ALL SOULS UNITARIAN UNIVERSALIST CHURCH

Policies

Whatever the faiths you have known
Whatever the flags of your heritage
Whoever you are and whomever you love
Whether you ran in on little feet
Or walked in briskly or ambled in or rolled in
You are welcome here.

Board of Trustees
Board@AllSoulsKC.org

Updated July 13, 2019
All Souls Church Policies

Contents – Clicking on a Policy Title will take you to the policy.

All Souls Church Policies .......................................................................................................................... 1
Committee Guidelines ............................................................................................................................... 2
Member Status Policy ............................................................................................................................... 4
Self Identified Sexual Offender Policy ..................................................................................................... 6
Relational, Sponsored and Affiliated Organizations Policy ..................................................................... 7
Conflict Resolution Process and Procedure .............................................................................................. 8
Congregational Resolutions .................................................................................................................... 11
Goal Setting Process for Minister and Board .......................................................................................... 12
Hiring Members for Services ..................................................................................................................... 13
Equal Opportunity and Affirmative Action Policy .................................................................................... 14
Conflict of Interest Policy ....................................................................................................................... 15
Partisan Political Policy ........................................................................................................................... 16
Policy on Policies ........................................................................................................................................ 16
Proposals to the Board of Trustees .......................................................................................................... 17
Building Use Policy- All Souls Unitarian Universalist Church (Excludes Simpson House) ................. 18
Room Reservation by Church Groups ...................................................................................................... 23
Maintenance Contracts .............................................................................................................................. 24
Renovation of Building and Grounds ........................................................................................................ 25
Budget Creation Policy .............................................................................................................................. 26
Budget Guidelines ....................................................................................................................................... 27
Financial Controls ........................................................................................................................................ 28
Special and Restricted Funds Policy .......................................................................................................... 30
Simpson House Policy ............................................................................................................................... 31
Communications Policy .......................................................................................................................... 33
Media Policy ................................................................................................................................................ 36
Security Video Policy ................................................................................................................................. 36
Fundraising .................................................................................................................................................. 37
Keeping our Children Safe Policy ............................................................................................................. 38
General Safety Policy for Children and Youth ......................................................................................... 39
Reporting Child Abuse and Neglect Procedure ......................................................................................... 40

Reviewed and Revised 2011 – 2012
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
   a. Committee program years shall be July 1 through June 30th.
   b. All committees shall prepare and submit written annual goals for review by the Board
      of Trustees by August 1.
   c. All committees shall prepare a written report by April 20 for inclusion in the Annual
      Report to the Congregation.
   d. All aspects of committees, including membership, goals, and methods, are subject to
      approval by the Board of Trustees.
   e. 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.
Responsibilities of the committee chairperson include:

1. Recommend members for the committee in consultation with the Nominating Committee.
2. Provide new committee members with information about the committee, including the written Committee Description and other appropriate policies and procedures.
3. Work with the committee to set goals and communicate those goals in writing to the Board of Trustees.
4. Schedule meetings on a monthly or 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: Board
Revised: June, 1999
Member Status Policy
This policy provides guidance for certifying the number of members reported to the UUA by February 1 of each year and for certifying members for voting at congregational meetings. The number reported to the UUA will be a count of Voting Members.
The church office shall maintain a database of all individuals who have expressed an interest in the church and have completed the visitor’s form. Each individual in the Membership Database will carry one of several Status Codes: Voting Member, Non-voting Member, Friend, Visitor, Child, Inactive, or Deceased.
When an individual first visits the church, s/he will be entered into the database along with the date of visit with a status of Visitor. When an individual signs the membership book, s/he becomes a Member, and that date is recorded. The person is a Voting Member if a contribution of record is made and a Non-voting Member if not. A contribution of record is defined as an officially recorded contribution of money.
An individual is changed from Voting Member status to Non-voting Member status when s/he has not made a contribution of record during the current or prior fiscal year.
An individual is changed from Voting, Non-voting, or Friend status to Inactive status when the member or friend has resigned or moved away. A member or friend who has moved away may be retained as a Friend if so requested.
Non-voting Members’ status will be reviewed each year. If a Non-voting Member has been active with the church within three years, their status will be unchanged. Otherwise, an effort will be made to discern if they wish to continue being a member. If no response is received, their status will be changed to Inactive.
A list of members being changed to Inactive status will be confirmed by a vote of the Board of Trustees.
Visitors’ status will be reviewed after at least one year from their first visit date. If a Visitor has been active with the church by volunteering or contributing over the span of a year their status will be changed to Friend, otherwise they will be deleted from the database.
The Membership Committee will review membership statuses at least two times each year: in January to determine the membership count for UUA dues and in May to determine the voting roster for the Annual Meeting.

