

All Souls Unitarian Universalist Church
4501 Walnut Street
Kansas City, MO 64111

Church Policy Documents

Full Review July 2005

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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 Administration Committee

Revised January 1991

Revised July 2001

Announcements in the Sunday Service

Sunday Announcements may be presented in the following ways:

1. by insert: submit in writing to the church staff by 9:00 a.m. on the Thursday preceding the Sunday service.
2. 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.
3. 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:

1. an announcement from a Board Member regarding Board or congregational business,
2. an announcement from a member of the pledge campaign about the campaign or events connected with the campaign,
3. 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,
4. 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

Bidding Process

- A. Any expenditure totaling at least \$2,500.00 in one fiscal year must be formally bid.
- B. The Board of Trustees or its designee will inform a minimum of three vendors of the proposed project or acquisition.
- C. If only one bid is received, the Board or designee can ask for a formal rebid or accept the one bid received.

Responsibility of: Finance, Facilities, and Simpson House Committees

Adopted, September, 1993

Revised, June, 1999

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, non-profit 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 non-profit or volunteer organization may request free usage or reduced rental fees. If the group requesting space is able to pay, one-half 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 50th 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 Non-Members

Non-church, 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 set-ups, or major rearranging of furniture, etc.). Non-profit groups may barter their services or talents in exchange for free use of the church.

No non-church 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. Non-alcoholic 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 set-up, 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 “set-up” 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

Current Fee Schedule

All Souls Unitarian Universalist Church
Fee Schedule

Rooms General Use	Fee Hourly	Fee 4 hours	Fee 8 hours	Damage Deposit
Bragg Auditorium	\$150	\$450	\$900	\$200
Conover Auditorium Add for use of stage	\$100 \$30	\$300 \$90	\$600 \$150	\$100 \$50
Lobby –for exhibit, reception, etc. use	\$100	\$300	\$600	\$100
Grace Hill	\$50	\$150	\$300	\$0
Meeting Room	\$40	\$120	\$240	\$0
Classrooms F, G, H, I	\$30	\$90	\$180	\$0
Kemp (supervised child care only) Add for Nanny	\$30 \$30	\$90 \$100	\$180 \$200	\$0
Kitchen – “set up” such as pot luck dinner - For cooking or caterer	\$30 per meal \$50 per meal			\$0
*Custodial For extra set-up time, off hours, other needs	\$15			
*Sound system – Bragg Auditorium	\$30			
*Coffee/tea set-up – per pot, includes cups,etc.	\$20			
*Piano – Console Grand	\$50 \$150	\$70 \$200	\$100 \$300	\$50 \$150

Weddings – approximately 3 hours use, day of wedding	Ceremony Only	Rehearsal	Reception in Lobby or Conover	Damage Deposit
Bragg Auditorium	\$300	\$100	\$200	\$200
Piano – Grand	\$100			\$100
Patio	\$150	\$50	\$200	\$200
Kitchen			\$0	
Bride’s Room (Kemp)	\$50			
Groom’s Room(Meeting or Grace Hill)	\$50			
Per hour over 3 hours day of wedding	\$100			

Memorial Service – approximately 3 hours of use				
Bragg Auditorium	\$250			\$200
Piano – Grand	\$100			\$100
Grace Hill	\$50			\$0
Lobby – for reception	\$100			\$100
Kitchen	\$0			\$0
Demeters reception for non-members Up to 50 guests 100 guests 200 guests	\$50 \$100 \$200			

Board Approved February 2001

Check Issuance on Operating, Reserve, and Capital Accounts

In order to follow 10-29-95 insurance company rules for check issuance to ensure needed internal control procedures:

1. All operating, reserve, and capital checks are prepared from vouchers and bills
2. The Office Administrator must be furnished with properly approved documents (see other policies)
3. From these documents the checks are prepared
4. The approved documents are passed on to the church treasurer, with the log of transactions by account number
5. After the check is signed, all documents, including the check, are given to the Office Administrator to send to the payee as instructed
6. The documents are then placed in a permanent file for reference or audit, i.e. monthly reconciliation as directed by the Finance Committee/Board
7. The log of transactions and the bank statements are reconciled by an outside accounting firm each month. The outside accounting firm produces monthly church statements which are given to all members of the Finance Committee and the Board of Trustees.

Responsibility of: Finance Committee

Adopted, August, 1996

Revised, January, 1999

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 by August 1st.
4. Schedule meetings on a monthly or as-needed 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 1st.
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 church-wide leadership events.

