is \$500 or more.
- If the contracted amount is \$1,000 or more, the Board requires that at least two nonmember estimates be obtained when possible.

It is anticipated that these kinds of opportunities will be favorable to both the church and the member, and that conflicts should be minimal. If, however, disputes arise concerning any product or service provided by a member of the congregation, it will first be referred to the appropriate governing committee, and if not resolved at that level, brought to the attention of the Board liaison for that committee, and ultimately to the attention of the Board of trustees.

If dispute resolution cannot be achieved, the Board may reserve the right to pay for services rendered to the point of dispute, and cancel any further financial obligations to the member for the service or product.

Responsibility: Board  
Adopted: December, 2000

## **Partisan Political Policy**

Partisan political candidate and/or party literature, including signs, shall not be displayed or distributed inside church structures except at rental events, UU Forums on partisan topics, or candidate forums or similar events.

Responsibility: Board Administration Committee Adopted, August, 1999 revised December, 2002

## **Policy on Policies**

Policies are written statements approved by the Board of Trustees that provide guidance on how the church conducts its affairs.

When a policy is reviewed and updated or new one developed, it will be presented to the Board of Trustees for tentative approval. The policy will then be posted in the Communications Center for at least two weeks for review by the congregation and a notice will be placed in the newsletter identifying the policy that is changing. The Governance Team and the Board will review feedback and suggestions and make further updates as needed. The revised policy will be considered for final approval at the next board meeting. Some changes will be minor housekeeping where the Communication Center posting is an FYI for the congregation. Others changes may require some detailed language crafting with the committees involved or even congregational church chats.

Responsibility: Board of Trustees  
Adopted: August 2011

## **Proposals to the Board of Trustees**

Any church member who wishes to recommend something to the Board may fill out the appropriate form, as completely as possible, and have it at the church office on Monday of the week prior to the next Board meeting. Exceptions to the deadline would be made for (1) emergency items that arose too late for the Board mailing at the discretion of the Council Liaison in conjunction with the Board President, and (2) amended recommendations as a response to a proposal received in a previous mailing.

Any Board member receiving a request outside his/her council liaison assignment to report to the Board should refer that request to the proper council liaison. The council liaison has responsibility to ensure the proper procedures are followed and that the request is appropriate. Where possible the council liaison will present the recommendation; however, the requester is always welcome to come to the board meeting to answer questions.

Responsibility: Board  
Adopted: January, 1999  
Revised: June, 1999

## **Board Proposal Form**

Proposal for Board Action

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Committee: \_\_\_\_\_

Proposal: What is the proposal you would like the Board to consider?

Rationale: What is the rationale for the proposal? Why do it? How will it benefit the church?

Budget Impact:

If applicable, what is the financial impact of the proposal? What will it cost and what are the identified sources of income?

Communication: What committees are affected by this proposal and what are their reactions to it? Please indicate to whom you have talked and their responses regarding the proposal.

## **Building Use Policy (Excludes Simpson House)**

### **A. General Policy**

As a valuable community asset, the church building is to be made widely available to groups whose activities are consistent with the church's mission. Church activities and groups have priority over outside groups, and all church activities have priority over activities of specific church groups. Funeral or memorial services for members and their immediate family will be given priority at the discretion of the minister or the president of the Board of Trustees. Fees are set by the Board of Trustees based upon the recommendation of the Building Use Committee, after consultation with the Facilities, Finance and Social Justice Committees and church staff. Fees will be reviewed every two years, and shall be based on costs to own, staff, operate and maintain the Church, as well as comparable fees charged by other churches. (Note: Tax law discourages fees intended to make a profit, and the rental of space to any for profit activity or business.) Except as noted, the execution of this policy is the responsibility of the Board of Trustees, the Building Use Committee and the Office Administrator.

### **B. Building Use**

At Reduced Fees Periodically, nonprofit organizations and other groups request use of space at All Souls Unitarian Universalist Church. When requests of a social justice nature are received by the church office, they shall be reviewed by the Building Use Committee in conjunction with the Social Justice Committee. The Chair of the Social Justice Committee (SJC) will present such requests to the next meeting of the committee for consideration. The Chair may poll members by phone if the SJC meeting will occur after the requesting group wants to schedule the event, or has some other similar need for a prompt response to their request. The Social Justice Committee is encouraged to make such decisions as objectively as possible, but it is acknowledged that some subjectivity will be part of this process. Some basic criteria that might be considered include the following: The organization's mission (a written statement of their purpose should be provided); The organization's goals and principles should be compatible with Unitarian Universalist values and purposes; The organization is trying to serve unmet social needs or address immediate social issues in an apolitical way (seeking to educate and inform, but does not lobby nor endorse political candidates or parties); The organization has no other or few options of where to meet. A group which is generally accepted by the mainstream population may have a number of choices for meeting places, whereas a more controversial group may have few possibilities. All Souls has a responsibility in cases of this sort to provide space for public expression and or service (self-help groups for example).