This policy replaces the Membership Policy and Status Tables
(Adopted 2002, last revised 2003)
Responsibility: Board
Adopted: August 2011
## Member Status Benefit and Responsibility Table

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

*Key Committees: Nominating, Committee on Ministry, Audit
We also carry statuses of Child for children of members, friends, and visitors and Deceased for members who have died.
Self Identified Sexual Offender Policy

In recognition of All Soul’s history as a welcoming community and in support of our mission to **Build** a respectful, caring community; **Inspire** personal and spiritual growth; and **Create** a just and compassionate society, we welcome recovering Sexual Offenders under this policy. This policy covers both a visitor attending Sunday services and persons seeking membership who must self identify as a known sexual offender or are on the Jackson County Sexual Offender list. It does not change or in any way mitigate the Religious Education policies.

Sunday Morning

The Minister will:

- Obtain the individual’s full name
- Instruct the individual to stay on the main level
- Remind the individual to check in again on any return visit

Seeking Membership

After several visits the individual is welcomed to seek membership. Besides the normal requirements of membership the individual will also be asked to meet with the Senior Minister. The Minister should consult with the Committee on the Ministry Chair and/or the Board of Trustee President. Should this group see a need they may include a Staff member. The Minister should develop a written plan in keeping with her/his experience with the individual and any special circumstances. When the Minister is ready, she/he may make a recommendation of membership to the Board. The recommendation, and any subsequent discussion, should be made in executive session.

Responsibility of: Board of Trustees

Approved March 19, 2014
Relational, Sponsored and Affiliated Organizations Policy

Purpose: To amend the Affiliated Organizations Policy to provide and clarify definitions for relational, sponsored, and affiliated groups. *Amendments and additions are in italics*

*Relational Groups* are formed to meet needs and interests of specific groups of people within the church and are officially identified with the church. As such they receive free and full use of the church.

*Sponsored Organizations* - A “Sponsored organization” is any group the Board of Trustees or the Social Responsibility Board has agreed to support, but has not joined as a member. One form of support might be use of our building.

*Affiliated Organizations* - An “affiliated organization” is any separate corporation or organization that All Souls has joined as a church. Membership may be through the minister or by the church as a whole. Sponsored and Affiliated Organizations may qualify for free use or reduced fees, especially if our minister has a formal relationship with the group.

Responsibilities of *Relational Groups*:

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 *Relational Groups*, including a financial statement, shall be submitted by April 20th for inclusion in the Annual Report to the congregation.

C. *Relational Groups* 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. *Relational Groups* 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. *Relational Groups* shall make an annual pledge to the church.

G. *Relational Groups* 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 a *Relational Group* terminates its existence, any assets of the organization shall become the property of the church.

Responsibility of: Board
Revised: January 1991
Revised: July 2001
Revised: November 2016

Click to return to the Table of Contents
Conflict Resolution Process and Procedure

Rationale & Principles
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. 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.

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. In the following procedure, the Committee on Ministry may play a prominent role in helping to resolve such conflicts. In fulfilling that role, the Committee on Ministry will encourage all parties to be guided by the following principles for a healthy congregation:

**Principles for a Healthy Congregation**

*All Souls Unitarian Universalist Church is a congregation bonded by respect and compassion and guided by the following principles:*

- Honest and respectful communication is the basis for a healthy congregation.
- Change and conflict are normal parts of congregational life.
- Effective stewardship is necessary to build a strong, vibrant congregation.

**We endeavor to support these principles by encouraging each congregant to**

- be civil and polite in all discourse;
- assume good faith in others;
- avoid personal attacks;
- be welcoming to others;
- give, as they are able, of time, talent, and material resources.
Procedures for Conflict Resolution

1. Personal Interaction.
   If a person feels another person or persons in the church community (friends, members staff, or Minister) have violated the principles of the covenant, we encourage respectful confrontation and discussion between the parties involved. These conflicts include those between staff, staff and members, member and member, member and Minister, Minister and staff. 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. Such requests should be made in person or by phone. The names and phone numbers of Committee on Ministry members can be accessed by calling the church office. Contact by email is discouraged as email can be the source of spreading inappropriate information.

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 who are not current members of the Board, and they will work to assist the parties in developing a mutually agreeable resolution to the conflict. This Board Appointed 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 Board Appointed 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 cases 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 available funds. The Board of Trustees shall by resolution establish the process by which a mediator is selected and employed, adhering to current policies related to contracts. 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 Board interacts. The Board 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 Congregation.

The Congregation hereby authorizes the Board of Trustees, at 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.