D. 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 of: Board Administration Committee

Revised January, 1999

Revised June, 1999

Communication and Publicity

- I. PURPOSE:** To encourage communications that reflect our values and covenant, and to ensure effective systems that can:
- Provide timely information about All Souls and Unitarian Universalist activities, events and programs within the church and in the larger community;
 - Welcome members, friends, visitors and the public to participate in All Souls activities;
 - Allow coordination of activities and external publicity;
 - Encourage open, respectful communication among individuals in the church;
 - Provide information about events and activities that fit with UU values.
- II. DEFINITIONS:**
- A. 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 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. The All Souls web site and some other communications may be defined as both internal and external.
- B. Content.** 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.
- C. Nonpartisan communication.** Church communication media may not be used for partisan political messages.
- D. Spokespersons.** External communication shall be only by authorized spokespersons. Authorized persons 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. Those persons may include the chair or designated representative of the Forum Committee, Lifespan Religious Education and the Social Responsibility Board.

III. RESPONSIBILITIES:

- A. Editor and Web Administrator. The Flame editor is responsible for editing content of the Flame and preparing it for distribution. The web site administrator is responsible for editing and updating All Souls web site content. One or more additional persons are appointed by the Board of Trustees to fill these positions for renewable three-year terms.
- B. Communications Committee. The Communications Committee shall oversee development and maintenance of systems to support effective communications, unless responsibility is delegated to another group, as with Religious Services Committee's responsibility for communications related to church services. Specific responsibilities shall include:

- 1) Content and design. Ensuring content of newsletter, web site, bulletin boards and other communications have specific relevance for members of All Souls or affiliated groups; periodically reviewing content and design and implementing changes as needed.
- 2) Space allocation. Developing guidelines for priorities for use of space in communications, including space for news about Board action, ministry and social responsibility opportunities, lifespan religious education and committee information;
- 3) Staff. Recommending one or more volunteer staff editors and web administrators to be appointed by the Board of Trustees. The Communications Committee chair or designee may participate in developing job descriptions and reviewing performance of paid communications staff.
- 4) Disputes. Convening meetings of the Communications Editorial Board as needed to resolve disputes about communications content or allocation of space. The Communications Editorial Board shall be composed of the following persons or their designated representatives: Communications Committee chair; Membership Committee chair; Board of Trustees liaison to the Communications Committee; Staff Liaison to the Communications Committee; Newsletter editor and webmaster if appropriate.
- 5) Coordination. Serving as a clearinghouse for external communications that represent All Souls or groups and activities associated with All Souls. Groups such as the Forum may be approved to publicize activities that fit within guidelines without submitting specific publicity materials for review.

IV. GUIDELINES AND PROCEDURES

- A. The committee shall develop guidelines and procedures for the areas of responsibility as defined in this policy, update them as necessary, and make them available to the congregation.
- B. Guidelines and procedures may be modified from time to time without specific approval by the Board of Trustees. The board shall receive copies of any changes and may recommend or take action on changes as deemed necessary.

Responsibility of: Communications Committee

Adopted, March, 1992

Revised, June, 1999

Revised, January, 2004

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

1. **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.

2. **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.

As Amended and Adopted by Congregation
at Congregational Meeting
on September 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

1. 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.

2. 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.

3. 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

Construction Projects

I. Purpose of policy

- A. To define construction projects and qualifications for "church member contractors or construction professionals;"
- B. To describe the process by which major and non-major projects are contracted;
- C. To describe the relationship between the church and "church member contractors or construction professionals."

II. Definition of terms

- A. Construction Project: Any work that alters the fixed physical facilities of the All Souls buildings and their grounds.
- B. Major Construction Project:
 - 1. any construction project that is estimated or shown to cost more than \$1,000.00, or
 - 2. any project where the paid professional services of an architect, engineer, landscape architect, or interior designer are required.
- C. "Church Member Contractor" and/or "Church Member Construction Professional": Any person who meets the church membership requirements and is active in the construction industry.

III. Policy

- A. All non-major construction projects shall be let by contract through the church office. The staff shall inform the chair of the Facilities Committee of the need, nature, scope and cost of the proposed project before entering into a contract for the work. The committee chair may approve the proposed work or refer the proposed project to the Facilities Committee for further consideration.
- B. All major construction projects shall be let by contract through the church office after formal bidding has been completed and a qualified low bidder has been selected by the Facilities Committee. Formal bidding constitutes a minimum of three contractors being informed of the proposed work and indicating their intent to submit a bid based upon the bid documents. If only one bid is received, the Facilities Committee can ask for a formal rebid of the project or accept or reject the one bid received.
- C. Any member of the Church who wishes to bid on any major construction project may do so with the following provisions:
 - 1. The member must demonstrate to the Facilities Committee a proven good record of work similar in nature to that work proposed in the project.
 - 2. The Facilities Committee shall be required to meet with any "Church Member Contractors" proposing to bid on a project to inform them of the "Very Business-Like Nature" of how the work shall be performed. The committee shall instruct the proposed Church Member Contractor bidder that possible conflicts may arise during the project and that the contractor will be given no special concessions due to church membership. The construction contract shall be enforced with the same strength as with any non-church member contractor. A threat of leaving the church membership shall not constitute a valid reason for the church to make any

concessions in the requirements of the contract.