Geographic appropriateness may also be a factor. If an organization is conducting other activities in the vicinity, or if its membership is primarily drawn from our area, even though it might have a variety of space opportunities, the decision to house at All Souls UU Church might be weighed more heavily in the group's favor. Any nonprofit or volunteer organization may request free usage or reduced rental fees. If the group requesting space is able to pay, onehalf of the hourly fee rate

should be assessed. (See ASUUC Fee Schedule.) If the group is just starting up or struggling, arrangements shall be made for its meeting(s) to be held without charge when janitorial staff will already be on the premises. If unscheduled janitorial time is needed, the group should pay the church's hourly custodial cost (\$15.00), or \$1.00 per person attending the meeting.

#### C. Use by Members, Committees and Affiliated Organizations

Members who support the church shall have free use of church facilities for up to three hours for weddings, ceremonies (such milestones as 50<sup>th</sup> anniversary or retirement) and memorial services. Fees will be charged for a reception or any extra custodial time needed. Committees and affiliated organizations shall have free use of church facilities during regularly scheduled custodial and/or staff hours for regular meetings, social events and fundraising activities which benefit the groups or the church as a whole. Church use outside of regularly scheduled custodial/staff hours will also be free if the committee or affiliated organization provides a trained volunteer to be responsible for security, setup and cleanup. The volunteer shall be given a pass code and keys from the office staff and receive training on close-up and entry procedures as approved by the Facilities Committee. Designation of the volunteer and scheduling for training shall be specified in the use agreement. If a trained volunteer is not provided, the committee or affiliated organization shall pay an hourly fee of \$15.00 for each hour (or portion thereof), custodial staff has to work beyond regularly scheduled hours.

#### D. Use by NonMembers

Nonchurch, not for profit organizations shall pay 50% of the regular rental fees with the following exceptions: public service/interest groups, groups addressing social issues, and self-help and support groups will only have to pay for extra custodial costs, and these costs may be waived if the group's presence does not result in any additional custodial work (that is, they should pay for special setups, or major rearranging of furniture, etc.). Nonprofit groups may barter their services or talents in exchange for free use of the church. No nonchurch organization may claim, either explicitly or implicitly, that their organization is endorsed or supported by All Souls.

#### E. Contract

All renters must sign a contract agreeing to the conditions stated therein and to any relevant provisions stated below. The contract shall serve as a binding agreement between the user and All Souls Unitarian Universalist Church.

#### F. Insurance

Insurance shall be required for use not covered by the Church's policy or for additional coverage.

#### G. Single Event Use Fees and hours

Fees and hours will be established by the Board of Trustees based on recommendations by the Building Use Committee. All events must conclude by 11:00 p.m.

Confirmation: Confirmation of the user's reservation is dependent upon receipt by the church of a deposit of 50% of the rental fee and 100% of the damage deposit, together with the rental contract signed by the responsible party. The damage deposit is refundable but the rental fee is not unless written notice of cancellation is received at least 14 days prior to the event. Any balance due must be paid at least seven days prior to the event, with the exception of memorial services.

Deposit: Damage deposit fees as set by the Board of Trustees are required in addition to the rental fee. This deposit is refundable after the event if there is no damage or loss to the building or grounds and if the terms of the contract are followed. If there is damage or loss or if the terms of the rental agreement are not followed, the deposit will be used to cover the costs of additional cleanup time, repair or replacement. The Custodian/Sexton or other church staff member shall make a written report of the extent of damages as well as estimated or actual time and costs for cleaning and/or repairs. Staff shall take photos if deemed necessary for documentation. The renter shall pay for any loss (expenses), in excess of the damage deposit. Total forfeiture of deposit may occur if the renter fails to meet the general terms of the rental agreement. Amount refunded is at the Office Administrator's discretion. Users may appeal, in writing, to the Building Use Committee.

Access: Access shall be limited to the times specified in the use agreement. Users shall pay the standard per hour fees for any additional time before or after.

#### H. Periodic Use

Fees and hours: Fees shall be negotiated with the user by the Building Use Committee. The standard hourly rates may be reduced as deemed appropriate and suitable and special provisions made for custodial services, access to the building through a trained volunteer, damage deposits and other conditions and needs. User fees will provide for a fixed, regular charge and predetermined amount of time for each use; and, users will also pay an equivalent rate for each one-half hour of actual use in excess of their contracted time.

Confirmation: Regular users (weekly, daily, monthly), shall pay in advance monthly (i.e. by the first of each month) or if they wish, for a quarter or whole year. No rental agreement is binding until the full damage deposit has been received.