Responsibility of: Committee on Ministry
As Amended and Adopted by Congregation at Congregational Meeting on September 30, 2001
Revised February, 2012
Congregational Resolutions

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

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

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

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

Responsibility of: Board Administration Committee

Adopted: November, 1993
Revised: June, 1999
Goal Setting Process for Minister and Board

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

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

Responsibility: Board  
Adopted: May, 2002  
Revised: March, 2005
Hiring Members for Services

It is the policy of All Souls UU Church that members and friends of the congregation may be hired to perform services or contracted with for services so long as the following guidelines are met:
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 $1,000 or more, the Board requires that at least two nonmember estimates be obtained when possible.

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

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

Responsibility: Board
Adopted: December, 2000
Equal Opportunity and Affirmative Action Policy

All Souls is committed to affirmative action, equal opportunity and nondiscrimination in all aspects of church life. These include race, ethnicity, color, national origin, gender, gender identity, gender expression, sexual/affectational orientation, age, ability/ableness, socioeconomic and educational background, socioeconomic status, and religion. This commitment supports the All Souls Mission to build a respectful, caring community; inspire personal and spiritual growth; and create a just and compassionate society. Simple absence of discrimination is not sufficient. To further this commitment, All Souls will implement equal opportunity policies, principles and practices that encompass:

a. Employment, including recruitment, selection, hiring, compensation, training, promotion, and termination;
b. Contracting, purchasing and vendor recruitment and selection;
c. Investment of church funds;
d. Use of church facilities;
e. Full participation in church life for all people, including membership, nomination of elected officers, recruitment and selection of committee, team or task force members and chairs, outreach activities and communications inviting participation in All Souls programs and events

The Board will appoint an Equal Opportunity Advocate (EOA) for a period of three years, starting in May, 2016 and charge him/her with the following duties:

a. Review each of the above categories. They may choose to concentrate on just one category or do an overview
b. Present a report to the congregation at the Annual Meeting. This report may be written or oral and should outline where we are succeeding or falling short with our commitment to affirmative action, equal opportunity and nondiscrimination

c. Investigate any issue or area of concern brought to them by the Board, staff or any member of the congregation. Follow up as appropriate with staff, teams or committees of the church, the Committee on Ministry, or the Board.
d. Make recommendations for corrections, improvements or remedies to the Board or staff as appropriate

e. Consider if this position should become part of the All Souls By Laws and be an elected position, or if there should be any changes or clarifications to this policy. The EOO may hold church chats and meetings, create surveys or use other methods of fact finding and discernment. Their recommendation should be presented to the Board.

The EOO may assemble a task force to assist him/her with any part of this charge.

Responsibility of: Board
Approved: May 2016
Conflict of Interest Policy

For the sake of accountability and transparency in all church dealings, officers, chairpersons, employees, and trustees of the church, including all committees, shall scrupulously avoid any conflict between their personal, professional, or business interests and the interests of the Church. Where a conflict might be thought to exist, it should be disclosed to the Board of Trustees before action is taken that might be affected by the conflict. The President or the Minister may inquire about, and inform the Board of Trustees about, possible conflicts. In all cases, the Board of Trustees will have authority to determine whether a conflict exists, and what should be done to protect the interests of the Church. This policy applies to, but is not limited to:

a. the sale, purchase, lease or rental of any property or other asset,

b. employment, or rendition of services, personal or otherwise,

c. the award of any grant, loan, contract, or subcontract, or

d. the investment or deposit of any funds of the Church,

e. acceptance of gifts, loans, or pledges of behavior, that could reasonably be interpreted as attempting to inappropriately influence actions by the Church.

Responsibility of: Board
Approved: May 2016
Partisan Political Policy

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

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

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

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

Responsibility: Board of Trustees
Adopted: August 2011
Revised: October 2016
Proposals to the Board of Trustees

Any church member who wishes to make a proposal to the Board may fill out the appropriate form, as completely as possible, and provide it to the Board President or Vice President by Monday of the week prior to the next Board meeting. Exceptions to the deadline would be made for (1) emergency items, at the discretion of the Board President, and (2) amended recommendations requested by the Administration Committee (Admin) prior to the Board meeting.

Responsibility: Board
Adopted: January, 1999
Revised: June, 1999
Revised: October, 2016.
Building Use Policy - All Souls Unitarian Universalist Church (Excludes Simpson House)

I. As a valuable community asset, the church building is to be available for activities consistent with the church’s mission and values as well as to church members for memorials, weddings, and celebrations that strengthen our church family relationships.

The execution of this policy is the responsibility of the All Souls Administrator and All Souls Facilities Manager [Administrator]. The Administrator is authorized to approve all usage and to resolve issues in accordance with this policy. Issues not addressed by this policy will be referred to the Administrative Committee of the Board of Trustees [Administrative Committee].

Definitions
- “Host” shall mean a church member who has agreed to provide certain services for non-church groups and organizations.
- “Security Closer” shall mean a church member or a member of a group using the church that has received training in closing procedures.
- "User" shall mean any group or individual that has made formal arrangements for the use of All Soul's church facilities

II. Requests for Building Use

Guidelines for Approval of Requests
Church activities and church groups have priority over outside groups, and church-wide 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 Senior Minister and Administrator.