IV. Any member of All Souls Unitarian Universalist Church who wishes to be interviewed for possible professional construction services for a major construction project may do so with the following provisions:

A. The member must provide the Facilities Committee and church Board with credentials that show the member's professional qualifications to prepare the bidding documents for the proposed project.

B. The Facilities Committee with the church Board shall be required to meet with any "Church Member Construction Professional" proposing to seek the construction work to inform them of the "Very Business-Like Nature" of how the construction work shall be performed. The committee and church Board shall instruct the Member Professional that possible conflicts may arise during the planning project and that the professional will be given no special concessions due to church membership. The consulting contract shall be enforced with the same strength as with any non-church member professional. A threat of leaving the church membership shall not constitute a valid reason for the church to make any concessions in the requirement of the professional services contract.

Responsibility of: Facilities and Simpson House Committees

Revised June, 1999

Revised July, 2001

Council Liaison Guidelines

A. General Guidelines

The purpose of the governance and organizational structure of the church is to encourage broad participation in church activities, open communication, cooperation and coordination among groups, respect for diversity of beliefs and opinions, and support for the democratic process. All activities of Board members in relation to councils and clusters shall be carried out in accordance with these principles and with the general purposes of the church.

B. Responsibilities of Council Liaisons include:

1. Soliciting committee goals by the August joint Board/Committee meetings.
2. Ensuring committee representation at three joint Board/Committee chair meetings normally held in August, November and February.
3. Ensuring committees with budgets manage their budgets and submit budget requests and documentation to support the budgeting process.
4. Informing committee chairs of church or Board issues and activities
5. Reporting council, cluster, and committee issues to the Board of Trustees
6. Facilitating communication with other groups as appropriate.

C. Securing Committee Members and Chairs

1. If a committee chair has not yet been selected by the committee, named by the president, and approved by the Board of Trustees (as specified in the bylaws and policies), assist in recruiting an appropriate chair with help from (Leadership Development or Nominating Committee.)
2. If needed, assist in recruiting committee members and convene the first meeting of the committee so a chairperson can be elected. Present names of elected chairpersons to the Board for approval.
3. Notify church office of any changes in committee chairs or membership so that a current list of committee members can be maintained at the church.

D. Reviewing Committee Purposes and Goals

1. Review the written purpose of the committee with the committee chair. Review appropriate sections of the Long Range Plan with committee chair or committee. Discuss suggestions for changes (from the board or the committee), present modification of written purpose to the Board for approval.
2. Present written goals to the Board in August.

E. Communication

1. Review Committee Guidelines and other relevant policies and procedures with chairperson. Know who the committee vice chair is, who will be filing minutes with the office staff, etc.
2. Be sure committee chairs are aware of upcoming deadlines or events that affect them.
3. Contact the committee chairs in your council monthly, ask about activities, progress

toward goals, if there are issues or concerns that others should know about or that the committee needs help with.

4. Be prepared to present a brief highlight of activities and key issues for your council at each Board meeting. Notify the president or vice president if there are issues that need a block of time on the Board meeting agenda.

F. Council Meetings

The agenda might include:

1. Review of church goals, progress
2. Report from Board on issues, concerns, activities
3. Report from each committee on committee activities, how the groups can cooperate and build on each other's work, progress toward goals
4. Report from Board member regarding budget, financial status
5. Discussion of issues, concerns of council/cluster/committees
6. Recommendation *of any* policy changes to Board
7. Recommendations re. committee chairs *for* approval by Board
8. Discussion of any committee personnel needs, recruitment process
9. Discussion of topical issues, e.g., suggestions for subjects to cover in fall leadership conference, budget recommendations for upcoming year
10. Scheduling, review of upcoming events on the calendar

Responsibility of: Board Administration Committee, Council Liaisons

Adopted November, 1992

Revised June, 1999

Revised March 2005

Dues Payment

All Souls Church will pay its fair share Unitarian Universalist Association dues on a monthly basis and its fair share Prairie Star District dues quarterly.

Responsibility of: Treasurer

Adopted, May 1999

Endowment Distribution Policy

The Board of Trustees shall identify specific uses other than operating expenses for the annual Endowment Distribution that furthers the mission or enhances the health of the Church. Such uses shall be highlighted as part of the budget approval process at the Annual Meeting. No more than 50% of the distribution shall be used as general operating funds in the budget. The portion used for general operating funds shall not exceed 4% of the annual budget.