Damage Deposit: Damage deposit fees will be based on the regular fee schedule. Full payment of the damage deposit and prepayment of user fees will be required prior to actual use. The damage deposit should be received at least 10 days before

the first use. There will be no charge if the user) cancels scheduled use at least 2 weeks prior. There will be no charge if a meeting is canceled because of severe weather conditions, and the church was notified no later than one (1) hour before scheduled use but not later than 5:00 p.m.

Access: Access shall be limited to the times specified in the use agreement. Users shall pay the standard per hour fees for any additional time before or after.

## I. General requirements, conditions

Alcohol: Wine, beer and champagne may not be sold, but may be served in exchange for a donation. The group or individual user is solely responsible for compliance with laws pertaining to alcoholic beverages and the sobriety of their guests. Nonalcoholic beverages must also be offered. No beverages are to be served, dispensed or taken into Bragg Auditorium except when users/ guests are seated at tables for a dinner or meal.

Equipment: All Souls Unitarian Universalist Church has a number of chairs and tables which may be reserved for use at no additional cost. If the event requires a special room setup, the hourly custodial fee may be charged. Any other needed equipment is the responsibility of the user. Delivery and pickup scheduling must be cleared through the Office Administrator. Use of electrical equipment is limited to, and must be compatible with, the existing 20 ampere circuits available. No special hookups are permitted or authorized. Removing any electric switch panel to connect directly into the power is a dangerous practice and is not permitted.

Kitchen: The kitchen may be rented for "setup" such as a pot luck dinner or for food preparation by a caterer. Guidelines posted in the kitchen must be followed. Any other use of the kitchen needs to be approved by the Facilities Committee in advance.

Enforcement: Church personnel (minister, membership coordinator, administrative assistant, director of lifespan religious education, custodian/sexton), have full authority over all church property and the enforcement of these policies.

Pianos: The grand piano in Bragg Auditorium is available for a rental fee of \$150 and the permission of the Music Director. It is not to be used without advance arrangements and prior payment of the piano use fee. This piano is not to be moved without advance permission and is to be moved only by church personnel or under their supervision. If desired, this piano will be tuned for an additional \$75 fee (the piano is tuned every three months). Other pianos, including an electric piano are available for a rental fee of \$50.

Sound System: Only trained office staff or volunteers can use the sound system. Arrangements for a sound technician can be made through the Office Administrator. The volunteer sound tech shall be paid \$15 per hour, from the \$30 user fee.

Litter and debris: No loose confetti may be used. Potpourri, birdseed or rice used may be used outside only. If candles are used, an extra cleanup fee will be charged (held back from the damage deposit) for any drippings on surfaces or carpeting.

Noise: Renters will be expected to abide by the Kansas City Noise Control Code. Between the hours from 10:00 p.m. to 7:00 a.m., sound levels may not exceed 55 decibels, and shall not exceed 60 decibels at any other time. Music must cease by 11:30 p.m. The church's staff person on duty has authority to require users to keep noise at a reasonable level within the above requirements.

Smoking: Smoking is not allowed inside any church building space. Smokers are requested to not smoke within 20 feet of entrances and to use the ash containers provided outside the building.

General behavior: Users will extend full courtesy and consideration to others in the building. Users will be responsible for behavior of their children and shall not leave any child(ren) unattended or unsupervised. There shall be no deliberate abuse of facilities or equipment.

All Souls Building Use Policy first enacted by the Board of Trustees: March 1994

Responsibility of: Buildings Use Committee, Office Administrator

Last approved as revised: October, 2001

## **Room Reservation by Church Groups**

- A. All church groups meeting on a regular basis are expected to reserve meeting space on an annual basis in June. Sponsored and allied groups of the church can reserve church space by following the procedure outlines in the Building Use section and contacting the office staff.
- B. Ad Hoc committees and specially called meetings need to reserve space at least ten days in advance by contacting the office staff. If less than seven days' notice is given and no other activities are on the calendar, request for space may be denied at the discretion of the office administrator.
- C. Equipment needs (easels, flip charts, TVs, VCRs, easels, a screen, and an overhead projector ) and furniture placement need to be communicated when making the room reservation.
- D. Smoking is not allowed inside any church space or Simpson House.
- E. Alcoholic beverages may be served in the church lobby at churchrelated functions. Sales of alcoholic beverages are not allowed; however, a donation per drink may be suggested. The church prefers that only nonalcoholic beverages be served.
- F. The use of Styrofoam for drinking or food service is discouraged at churchrelated functions.
- G. Coffee service (to include hot water for tea and decaffeinated coffee) will be available upon request with a basket set out for payment.

Responsibility of: Buildings Use Committee

Adopted: December, 1991

Revised: June, 1999

Revised: July, 2001

## **Maintenance Contracts**

For capital projects expected to cost more than \$50,000, a special task group will be established to oversee financing and contracting for the project.

For work on the church building, Simpson House or grounds expected to cost less than \$50,000 but more than \$2,500:

The Facilities Manager will seek bids from at least three qualified contractors. Bidding is not required if the church has an on-going relationship with a contractor able to do the work for a reasonable price.