All rentals except to members of All Souls for the purposes described in Section III and to nonprofit organizations with limited or no funding, will be at full fee schedule unless otherwise negotiated and approved through the Administrator.

The Administrator will refer any requests requiring special evaluation to the Administrative Committee, the Social Responsibility Board or other appropriate committees.

The church will not be available for any commercial/ for-profit organizations and activities.

III. Building Use by All Souls Members, Committees, and Relational Groups

A. Personal use by members of All Souls. A member in good standing is a voting member or has been designated a member in good standing by the minister or board president.
   1. For memorial services, excepting technician costs and Simpson House, members in good standing shall have free use of all church facilities, including Bragg Auditorium, its audio/visual systems and the piano.
   2. Members in good standing shall have free use of church facilities, including Bragg Auditorium for up to four hours for weddings and such celebrations as a 50th anniversary, “major” birthdays, family reunions or retirement. But members shall pay for any direct costs incurred (audio/visual systems, use of piano, custodial service, etc.). Members are encouraged to make a donation in lieu of regular fees for personal use.

B. All Souls Committees and other Relational Groups shall have free use of church facilities but must arrange for a security closer when needed. Equipment needs (easels, flip charts, TVs, VCRs, easels, a screen, and an overhead projector) and furniture placement must be communicated when making the room reservation.

C. Scheduling. Church groups and committees should, and all other users must, schedule any use in advance with the church’s volunteer scheduler. Unscheduled or impromptu meetings may not interfere with
any scheduled activity or use. Sponsored and affiliated groups of the church can reserve church space by contacting the scheduler.

Ad Hoc committees and specially called meetings should reserve space at least ten days in advance by contacting the scheduler.

All church groups and committees meeting on a regular basis are expected to reserve space on an annual basis in June.

D. Except for audio/visual equipment and building security services All Souls members may have reduced or free use of church facilities for meetings of non-profit service/support groups in which they have membership, provided the group’s mission does not conflict with the mission of All Souls, and provided:

1. An All Souls member is present as Host.
2. The group will pay for audio/visual technicians and for any extra custodial costs (with a 2 hour minimum).
3. If used, the kitchen will be “left as found” (any items used will be cleaned and put away).

The member’s group may use the library, meeting room or a classroom for up to 3 hours once a month and may use Conover once a year for up to 4 hours.

This privilege is limited to use for pro bono groups and organizations. There shall be no free use for any work-related association unless it is a non-profit.

The group is encouraged to make a contribution in lieu of regular fees. Groups that meet regularly are expected to contribute at least $1.00 per attendee.

A donation for All Souls is required if the group requires members to pay dues.

IV. Contractual Use

Independent non-profit public service/interest groups, groups addressing social issues, and self-help and support groups whose work is consistent and does not conflict with the values and vision of All Souls are welcome to use the facilities according to the provisions of the fee schedule.

A. All contractual users (non-members) must sign a contract agreeing to the conditions stated therein and in the Building Use Policy. Damage deposits may be required and may be reduced or waived by the Administrator. Confirmation of any reservation is dependent upon receipt by the church of the rental contract signed by the responsible party, all required deposits and payment of 50% of the total usage charges. Any balance due must be paid at least ten days prior to the event, with the exception of memorial services. For extended use agreements, the deposit shall be held for as long as the agreement is in effect.

B. Payments are refundable only if written notice of cancellation is received at least 14 days prior to the event.

C. Damage deposit fees are 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 amount refunded is at the Administrator’s discretion. The user shall pay for any losses (expenses), in excess of the damage deposit. The deposit may be used to cover the costs of additional cleanup time, repair or replacement and forfeiture may occur if the renter fails to meet the general terms of the rental agreement. Users may appeal, in writing, to the Administration Committee.

D. If damage is incurred, the Host, Security Closer, or staff member present 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, Host, or Security Closer shall take photos if deemed necessary for documentation.

E. There will be no charge if use 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.

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

G. Contractual users may not claim, either explicitly or implicitly, that their organization is endorsed or supported by All Souls even though their event is located at All Souls.

H. Building Use at Reduced Fees
Affiliated or Sponsored Organizations (see policy), may use the church without charge or at a reduced rate. The administrator shall maintain a current list of these organizations for annual review by the Board in July.

Other requests for reduced fees or free use shall be reviewed by the Social Responsibility Board and are subject to their approval.