Responsibility: Board of Trustees
Adopted May 2005

Fund-Raising Activities of Church Groups

- (1) All fund-raising activities are to be coordinated by the Stewardship Committee.

The Stewardship Committee is authorized to approve any fund-raising 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 fund-raiser 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 fund-raisers can be scheduled in any given week (not counting Sunday Plus lunches).

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

- (2) All fund-raisers that net more than \$1000 are expected to be fund-raisers 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 fund-raising 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 fund-raising policy.

Responsibility of: Stewardship Committee
Approved December 2000

Goal Setting Process for Minister and Board

- June: Minister determines his/her goals for the next year. These goals are created with the help of the chair of the Committee on Ministry and the Board president. Goal setting should follow an assessment of progress toward previous year's goals.
- July: At Board retreat Board sets their goals for the next year. Minister and Board dialogue about and adjust their goals.
- August: Minister and Board President circulate Board and Minister goals to committee chairs and staff.
- 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 self-assesses progress and provides report for the incoming Board.

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

Governance Structure

Board of Trustees

The board acts as a collective chief executive. It determines what should be done, allocates responsibilities for getting it done, and monitors the process; its role is not to do things directly but to delegate. The board needs to keep a close eye on facilities, finances, policies and governance structure. It needs to make sure the councils and their component committees and other bodies are working well, and it needs to make sure decisions are made and implemented in a timely fashion.

Council Structure

The Board of Trustees oversees the council structure as outlined in the Organization Structure Policy. The councils are the Membership and Development Council, Congregational Services Council, Outreach Council, Assets and Administration Council, and the Council on the Institution. For further definition of the councils see the Organization Structure Policy.

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Board Meeting Structure

Board meetings are held once a month and are open to congregants. An executive session can be called if privacy concerns outweigh the interest of open meetings.

In order to work efficiently while providing maximum attention to all appropriate council issues the Board may separate into a Policy group composed of the Assets and Administration Council and the Council on the Institution, and a Program group, composed of Membership and Development Council, Congregational Services Council and Outreach Council.

With the exception of the last quarter of the fiscal year (April – June) the Board alternates a meeting of the entire Board, a meeting separated into Policy and Program groups, and a meeting with committee chairs. Full Board meetings are held in June, September, December, March, April and May. The Program and Policy groups hold separate meetings in the months of July, October and January. (A short amount of time may be spent as a full Board for shared reports.) Finally joint Board/committee chair meetings are held in August, November and February.

Board Position Descriptions

President

The president is the executive officer, responsible for keeping the board on track, making sure that it performs its executive responsibilities and delegates all others. The president appoints board members to specific board assignments and leads the administration committee, and the 5 (five) council liaisons. The president also keeps in contact with the minister and sets the agenda for and conducts the monthly meetings. The president leads the Policy group and meetings of the entire Board.

Secretary

The secretary keeps minutes of board and membership meetings and the names of all voting members in attendance, maintains the lists of members and voting members, preserves papers of the board and church, and gives notice of meetings. Minutes should be circulated no more than a week after the board meets.

To carry out these responsibilities, the secretary should work with the office staff on member *and* voting lists, on preserving church papers, and to create policy and procedure documents to conform with board actions as they are taken. The secretary is part of the Policy group.

Treasurer

The treasurer pays all bills, signs all checks, reports on all receipts and expenditures, and maintains records of all contributions received. The treasurer is an ex officio member of the finance committee. The treasurer is the board liaison to the finance committee. The treasurer is part of the Policy group.

Assistant Treasurer

The assistant treasurer performs duties delegated by the treasurer and is an ex officio member of the finance committee. The assistant treasurer is part of the policy group.

Vice President

The vice president assumes the president's powers in the president's absence. In addition, the vice president works jointly with the president to oversee the board administration committee. The vice president leads the program group meetings.

Board Administration Committee

This is not an executive committee but a committee operating for the board's own convenience and efficiency, undertaking only such projects as the board assigns it. It consists of the president, vice president, the treasurer, and two board members who do not have liaison appointments that are assigned specifically to the admin committee. One of these members is a part of the program group and the other is a part of the policy group. The Duties of the Administration Committee are as follows.

1. acts as a standing task force to facilitate critical decisions that may need to be made between regular board meetings.
2. formulates recommendations on matters that are complex and fall across council boundaries or that have substantial effect on the assets of the church, as assigned to the committee by the board.
3. conducts annual reviews of the Constitution, Bylaws, and policy and procedures manuals to make sure they are up to date and consistent with current practice, and facilitates needed revisions.
4. advise the minister on matters involving church staff, when appropriate, to provide a broader perspective and provide governance support for the minister's decisions.