The appropriate committee or chair (Facilities, Simpson House or Grounds) will select the bid they believe will provide the best value to the church.

The Finance Committee will identify and verify sources of funding and determine if a special fundraising effort is needed. Preferred sources of funding are the Maintenance Reserve Fund for Simpson House maintenance and the church building and grounds or the Simpson House Renovation Fund for Simpson House Renovations as defined in the Simpson House Policy.

The Board of Trustees will approve the expenditure and the Board President will sign the contract. A copy of the contract will be kept in the church office.

If a maintenance need arises that requires immediate attention and is expected to cost more than \$2,500, the Facilities Manager will consult with the Minister, Board President and Facilities Chair and make arrangements to resolve the need in a manner that is timely and provides the best value to the church. The Board President will approve the expenditure.

The Facilities Manager will keep the appropriate committees informed of any work on the church buildings and grounds that is being hired out by the church and may authorize projects that are within the budget for Facilities.

This policy replaces:

Bidding Process: Adopted 1993, revised 1999

Construction Projects: Revised 1999 and 2001

Responsibility: Facilities Committee

Adopted: January, 2012

## **Renovation Of Building And Grounds**

To assure that any change in the building is consistent with the overall building plans, that timing conflicts do not occur (e.g, roof debris does not fall on newly purchased play ground equipment), and that duplication is avoided, please adhere to the following policy and procedures concerning renovation of the buildings and grounds):

### **Policy:**

Any proposed changes to the structural elements and finishes of the church building or to the landscaping or other configurations of the grounds shall be reported to the Facilities Committee, with sufficient time for the Facilities Committee to consult any interested parties (i.e. individuals, committees, affiliated organizations, board, staff, the architect and/or the congregation.)

### **Procedures:**

A. When a proposed change comes to the attention of any committee chair or a member of the Facilities Committee, that person will inform the Facilities Committee Chair. The Facilities Committee will contact any interested parties, hold meetings, if necessary, and determine: a. if the proposed change fits the overall plan, b. if the timing of the proposed change fits with other projects and c. that there is no duplication.

B. The Facilities Committee will report to the party(ies) suggesting the change. If appropriate, more meetings may be held. The Board will be notified. The congregation may be asked to vote.

Responsibility of: Facilities Committee

Adopted: November, 1995

Revised: January, 1999

## **Budget Guidelines**

Each year, the Finance Committee prepares a balanced budget, which is presented to the Board of Trustees for approval and then presented to the Congregation for approval at the annual meeting. The Board of Trustees may adjust the budget during the fiscal year to account for circumstances that were not foreseen at the time of the annual meeting.

The basic budget is an historical carry-forward of the previous year. This captures the basic on-going expenses of running the church at the same staffing levels and captures the historic sources of revenue. Each year the board considers changes to the budget reflecting changes in the operations and priorities of the church as well as changes in revenue from pledges and fundraising capabilities.

Any budgeted net profit from Simpson House is transferred to church income as of June 30. Any Simpson House net profit in excess of the budgeted amount is transferred to the Maintenance Reserve.

### Priorities:

Loan payment  
Insurance  
Utilities  
Staff salaries and health insurance

Minimum administrative expenses  
Minimum dues to PSD and UUA  
Minimum membership and stewardship  
Minimum program expenses  
Staff pensions  
Minimum social responsibility commitments

Full administrative expenses  
Full program expenses  
Full dues to PSD and UUA  
Maintenance reserve  
Full membership and stewardship  
Full social responsibility commitments

Allocation of a portion of Endowment Distribution funds to specific Social Justice initiatives

Responsibility: Finance Committee  
Adopted: October 2011

## **Financial Controls**

### **Recordkeeping**

All deposits and payments are recorded in the church Financial Database in a timely manner.

Individual checks and other financial contributions from members are recorded in the Membership Database. If the contribution is mailed in, the date received will be the postmark date. Contribution statements for tax filing purposes are sent to all members and friends with contributions for the year each January.

The Assistant Treasurer reconciles the Financial Database and the bank, brokerage, and loan statements each month.

The Assistant Treasurer produces a monthly church financial report that accounts for all financial transactions for that month. Reporting is on a cash basis. This report is reviewed and approved by the Finance Committee and the Board of Trustees and is posted in the Communications Center and filed in the office. A summary is posted on the church web site.

### **Cash Reserves**

Sufficiently liquid assets must be maintained at all times to meet payroll, reasonably expected claims on custodial accounts, and other anticipated debt payments in a timely manner.

### **Deposits**

The Office Administrator is responsible for all deposits being made in a timely manner.

The Office Administrator provides the Financial Administrator with a detailed allocation by category of money deposited.

Groups that collect money for fundraising or other activity will turn in the money to the Office Administrator for deposit. The deposit will include documentation showing the category to which the funds are to be credited and the total amount of the deposit.