When reviewing other requests for free or reduced fees the Social Responsibility Board may consider:
1. The organization’s mission (a written statement of their purpose should be provided).
2. Compatibility of the organization’s goals and principles with All Souls principles and mission
3. The organization is trying to serve unmet social needs or address immediate social issues in an apolitical way (seeks to educate and inform but shall not lobby nor endorse political candidates or parties).
4. The organization is a new group wanting to get established, or a group that may only function temporarily, i.e. until a specific goal is reached or abandoned.
5. The organization may be so controversial it has few options for where to meet. All Souls has a responsibility to provide space for such public expression and/or service.
6. The group is seeking to improve conditions affecting our immediate area.

Any group receiving free or reduced fee use shall be scheduled when staff or a Security Closer will be available, and such users are encouraged to solicit a donation for All Souls from their group.

The group will pay for audio/visual technicians unless the technician agrees to volunteer their services.

Groups that meet regularly are expected to contribute at least $1.00 per attendee.

VI. General Requirements and Conditions Applicable to All Building Users

A. Alcohol: Wine, beer and champagne may not be sold, but may be served for free or 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, and the church prefers that only nonalcoholic beverages be served.
B. No beverages are to be served, dispensed or taken into Bragg Auditorium except when users and guests are seated at tables for a dinner or meal.
C. Insurance. Users must provide insurance for any use not covered by the Church’s insurance policy.
D. Custodian. Whenever unscheduled janitorial time is needed (as determined by the Administrator), any users shall pay the church’s regular custodial costs. Any use on a Saturday will require a minimum charge for two hours.
E. Security Closer. A qualified security closer, is needed for each day the building is open. If a staff member is not scheduled to be present to close, users must arrange with the Administrator to schedule a security closer or a custodian. Closers shall have attended a training session within the previous twelve months. Closers shall be scheduled by the Administrator. The Administrator will maintain a closer and key holder list and provide instructions to closers. Paid staff or security services may be provided or required at the Administrator’s discretion or user’s request. Contractual users shall pay all or a pro rata share of costs incurred (their share based on use of the building by other groups).
F. Host. We want All Souls to be a friendly and welcoming place. A host’s presence should ensure that a connection is maintained between the mission of All Souls and the user, that the user will have assistance during building use, and that use is consistent with the Building Use Policy. Groups using the building without charge must have a member of All Souls present to serve as host. The host will fill out a report if there is a problem. The Administrator will provide hosts with a description of their responsibilities.
G. Equipment: All Souls Unitarian Universalist Church has chairs and tables, which may be used at no additional cost. If the event requires extraordinary room set-up, the hourly custodial fee may be charged for setup time. Scheduling of delivery and pickup for externally provided equipment or supplies must be cleared through the Administrator. Electrical equipment use 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 not permitted.
H. Kitchen: The kitchen may be rented for “set-up” of a potluck dinner or for food preparation by a caterer. Guidelines posted in the kitchen must be followed. A host, closer or staff member must be present to use the dishwasher. Any other use of the kitchen must be approved by the Administrator in advance. The use of disposable plastic and styrofoam products for drinking or food service is discouraged. Recycling is encouraged. Coffee service (to include hot water for tea and decaffeinated coffee) will be available upon request with a basket set out for payment.

I. Enforcement: Church Staff have full authority over all church property and the enforcement of building use policies. Church members who serve as Hosts or Closers are representatives of the church with authority to enforce the agreement between the user and the church. Access to the building shall be limited to the times specified in the use agreement.

J. Piano: The grand piano in Bragg Auditorium is available for a rental fee plus damage deposit provided advance arrangements are made and usage is approved by the Music Director. The piano may be moved only by church staff or under staff’s supervision. Unsupervised movement of the piano may result in forfeiture of the damage deposit. Piano Tuning, if needed, shall be arranged and funded by the user in consultation with the Administrator.

K. Audio/Video Systems:
   1. Bragg Auditorium. Only trained All Souls staff or members may operate All Souls’ audio/visual systems under the coordination of the Administrator. Users must pay any costs incurred for technicians.
   2. Conover Auditorium. If paid technicians are needed (as determined by the Administrator), users shall pay costs incurred.

L. Use of Religious Education Classrooms
Making our classrooms available during the week can be an important service to the community and church members. But use of classrooms on weekly / daily basis presents difficulties for staff and can create conflict between church members. Therefore, any such use requires stringent review and adherence to the Religious Education Policy and additional conditions listed below. Any agreements for such use must satisfy all conditions below as well as the Religious Education Policy.

   Ability to manage the users (parents and children) and not interfere with staff or other church needs shall be given priority. Factors to be considered include:
   • ratio of adults to children to assure adequate supervision;
   • users must meet our liability insurance requirements;
   • enough Hosts have agreed to serve;
   • user must pay any custodial or extra costs required;
   • user may need to manage any extra services required;
   • must clean up after themselves – leave rooms in good order;
   • must provide references;
   • there will be a staff member fully responsible for dealing with users;

There will be no tolerance for infractions or misbehavior. All Souls may immediately cancel any rental agreement for failure to follow this section or the Religious Education Policy requirements and can deny continued use on short notice.