Council Liaisons

Each of the five councils comprises several committees and other bodies; the committee chairs together form the "board" of each council. The council liaison's role with this "board" is similar to that of the board president's with the church board. The difference is that the councils are not executive in function; they are more like departments, with the liaisons monitoring, coordinating and facilitating the work and functioning of the committees and encouraging them to take responsibility and be creative. The liaisons clear the path to success for their councils' committees.

The council liaisons are responsible for keeping in touch with their committees, bringing issues that need Board attention to the attention of the Board Administration Committee and ensuring that committees are represented at the joint Board/committee chair meetings held in August, November and February. The agendas for these meetings will vary, however, generally the August meeting will include communication of minister, Board and committee goals. The November meeting will be an opportunity for committee chairs to assess progress and identify issues that the Board should address. The February meeting will include a kick-off for the budgeting process. When a committee is not functioning, the council liaison determines, in consultation with the Board, whether the committee should be reactivated. If so, the liaison seeks to do so. If the committee is unresponsive, the council liaison works with the Leadership Development Committee to identify members who are available and ready for leadership. The liaison should work closely with any new committee chairs to facilitate a smooth transition.

Responsibility of: Board Administration Committee

Adopted February, 1995

Revised June, 1999

Revised June, 2000

Revised February, 2005

Hiring or Contracting with Members for Non-Construction 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:

1. The service is one which the member or friend is qualified to perform.
2. The service is one needed by the church and would benefit the church.
3. The expenditure is covered by the budget and is approved by the Board of Trustees.
4. 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.
5. 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.
6. 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.
7. If the contracted amount is \$1000 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 of: Board Administration Committee

Approved December, 2000

Membership Policy

Rationale

This policy will provide guidance for the process by which we certify the number of members reported to UUA by February 1 of each year, which becomes the basis for assessment of UUA and PSD annual dues.

This policy will clarify the categories of individual relationship to the church, which will enhance our database and allow for improved tracking of shifts in relational status (e.g., from active member to inactive member).

Policy

The church office shall maintain a database of all individuals who have expressed an interest in the church and have provided their name and address. Each individual will be assigned a status of Visitor, Subscriber, Friend, Inactive Member, or Member. The distinctions of those categories are spelled out in the attached sheet.

When an individual first visits the church, s/he will be entered into the database along with her/his date of visit. If the individual chooses to subscribe to the newsletter, s/he becomes a Subscriber, and the change date is noted. If the individual makes a financial contribution of record, s/he becomes a Friend, and that date is noted. When an individual submits an application and signs the membership book, s/he becomes a Member, and that date is noted.

An individual is moved from Member to Inactive Member (and date noted) when s/he

- § has not made a contribution of record during the current or prior fiscal year *and*
- § does not request or is not recommended for an exemption *and*
- § has not responded to a letter of inquiry regarding their desire to maintain membership.

A contribution of record is defined as an officially recorded contribution of money, goods, or services. Any Member who desires an exemption to the financial contribution requirement for himself or herself, or on behalf of another, has only to contact the Minister or Membership Committee Chair who will, in turn, notify the Secretary of the Board of the exemption. Also, the Membership Committee, with input from the Minister and the Caring Connection Committee, is hereby authorized to grant exemptions. The Member is granted the exemption and continues as a Member; no separate distinction is noted.

The Membership Committee will review membership status and exemptions three times each year: during July or August following the close of the fiscal year; in January to determine the membership count for UUA dues; and in May to determine the voting roster for the Annual Meeting.

Responsibility of: Membership Committee, Membership and Communications Coordinator

Adopted, July, 2002

Membership Statuses Table

	Active	Inactive	Friend	Subscriber	Potential
Can Vote	Yes	No	No	No	No
Dues paid to UUA & PSD	Yes	No	No	No	No
Support church via identifiable financial contribution	Yes	No	Yes	No	No
Contacted annually during canvass/pledge drive	Yes	Yes	Yes	No	No
Listed in directory	Yes	Yes	Yes	No	No
Serve on key* committees	Yes	No	No	No	No
Serve as Committee Officer	Yes	No	No	No	No
Receive <i>Flame</i>	Yes	Yes	Yes	Yes (\$25/year)	Yes (6+ months)
Receive <i>UU World</i>	Yes	No	No	No	No
Participate in church activities, programs, etc.	Yes	Yes	Yes	Yes	Yes

Some other categories exist, for our convenience: **Inactive**, i.e., formerly active members whose information we wish to keep in our database; **gratis**, which includes other churches, former ministers, and neighbors, **adult offspring** and **child** (of active, friend, and potential), **honorary** (usually shut-ins whom we keep on the rolls) and **deceased**. Of these, the “gratis” people receive copies of our newsletter; there are no other benefits of the statuses.