### **Checks**

All checks are generated from the Financial Database and are prepared from properly approved check requests or invoices by the Financial Administrator. The person signing the check may not be the approver of the request. The person receiving the check may not be the approver of the request or signer of the check.

All checks, accompanied by proper documentation, are signed by the Treasurer or other approved signer.

The Financial Administrator keeps the documentation on file and available for review for at least 10 years.

**Invoices**

All payments of invoices are recorded in the Financial Database in a timely manner.

The Financial Administrator keeps a copy of the invoice on file and available for review for at least 10 years.

**Contracts**

The Board President signs all contracts. Contracts are kept on file in the office. Contracts of \$5,000 or more and all contracts and agreements involving staff and other personal services to All Souls shall be reviewed by the Audit Committee, which will respond with comments or recommendations to the board within ten days.

This policy replaces:

Check Issuance on Operating, Reserve and Capital Accounts (adopted 1996, last revised 1999)

Reimbursement of Members and Staff (adopted 1992, last revised 1999)

Responsibility of: Finance Committee

Adopted: August 2011

## **Simpson House Policies**

The Simpson House Committee has responsibility for on-going oversight of operations and maintenance of the Simpson House.

The church may budget a specific amount of net income earned from Simpson House (exclusive of table and chairs rental) to be transferred to church income. Any annual net income in excess of this amount will be transferred to the All Souls Maintenance Reserve.

Income generated from rental of Simpson House table and chairs is deposited into a custodial account, known as the Renovation Fund. This fund is used only for renovation expenses, as recommended by the Simpson House Committee. "Renovation expenses" are expenses that seek to restore or preserve the ability of Simpson House to communicate its historic and cultural meaning through its structure and grounds, or to preserve or enhance the original physical features of the property. Any portion of usual and customary maintenance and repair expense, which can be attributed to special materials or labor, which restore or preserve the historic or cultural meaning or features of Simpson House, may be paid from the Renovation Fund.

Maintenance or renovation expenses greater than \$2,500 should be approved by the Simpson House Committee and the Board of Trustees.

Rentals are booked on a first come first served basis.

Simpson House will be available for church member use at reduced rates. If the rental period is on the weekend (Friday after 5, Saturday or Sunday), the rental fee will be reduced by 25%. If the rental period is on a weekday (Monday through Thursday and Friday before 5), the rental fee will be reduced by 50%.

Community organizations that have a relationship with All Souls may be granted a reduced or waived rate. Discounts or waivers will be determined by the Simpson House Manager in consultation with the Simpson House Committee, the Board of Trustees or the Social Responsibility Board.

Simpson House may provide subsidized office space for community organizations that share the values of the church. The Simpson House Committee, in conjunction with the Social Responsibility Board, will review requests by organizations for office rental and then, after consultation with the Finance Committee and Audit Committee regarding details of the rental agreement, will forward recommendations to the Board of Trustees for final approval.

Responsibility: Simpson House Committee  
Adopted: March 2000  
Revised: October 2011

## **Simpson House Use by Church Groups**

A. Church groups are defined to include the Board, any church committee, official church social group, or any other group approved by the Board to have privileges at the Simpson House (nonchurch groups seeking use of the Simpson House must obtain written approval from the Board).

Church groups should reserve the Simpson House only for special occasions when the church is not available or appropriate.

B. Church groups wanting to use the Simpson House for a special occasion must communicate with the Simpson House manager and follow that facility's procedures. The date must be reserved at least one week in advance of the event. There is no charge for a church group's use of the House.

C. If a church group consists of less than 20 people, the Simpson House Manager shall be available for setting up and taking down tables and chairs. The Manager will be onsite for the duration of the event.

D. If a church group consists of more than 20 people, the Simpson House Manager shall not be available for setting up and taking down tables and chairs. Groups of 20 or more people may rent the white wood chairs at ½ the current rental price; metal folding chairs will be available at no extra cost. Any church group of over 20 people needing assistance with the setup and teardown of their event at the Simpson House should recruit volunteer help or hire people to assist them.

E. Simpson House rentals and appointments have priority over church groups scheduling an event.

F. Small church groups (10 and under) may reserve meeting rooms (without kitchen facilities) on the second floor of the house. Arrangements should be made through the Simpson House Manager. (See items A. and B.). Second floor meeting time and space is purely subject to availability (see item E.).

G. See also Simpson House Policies, #6.

Responsibility of: Simpson House Committee

Adopted: November, 1997

Revised: January, 1999

## Communications Policy

### PURPOSE

To provide a clearly defined means of communicating information on the business and events of the church to its members while respecting member's privacy. All communications should reflect Unitarian Universalist values; provide information about All Souls' ministry, business and activities; and/or encourage action in keeping with our covenant, mission and UU principles.

### DEFINITIONS

**Communications** are defined as any means of conveying information among people and groups in the congregation or about the church to the larger community.