M. Litter and Debris: No loose confetti may be used. Potpourri, birdseed or rice may be used outside only. If candles are used, any extra cleanup required for drippings will be charged to the user and will be deducted from the damage deposit if necessary. Use of candles must be in accordance with the fire code.

N. Storage: Space is very limited. Materials, equipment, supplies, etc. may only be left in areas designated by the Administrator. Items not in a designated storage area shall be put in the “lost and found” and may be discarded after 30 days.

O. Noise: Renters shall abide by the Kansas City Noise Control Code. The church’s staff or host have authority to require users to keep noise at a reasonable level.

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

Q. General Behavior: Users will extend full courtesy and consideration to others in the building. All Souls expects a culture of respect for our building, our members, and our staff, including respect for staff hours with regard to the usage agreement. Users are responsible for the behavior of children attending the event and shall not leave any children unattended or unsupervised. Users must make arrangements for
childcare and supervision that are deemed adequate by the administrator." Deliberate abuse or careless use of facilities or equipment is not allowed.

R. Meals and special setups in Bragg: Use of Bragg Auditorium for dinners is limited to church events and affiliated organizations. When special seating arrangements are desired the group contracting for the use of Bragg will be fully responsible for set up and “take down” (i.e. Bragg must be made ready for regular use). The group shall designate who will do this on their behalf and shall pay any direct costs incurred. Church staff services will be limited to providing information and direction on how things are to be arranged and what cleanup will be required.

S. The schedule of fees and operating hours shall be set every two years by the Board of Trustees, based upon the recommendation of the Treasurer after consultation with the Facilities Committee, Finance Committee, Social Responsibility Board, the Administrator and the Minister. Fees shall be based on costs to own, staff, operate, and maintain the Church, as well as comparable fees for similar facilities provided by non-profit entities.

Approved by Board of Trustees November 16, 2016

Responsibility, Staff

All Souls Building Use Policy first enacted by the Board of Trustees: March 1994
Approved as revised: October 2001
Approved as revised: October 2008
Approved on Oct. 9, 2011 by BUC (includes merge with Governance input 2011)
Approved as revised by BUC May 2012; tentatively approved by Board [May 16, 2012]
Approved as revised by Board of Trustees October 2014
Approved by Board of Trustees November 16, 2016
Amended by the Board of Trustees December 19, 2018
Amended by the Board of Trustees January 16, 2019
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 outlined 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 nonalcoholic 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: Facilities Committee
Adopted: December, 1991
Revised: June, 1999
Revised: July, 2001
Maintenance Contracts
For capital projects expected to cost more than $50,000, a special task group will be established to oversee financing and contracting for the project.
For work on the church building, Simpson House or grounds expected to cost less than $50,000 but more than $2,500:
The Facilities Manager will seek bids from at least three qualified contractors. Bidding is not required if the church has an on-going relationship with a contractor able to do the work for a reasonable price.
The appropriate committee or chair (Facilities, Simpson House or Grounds) will select the bid they believe will provide the best value to the church.
The Finance Committee will identify and verify sources of funding and determine if a special fundraising effort is needed. Preferred sources of funding are the Maintenance Reserve Fund for Simpson House maintenance and the church building and grounds or the Simpson House Renovation Fund for Simpson House Renovations as defined in the Simpson House Policy. The Board of Trustees will approve the expenditure and the Board President will sign the contract. A copy of the contract will be kept in the church office.
If a maintenance need arises that requires immediate attention and is expected to cost more than $2,500, the Facilities Manager will consult with the Minister, Board President and Facilities Chair and make arrangements to resolve the need in a manner that is timely and provides the best value to the church. The Board President will approve the expenditure.
The Facilities Manager will keep the appropriate committees informed of any work on the church buildings and grounds that is being hired out by the church and may authorize projects that are within the budget for Facilities.

This policy replaces:
Bidding Process: Adopted 1993, revised 1999
Construction Projects: Revised 1999 and 2001

Responsibility: Facilities Committee
Adopted: January, 2012
Renovation of Building and Grounds

To assure that any change in the building is consistent with the overall building plans, aesthetics and the All Souls mission, that timing conflicts do not occur (e.g., roof debris does not fall on newly purchased playground 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 that are in the due course of maintenance 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.) Any proposed changes to the structural elements, finishes, art, or artifacts of the church building or to the landscaping or other configurations of the grounds as part of a capital improvements project shall be directed to a separate task force appointed by the board.