*According to our Committee Guidelines Policy, “Members of the following committees shall be voting members of the church: Committee on Ministry, Endowment, Facilities, Finance, Membership, Nominating, Human Resources, Search Committee, and Stewardship Committee.”

Last updated May 14, 2003

Newsletter Guidelines

Purpose: The purpose of the *Flame* newsletter is to communicate to members and friends about All Souls ministry, business and activities.

I. Submission Process

- A. **Deadline.** Articles must be submitted to the church office by the published deadline, which is usually 9:00 a.m. on the third Tuesday of the month preceding publication.
- B. **Method.** The preferred method of submitting articles is within the text of an email addressed to the Communications Coordinator at office@allsoulskc.org. Written articles may also be submitted to the church office or left in the Flame mailbox.
- C. **Length.** Recommended maximum length for most articles is 100 words or 600 characters. Longer articles are likely to be cut by the editor. Information for upcoming Sunday Services and the Forum are allocated total space on the front page for four headlines and 17 lines of text at approximately 65 characters per line. In months with five Sundays, there will be five headlines and 16 lines of text distributed among the topics.
- D. **Contact.** Include the author's name and daytime phone number with all articles.

II. Recommended Style: Inverted Pyramid

- A. The lead is the most important part of the article. Key information should go in the first paragraph. Include information about "who, what, when, where, why and how."
- B. Write clearly, simply and concisely.
- C. **Resources.** See the Flame Style Sheet and News Release Template and other information in the Communications Notebook at church or on the web site.

III. Editorial Practices

- A. **Changes.** All articles are subject to editing for clarity, brevity or style by the editor. Articles that fit within length guidelines are less likely to be edited. Editors will usually cut articles for length by eliminating sentences at the end. If you would prefer other sentences be cut instead, you may indicate that by enclosing sentences with double brackets [[]].
- B. **Attribution.** If no contact person and phone number is provided in the article, the name of the person who wrote it will be published.
- C. **Headlines.** The editors will compose headlines, or a short headline of around 25 characters may be submitted with articles. Final decisions about headlines will be made by the editor.
- D. **Priorities.** If space does not permit publication of all submissions, the editor will give items priority in the following order:

- 1) News of Sunday Services, Forums and Religious Odysseys for the weeks before the next expected publication date.
- 2) News of other services.
- 3) Column by the minister.
- 4) Caring Connection news.
- 5) Lifespan Religious Education column and LRE news.
- 6) Social Responsibility news.
- 7) Board meeting highlights.
- 8) Board or congregational policies or issues.
- 9) Church calendar.
- 10) Upcoming church events.
- 11) Church council and committee information.
- 12) Upcoming events of affiliated or relational groups.
- 13) Denominational and district information relevant to members and friends.
- 14) Current issues of concern to organizations of which All Souls is a member.

Responsibility of: Communications Committee, Board of Trustees

Adopted, August 1999
Revised October 2003

Organizational Structure

The Church shall pursue its purposes, including its general purpose, plan of operation, and objectives under the Constitution (Article 1, Section 2), by means of five councils: Membership and Development Council, Congregational Services Council, Outreach Council, Assets and Administration Council, and the Council on the Institution. The councils shall be subject to the supervision and direction of the Board of Trustees. Each council shall consist of standing committees, the performance of whose duties is essential to the Church's purposes, and of such special committees as each Council or the President of the Board of Trustees shall designate. The standing committees shall confer with their council and report to the Board of Trustees. The special committees shall report to their council and, at the discretion of the Board of Trustees, to the Board of Trustees as well. Council decisions shall be made by, and authority and responsibility vested in, the chairs of the committees of which the council consists, or their designee. One trustee shall be the Board liaison to each council except that two trustees shall be appointed to the Board Administration Committee.

A. Membership and Development Council

The mission of the Membership and Development Council is to create the conditions for the growth of the Church. Standing committees: Membership, Stewardship, Fund Raising, Caring Connection, and Communications. The Membership Committee shall be responsible for visitor hospitality, providing membership classes, integrating new members and volunteer support. The Stewardship Committee shall be responsible for annual pledge drive, pledging new members throughout the year and keeping in touch with members in a stewardship capacity. The Fund Raising Committee shall raise funds annually for the support of the Church. The Communications Committee shall oversee policies regarding the newsletter, the web site and other communication outlets. The Caring Connection shall provide lay support for pastoral needs of church members in cooperation with the Minister.