1. Internal communications have a primary audience of members, friends, visitors and potential members. They shall be defined to include: the newsletter; web site; email communication to the All Souls list; bulletin boards; posters and other communications within the church.
2. External communications are targeted to the larger community and shall be defined as: news releases; interviews with news media on behalf of the church; advertising; written communication on All Souls letterhead; banners, posters or displays using All Souls' name; and other communication publicly representing All Souls.
3. Internal/external communications such as the All Souls web site, social media, and some other communications may be defined as both internal and external.

**Nonpartisan communication.** Church communication media may not be used for partisan political purposes.

**Spokespersons.** Authorized spokespersons are the minister, the president of the Board of Trustees, and other persons designated by the Board of Trustees for a one-year period of time.

### RESPONSIBILITIES

**Oversight.** The minister is responsible for oversight of all church communications. Should the church be without a minister oversight falls to the president of the Board of Trustees or her/his designee.

**Procedures.** Procedures for all communications will be approved by the Minister and posted in the Communication Center.

**Communications Committee.** The Communications Committee shall oversee the development and maintenance of systems to support effective communications. Specific responsibilities shall include:

1. May recommend one or more volunteers to the minister to assist with editing, web administration, or with upgrading current systems.
2. The committee will review current communication systems and methods and research possible changes. It will recommend emerging technologies and upgrades.

## **METHODS**

**Sunday Bulletin and Inserts.** Requests of announcements to be included in the bulletin must be made in writing to the church administrator, or other designated person who will limit or edit as needed. Whenever possible, editing will be done in cooperation with the person submitting the request.

**Pulpit Announcements.** Announcements should be submitted in writing to the minister or designee in a timely manner.

**The Flame** is the official newsletter of the church.

1. Deadline. Articles or other submissions must be received by the church office by the published deadline.
2. Method. Articles should be sent by email to [office@allsoulskc.org](mailto:office@allsoulskc.org). Written articles may also be submitted to the church office or left in the Flame mailbox.
3. Length. Maximum length for most articles is 100 words or 600 characters. Longer articles may be cut by the editor.
4. Contact. The author's name and daytime phone number must be included with all submissions.
5. Changes. All articles are subject to editing for clarity, brevity or style by the editor. Questions regarding appropriateness or content are resolved through consultation with the minister.
6. Priorities. The editor will give items priority in the following order:
  - 1) News of Sunday Services, Forums and Religious Odysseys.
  - 2) News of other services.
  - 3) Column by the minister and/or Board president
  - 4) Caring Connection news.
  - 5) Board meeting highlights, including a financial summary (can be in narrative form)
  - 6) Lifespan Religious Education news.
  - 7) Social Responsibility news.
  - 8) Church calendar.
  - 9) Upcoming church events.
  - 10) Church council and committee information.
  - 11) Upcoming events of affiliated or relational groups.
  - 12) Denominational and district information relevant to members and friends.
  - 13) Current issues of concern to organizations of which All Souls is a member.

## **Email Blasts**

1. The All Souls Weekly is sent as an email blast to all friends and members who have email addresses on file with the church on a weekly basis. The content focuses on immediate events or concerns. Priorities are the same as for the Flame.
2. Special email blasts shall come only from the Minister or President of the Board of Trustees.

## **Church Website**

All Souls will maintain a web site that is informative and useful to All Souls members, friends, potential members and the public.

1. Information on the All Souls web site should be timely, accurate, useful and appropriate.
2. The web administrator or designee will review all content. and is the only person who can post changes to the site.
3. Priorities for content include the following:
  - News of Sunday Services, Forums and Religious Odysseys
  - News of other upcoming events and activities
  - Information about church programs, e.g., Lifespan Religious Education programs and Music
  - Social Responsibility opportunities and activities
  - Church calendar
  - Information about the church and directions for finding it
  - Information about the board of trustees, church councils and committees
  - Simpson House information
  - Sermons
  - History and archival records
  - Contact information and links
4. Guidelines include:
  - No names of minors should be published.
  - No phone numbers, addresses or email addresses should be published without consent.
  - Personal news of interest only to the congregation should not be placed on the web. Examples could include items such as "Caring Connection" and New Member profiles.
  - The sermons will be posted to the site as soon as practical.
  - A copy of the entire site will be copied onto CD whenever significant changes are made to provide backup and recovery.