Procedures:
A. When a proposed change relating to regular maintenance comes to the attention of any committee chair or a member of the Facilities Committee, that person will inform the Facilities Committee Chair. Unless the Facilities Committee determines that a congregational vote is necessary, then the Facilities Committee will contact any interested parties, hold meetings (if necessary) and decide:
   • if the proposed change fits the overall plan;
   • if the proposed change fits the overall aesthetics of All Souls;
   • if the proposed change advances and/or supports the All Souls mission;
   • if the timing of the proposed change fits with other projects; and
   • that there is no duplication.

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

C. When a proposed change relating to a capital improvement project comes to the attention of the special task force, then, unless the task force determines that a congregation vote is necessary, the task force will decide:
   • if the proposed change fits the overall plan;
   • if the proposed change fits the overall aesthetics of All Souls;
   • if the proposed change advances and/or supports the All Souls mission.

Responsibility of: Facilities Committee
Adopted: November, 1995
Revised: January, 1999
Revised: February, 2016
Budget Creation Policy
The Board has a fiduciary duty to create and oversee the budget, to ensure that the assets of All Souls are used in support of the mission and in accordance with the donors’ intent. In this duty the Board is supported by the work of the Finance Committee.

The budget should always:
• Reflect our values and support the mission
• Provide for repayment of any loan or mortgage
• Compensate staff fairly
• Conserve building, grounds and real assets

Each year the Board considers changes to the budget reflecting changes in the operations and priorities of the church as well as changes in revenue from pledges and fundraising capabilities. The Board should provide the Finance Committee with these priorities, conditions or restrictions by March so that these can be incorporated into the budget for the next year.

Based upon the direction from the Board and historical financial information, the Treasurer will prepare a budget and present it to the Board for approval no later than the April board meeting. The Board may refine the proposed budget before it is presented to the Congregation for approval at the annual meeting in May. The Board may adjust the budget during the fiscal year to account for circumstances that were not foreseen at the time of the annual meeting.

Ten % of any net profit from Simpson House shall be transferred to the maintenance reserve fund and the remaining profit shall be transferred to church income annually as of June 30.

In accordance with the Endowment indenture, 4% of an average market value of the Endowment Discretionary Fund over the prior thirteen quarters shall be distributed to the church annual budget (see Endowment Indenture for process if the distribution exceeds 10% of the annual budget).

The annual budget should allocate 1.5% of income for social justice activities.

Responsibility: Finance Committee

Adopted: October 2011

Revised: March, 2017
Budget Guidelines

Each year, the Finance Committee prepares a balanced budget, which is presented to the Board of Trustees for approval and then presented to the Congregation for approval at the annual meeting. The Board of Trustees may adjust the budget during the fiscal year to account for circumstances that were not foreseen at the time of the annual meeting. The basic budget is an historical carry-forward of the previous year. This captures the basic ongoing expenses of running the church at the same staffing levels and captures the historic sources of revenue. Each year the board considers changes to the budget reflecting changes in the operations and priorities of the church as well as changes in revenue from pledges and fundraising capabilities.

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

Priorities:
- Loan payment
- Insurance
- Utilities
- Staff salaries and health insurance

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

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

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

Responsibility: Finance Committee
Adopted: October 2011
Financial Controls

Recordkeeping
All deposits and payments are recorded in the church Financial Database in a timely manner. Individual checks and other financial contributions from members are recorded in the Membership Database. If the contribution is mailed in, the date received will be the postmark date. Contribution statements for tax filing purposes are sent to all members and friends with contributions for the year each January.
The Assistant Treasurer reconciles the Financial Database and the bank, brokerage, and loan statements each month.
The Assistant Treasurer produces a monthly church financial report that accounts for all financial transactions for that month. Reporting is on a cash basis. This report is reviewed and approved by the Finance Committee and the Board of Trustees and is posted in the Communications Center and filed in the office. A summary is posted on the church web site.

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

Deposits
The Office Administrator is responsible for all deposits being made in a timely manner. The Office Administrator provides the Financial Administrator with a detailed allocation by category of money deposited.
Groups that collect money for fundraising or other activity will turn in the money to the Office Administrator for deposit. The deposit will include documentation showing the category to which the funds are to be credited and the total amount of the deposit.

Checks
All checks are generated from the Financial Database and are prepared from properly approved check requests or invoices by the Financial Administrator. The person signing the check may not be the approver of the request. The person receiving the check may not be the approver of the request or signer of the check.
All checks, accompanied by proper documentation, are signed by the Treasurer or other approved signer.
The Financial Administrator keeps the documentation on file and available for review for at least 10 years.

Invoices
All payments of invoices are recorded in the Financial Database in a timely manner. The Financial Administrator keeps a copy of the invoice on file and available for review for at least 10 years.