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B. Congregational Services Council

The mission of the Congregational Services Council is to serve the religious, intellectual, and moral needs of the membership. Standing committees: Forum, Lifespan Religious Development Board, and Religious Services Committee. The Forum Committee shall provide a platform for the discussion of controversial issues, especially those that involve moral values in our contemporary world. The Lifespan Religious Development Board shall foster the personal and spiritual development of children, youth, and adults. The Religious Services Committee shall provide stimulating religious services in cooperation with the Minister.

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C. Outreach Council

The mission of the Outreach Council is to motivate the Church and its members to affirm and promote liberal religious values in the communities beyond All Souls. Standing committee: Social Justice Committee. The Social Justice Committee shall identify social responsibility projects, publicize them to the congregation and encourage both financial and volunteer support.

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D. Assets and Administration Council

The mission of the Assets and Administration Council is to conduct the business of the Church. Standing committees: Building Use, Facilities, Grounds, Finance, Endowment, and Simpson House Committee. The Building Use Committee shall recommend rental policies and long-term agreements to the Board of Trustees; shall be a liaison between those groups who use building space and church staff, members, and board; shall collect the data necessary to establish fair market rental rates for rental space at the church; and shall be responsible for maintaining a database regarding facility user characteristics, with office staff support (profit vs. nonprofit, nature of the group or organization, use history, fees paid, etc.) that would be useful for planning purposes and to ensure equitable treatment of facility users. The Simpson House Committee shall manage the Simpson House and its tangible assets and grounds, and the Facilities Committee shall manage the church building and its tangible assets. The Grounds Committee shall manage the grounds of the church property. The Finance Committee shall manage the Church's financial assets. The Treasurer shall be the Board's liaison to the Finance Committee.

E. Council on the Institution

The mission of the Council on the Institution is to assure the responsible lay governance and the effective professional ministry of the Church. Standing committees: Nominating, Committee on Ministry, Human Resources and Leadership Development Committee. Temporary standing committee when reasonably needed: Ministerial Search. The Nominating Committee shall carry out duties as charged in the bylaws. The Human Resources Committee shall establish personnel policy regarding the Church's employees. The Leadership Development Committee shall intentionally mentor and train congregants to take on leadership roles and provide this input to the Nominating Committee. When requested the Leadership Development Committee will assist in identifying candidates for committees.

F. Board Administration Committee

The president may appoint a Board Administration Committee consisting of the vice president, treasurer, and two ~~trustees~~ to facilitate matters lying outside the councils, to administer the work of the Board of Trustees between scheduled meetings, and to carry out other tasks as assigned.

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Responsibility of: Board Administration Committee

Approved, September, 1997

Revised, June, 1999

Revised, July, 2001

Revised February, 2005

Petty Cash Procedure

Petty cash is to be used for such items as supplies purchased at establishments that do not allow charge accounts, emergency postage stamps, newsletter mailing, gasoline for lawnmower, etc.

A check will be cashed (up to \$500) and charged to Petty Cash. Anyone using petty cash will complete a petty cash voucher and attach receipts as proof of purchase. Vouchers with attached receipts will be kept with petty cash funds. At the end of the month, or sooner if necessary, vouchers will be removed and charged to the appropriate expense accounts and then filed in the petty cash file. That same check (for the amount of the vouchers) will be cashed to bring the fund back up to the starting point of \$500.

Petty cash is kept locked in the Office Administrator's desk.

Responsibility of: Finance Committee

Adopted, December, 1993

Revised, January, 1991

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

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 of: Board of Trustees

Adopted January, 1999

Revised June, 1999

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.

Reimbursement of Members and Staff

A. Spending authorization for more than \$25 must be obtained in advance from the committee chair or staff member given such authority. The office administrator will determine budget availability. If the expenditure is ahead of normal, expected timing or over the line item budget in operating, or over the balance in a restricted (pass-through or reserve) account, the office administrator will refer the request to the Treasurer or Finance Committee.

B. A person seeking reimbursement should complete a "Disbursement Request" form (following) signed by the appropriate committee chair/staff as noted above. A signed receipt must be attached in order to receive payment. If a member is seeking payment to another person or organization, an invoice or bill must be attached, noted as received, and initialed.

C. If staff is seeking payment of an invoice rather than reimbursement of expenses and has disbursement authority for the amount in the account description, only a signed and approved invoice or bill is necessary.

Responsibility of: Finance Committee

Adopted, December, 1992

Revised, August, 1996

Revised, June, 1999

Reimbursement/Disbursement Request Form

**All Souls Unitarian Universalist Church
Check Request Form**

Date of request: ____/____/____

Date check is needed: ____/____/____

Checks are written weekly. Please make arrangements if payment is needed sooner.