## **Bulletin Boards**

1. The Communications Center Bulletin Board is for communication from the minister and the Board of Trustees. Other postings must get approval and a time-date stamp from the office before being put on the board.
2. Other bulletin boards are the responsibility of the committee whose information is displayed. These include:
  - Archives
  - LRD
  - SRB
  - Adult Programming/Events
  - Caring Connection
  - Music
  - UUA
  - Members in the News
  - Member to Member (New proposed board maintained by the Communication Committee)

## **Social Networking Media.**

Facebook, MySpace, YouTube, Twitter and other Social Networking media that use All Souls' name must support the church and its mission. Use of any church created and maintained social networking sites should adhere to the following:

1. The office administrator or a designated member of the Communications Committee should be responsible for monitoring social media. Content, postings or other information on such sites not in keeping with the mission of the church, the Seven Principles of Unitarian Universalism, or church policy will be edited or removed.
2. Content should generally be factual and remain supportive of church programs as well as of individual members.
3. The following guidelines are intended to protect the privacy of those served by the congregation:
4. No photos of any minors should be used without approval by the parent or guardian.
5. No names of minors should be published.
6. No phone numbers, addresses or email addresses should be published without consent.
7. Personal matters concerning individuals and families should only be entered by or with the approval of that individual.

## **Other**

1. Using the name of the church in unofficial publications intended to imply official connection with the church is expressly forbidden.
2. Protection of the membership list and church directory:
  - The church directory is an official document of the church and contains the names and contact information of all members. Non-members may be included at the discretion of the Board of Trustees.
  - Only those persons listed in the directory will receive a copy of the directory.
  - The information contained in the directory is for use by members and friends, and is not to be used for private gain or commercial purposes. A disclaimer to this effect shall appear on the directory.

Responsibility of: Communications Committee

Adopted: March 2011

## **Fundraising**

(1) All fundraising activities are to be coordinated by the Stewardship Committee.

The Stewardship Committee is authorized to approve any fundraising event that is expected to net less than \$1000 as long as the event supports the church's mission and space is available.

Any group wishing to conduct a fundraiser must obtain a date from the Stewardship Committee, following whatever structure they have in place for processing requests (e.g., request form to be submitted to Stewardship Committee chair).

No more than two fundraisers can be scheduled in any given week (not counting Sunday Plus lunches).

The following ongoing fundraisers are preapproved but still must be calendared with the Stewardship Committee: Sunday Plus lunches, UUSC Holiday Card Sales, Demeters Christmas Boutique, October UUUN collection.

(2) All fundraisers that net more than \$1000 are expected to be fundraisers for the benefit of the church's operating budget, and all revenues minus expenses would go into the operating budget.

Requests for exception to this policy will be considered and should be submitted to the Vice President of the Board of Trustees by the second Wednesday of the month for placement on the Board Agenda for the following week.

(3) All groups are encouraged to contribute 5% of the net proceeds from fundraising activities to the maintenance reserve of the church. This promotes recognition of use of the "building capital:" the overall wear and tear on the church. It also promotes recognition of the greater whole of the church.

(4) This policy supersedes the prior fundraising policy.

Responsibility of: Stewardship Committee  
Approved December 2000

## Religious Education

### Policy #1: Keeping our Children Safe

Purpose: The Religious Education Committee of All Souls Unitarian Universalist Church notes with sadness and outrage the problems of physical, sexual and emotional abuse of children, the neglect of children, and domestic and sexual violence in society today. We believe our church is a safe place for children, where misconduct on the part of staff and volunteers is unthinkable. In an effort to maintain the safety of our children we have created two policies and one procedure: Keeping Our Children Safe, General Safety Policy and Procedure for Reporting Suspected Child Abuse. These Policies and procedures address misconduct solely within the context of clergy, staff, and volunteers of ASUUC acting in capacity of child care givers with the Religious Education Program.

1. It is the intention of our Religious Education Program to promote self esteem and personal responsibility among both our children and our membership. The Religious Education Committee will attempt to provide the following as part of its educational program:
  - a. Age appropriate information about development and sexuality to our children and youth;
  - b. Training and support for our religious educators, youth leaders and parents in areas of parenting skills, growth and development, sexuality and related issues;
  - c. On a regular basis, a sex education program for youth which includes sexual abuse prevention;
  - d. Procedures for safeguarding children and youth in groups and reporting known or suspected instances of abuse, molestation, neglect, assault, cruelty or nonaccidental injury;
  - e. To the extent possible and consistent with sound educational practice, arrange that there be a minimum of two adults with any group of children;
  - f. Other programs and actions that may suggest themselves appropriate.
- No person who has been convicted of any act of sexual misconduct involving a child or of child abuse shall be permitted to be involved in any way with our Religious Education Program. All persons teaching or volunteering with our Religious Education Program shall sign a statement affirming that they have not ever been convicted of sexual misconduct with a child, or child abuse and shall agree to abide by these Policies and Procedures and by the Code of Conduct. Furthermore, no person against whom a complaint of misconduct has been filed and is under investigation shall be permitted any unsupervised direct contact with children.
- Any incident of sexual abuse of a child will be reported to the Division of Family Services (DFS) for Missouri residents (18003923738) or Department of Social and Rehabilitation Services (SRS) for Kansas residents (9133716700).

Responsibility of Lifespan Religious Development Board  
Approved January 1995

## **Policy #2 General Safety Policy for Children and Youth**

Purpose: Recognizing the need for a consistent and safe environment for our children, the Religious Education Committee has developed the following guidelines:

### 1. Field Trips

- a. Parents must sign a permission slip when children are leaving the church premises by vehicle. The destination and expected time of return must be posted on the permission slip as well as near the entrance of the church. The leaders must have a list of names, emergency contacts and medical conditions with them at all times.
- b. There must be a minimum of two adults with the group. The adult/child ratio varies with age. Younger children require more supervision.
- c. All drivers must be covered by car insurance. Proof of insurance coverage must be filed in the LRD office.
- d. Children four and under must be in appropriate car seats.
- e. Seat belts must be used appropriately.

### 2. Building Safety

- a. A first aid kit must be readily available in the RE classroom area. An escape plan and the location of the fire extinguisher must be posted near each classroom door.
- b. A review of first aid skills and fire escape plans must be part of teacher training.
- c. There should be an annual Sunday morning fire and disaster drill.

### 3. Child Protection and Safety

- a. There should be a minimum of two adults present at youth group meetings and other events involving children and youth at the church.
- b. If a volunteer or staff member suspects or is made aware of child abuse or has a concern about a child's safety and wellbeing, this information must be reported to the minister or Director of LRD as soon as possible.
- c. There will be no use of illegal drugs or firearms at events sponsored for the children and youth. Volunteers and staff shall not consume alcohol or drugs prior to or while caring for children. Underage drinking or drug use will not be tolerated.
- d. Every RE teacher and youth leader (volunteer or paid) will complete a screening form. Every youth leader will sign a Code of Ethics.

Responsibility of Lifespan Religious Development Board  
Approved January 1995

## **Procedure #1: Reporting Child Abuse and Neglect**

Definition: Child Abuse – The nonaccidental physical injury, maltreatment or neglect, sexual or emotional abuse or exploitation of a child by any person under circumstances which indicate that the child’s health, welfare or safety is harmed.

### Possible Scenarios

- Child tells their story to: Minister, Director of Lifespan Religious Development, Staff or Religious Education Volunteer of All Souls Unitarian Universalist Church.
- Staff or volunteer suspects or has reason to suspect that neglect or abuse has occurred. Suspicion may be based on physical signs such as bruises, or behavior changes.

### Actions

- Listen carefully
- Provide an appropriate setting (take the child out of the classroom, stay with the child)
- Believe their story (affirm them for their courage, be comfortable with silences and tears)
- Hearer must not ask investigative questions.
- Write notes on what is said with names, dates, times, etc. (your notes will enable you to make an accurate report; you will need them if you are asked to testify.)
- Report the story to the Director of Lifespan Religious Development or Minister

### Reporting

- DLRD or Minister must report to Division of Family Services (18003923738) for Missouri residents or Department of Social and Rehabilitation Services (9133716700) for Kansas residents.
- Complete a copy of the Hot Line report.
- Keep the entire matter confidential until investigation is complete
- Remember you are not asked to determine whether a crime has been committed; law states you are to report what a reasonable person would suspect to be abuse or neglect.
- If you request, DFS or SRS will report the resolution of the investigation to you.

### Follow Up

The congregation can offer counseling and referrals for victim and perpetrator, safe haven for the victim; follow up services for victim and/or family; assistance with family reunification or restructuring; healing and support services for the congregation.

- Ask for support for yourself; talk with the minister or your therapist about your feelings.

Responsibility of Lifespan Religious Development Board

Approved January 1995

## **Announcements in the Sunday Service**

Sunday Announcements may be presented in the following ways:

- by insert: submit in writing to the church staff by 9:00 a.m. on the Thursday preceding the Sunday service.
- by moderator announcement. submit to the moderator 15 minutes prior to the beginning of the service and in writing on the appropriate form or in an acceptable format.
- by member: subject to certain limits, members of the congregation may make announcements from the podium.

Due to time constraints, only three announcements can be made each Sunday. The announcement is limited to 1 minute in length (about 150 words). Inform the moderator of an announcement at least 15 minutes prior to the beginning of the service. The moderator will determine who will make announcements based on the following order of priority:

- an announcement from a Board Member regarding Board or congregational business,
- an announcement from a member of the pledge campaign about the campaign or events connected with the campaign,
- announcements about church related events from people whose events were not listed in the Sunday Service insert or were not submitted to the moderator for presentation and who wish to make their own,
- announcements about church related events from people whose events were listed in the Sunday Service insert.

The moderator is responsible for determining what announcements are read or presented from the podium. Persons making these announcements should sit in the front row so the process moves quickly. Any questions or grievances regarding this process should be addressed to the Religious Services Committee, not to the moderator.

See also "Sunday Announcements" in the Communication and Publicity Policy.

Responsibility of: Religious Services Committee

Revised: May, 1999