Person requesting check: _____

Amount (total) of check:\$ _____ (Please make sure receipts are attached)

Description: _____

Make check payable to: _____

Give or mail check to: _____

Committee: _____

Charge to: Committee Annual Budget Custodial Account: _____

Chair person: _____

Check request approved:* _____
Staff/chair's signature & date

*All disbursements or reimbursements exceeding \$25.00 must be authorized by the committee chair or staff person with disbursement authority in the account description.

Account #: _____

Check date: ____/____/____

Check #: _____

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 children, youth and adults 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 non-accidental 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.
2. 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.

3. Any incident of sexual abuse of a child will be reported to the Division of Family Services (DFS) for Missouri residents (1-800-392-3738) or Department of Social and Rehabilitation Services (SRS) for Kansas residents (913-371-6700).

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 well-being, 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/youth leader (volunteer or paid) will complete a screening form and 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 non-accidental 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

1. Child tells their story to: Minister, Director of Lifespan Religious Development, Staff or Religious Education Volunteer of All Souls Unitarian Universalist Church.
2. 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 (1-800-392-3738) for Missouri residents or Department of Social and Rehabilitation Services (913-371-6700) 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

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

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 church-related functions. Sales of alcoholic beverages are not allowed; however, a donation per drink may be suggested. The church prefers that only non-alcoholic beverages be served.
- F. The use of Styrofoam for drinking or food service is discouraged at church-related 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

Simpson House Policies

1. The Board of Trustees hereby directs the Human Resources Committee (in consultation with the Finance Committee and Simpson House Committee) to offer to Brock Ginther the following incentive bonus change (which essentially reduces the base rate by \$10,000).

<u>Total Annual Revenue</u>	<u>Bonus</u>
Under \$90,000	0%
\$ 90,000 - \$115,000	10% of amount over \$90,000
\$115,001 - \$140,000	20% of amount over \$90,000
\$140,001 - \$190,000	30% of amount over \$90,000

This obligation is entered into for the next fiscal year only. It may or may not be extended to subsequent years, dependent upon decision of the Board of Trustees. The Manager will receive the annual bonus at the end of the fiscal year (fiscal year 2000-2001), reflecting that year's revenues.

2. The Board of Trustees hereby directs the Treasurer to put into place the necessary procedure to ensure placement into the endowment account all tables and chairs rental income generated by Simpson House. These funds are to be used only to fund preservation projects (\$2500 or greater) of Simpson House as recommended by the Simpson House Committee and approved by the Board of Trustees.

3. After operating and maintenance expenses have been met, income earned from Simpson House rentals in the amount of \$18,674 will be contributed to the mortgage of the church.

4. After operating and maintenance expenses and mortgage contributions have been made, income earned from Simpson House rentals will be moved to the church operating budget according to the following schedule:

<u>Fiscal year</u>	<u>Amount</u>	<u>Change</u>
Current	\$20,600	\$-3400
2000-2001	\$19,000	\$-1600
2001-2002	\$16,000	\$-3000
2002-2003	\$12,000	\$-4000
2003-2004	\$ 8,000	\$-4000
2004-2005	\$ 4,000	\$-4000
2005 and on	\$ 0	\$-4000

5. After operating and maintenance expenses, mortgage contributions, and the five-year commitment to church operating funds have all been met, income earned from Simpson House rentals will be deposited into the Building Maintenance Reserve, a restricted fund for capital

maintenance projects that is managed by the church's Endowment Committee.

6. The current policy regarding Simpson House rental by church members should be amended to reflect the following:

Simpson House shall be available for church member use on a space available basis. If the rental period is on the weekend (Friday after 5, Saturday or Sunday), a 25% reduction in the rental fee will be applied. If the rental period is on a weekday (Monday through Thursday and Friday before 5), a 50% reduction in the rental fee will be applied.

7. Simpson House will provide subsidized office space as available for under-funded community organizations and groups that share the values of the church. The Simpson House Committee, in conjunction with the Social Justice Committee, will be responsible for reviewing requests by groups and organizations for office rental and then, after consultation with the Finance Committee regarding details of the rental agreement, will be responsible for forwarding recommendations to the Board of Trustees for final approval.

8. In a spirit of sharing and hospitality, Simpson House will be available at reduced rates to selected community organizations and groups for such events as annual meetings, recognition ceremonies, and fundraisers. Requests for such uses shall be acted upon by the Simpson House Committee in consultation with Social Justice Committee.

Responsibility of: Board of Trustees, Simpson House Committee, Social Justice Committee, Finance Committee.

Adopted March, 2000

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 (non-church 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 on-site 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 set-up and tear-down 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

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