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

Personal Property Records
A Personal property inventory of capital items (equipment, furnishings, art/ etc.), with a value of $250 or more and an expected useful life of at least three years shall be maintained by the bookkeeper.
Records and necessary supporting documents of purchases, acquisitions and dispositions shall be maintained, and any donations of the same shall be recorded.
The Facilities, Archives and Gallery Committees, and any other group or individual purchasing or receiving personal property shall provide information needed by the bookkeeper.
The Facilities, Finance, Archives and Gallery committee chairs will be responsible for requesting values information from donors and shall provide acquisition and disposition values to the bookkeeper. 

The Treasurer shall provide a letter to donors acknowledging their donation and their stated value.

A disposition report form shall be prepared by the Facilities, Archives or Gallery committee chair whenever an item is disposed of or lost.

The Treasurer shall verify inventory is updated as needed.

The Treasurer shall have an annual inventory conducted by the Facilities, Archives and Gallery Committees.

**Donations of personal property, art and archival materials**

Whether to accept an item shall be decided by the Facilities, Finance, Archives and/or the Gallery committees.

The committees shall consult each other as may be appropriate, for example, when acceptance of a gift may affect the work of another of the committees.

This policy replaces:
Check Issuance on Operating, Reserve and Capital Accounts (adopted 1996, last revised 1999)
Reimbursement of Members and Staff (adopted 1992, last revised 1999)

Responsibility of: Finance Committee
Adopted: August 2011
Revised: October 2016
Special and Restricted Funds Policy

This policy shall apply to all church and endowment funds

All Souls Unitarian Universalist Church receives and manages funds that are intended for distinct purposes that are not a part of the general operating budget and may also be assigned to the Endowment Fund. It is necessary to designate whether each fund is permanent (the restriction is attached to the fund in perpetuity), or temporary (the restriction is limited to a specific period of time or the completion of an activity or event). For example, a temporary restriction may be that a fund will be used for a specific purpose for a period of five years or a fund may be used for a specific activity.

Donor restricted accounts are donated and/or raised for specific purposes and not intended to be used in some other way. Board designated accounts are donated or raised for specific purposes designated by the Board. The Board of Trustees has approved and recognizes the accounts listed in “attachment A”. The Board of Trustees shall be advised of similar new funds which shall be designated by the Treasurer as donor restricted; board restricted; temporary or permanent.

Board Designated Funds

Amounts received in any fund may exceed the related costs and the purpose accomplished or discontinued, resulting in surplus funds. Such surplus funds may, if not used during two consecutive fiscal years, be reallocated to other purposes by the Board of Trustees of All Souls Unitarian Universalist Church following ninety (90) days notice to interested parties. The Treasurer shall identify funds that have already been idle for two prior fiscal years and notify interested members that said funds may be reallocated by the Board after one hundred and twenty (120) days for review. The Board will carefully consider the recommendations of interested parties for the reallocation of funds. All removals of restrictions will be approved by the Board of Trustees and shown separately in the financial statements as Removal of Restriction.

Donor Restricted Funds - Permanent

All permanent donor restricted funds will be restricted in perpetuity in conformance with the donor’s request.

Donor Restricted Funds - Temporary

All temporary donor restricted funds will follow the directions of the donor during the period and/or activity of the request. When the restriction has expired or the restricted activity or event has been completed, the funds will be moved from restricted to unrestricted. This removal of restrictions will be approved by the Board of Trustees and shown separately in the financial statements as Removal of Restriction.

Responsibility of: Finance Committee

Approved by Board of Trustees July 20, 2016
**Simpson House Policy**

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

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

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

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

**Booking:**
1. Rentals are booked on a first come first served basis.
2. Church Groups.
   A. Church groups are defined to include the Board, any church committee, church team, 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 onsite for the duration of the event.

D. If a church group consists of more than 20 people, the Simpson House Manager shall not be available for setting up and taking down tables and chairs, without prior arrangement and compensation. Any church group of over 20 people needing assistance with the setup and teardown of their event at the Simpson House should recruit volunteer help or hire people to assist them.

E. Simpson House rentals and appointments have priority over church groups scheduling an event.
F. Small church groups (10 and under) may reserve meeting space (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.).

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

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

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

This policy replaces:
Simpson House Policies and Simpson House Use by Church Groups

Responsibility of: Simpson House Committee

Adopted: March 2000
Revised: October 2011
January 2017
Communications Policy

PURPOSE

To provide a clearly defined means of communicating information on the business and events of the church to its members while respecting members’ privacy. Communications should provide information about All Souls’ ministry, business, and activities, and encourage action in keeping with our covenant, mission, and UU principles.

POLICY

Nonpartisan communication. Church communication and/or media may not be used for partisan political purposes.

Spokespersons. The authorized spokesperson is the Senior Minister. In the event that the Senior Minister is unavailable, the designated spokesperson is the President of the Board of Trustees. In the event that neither is available, the Vice President, Secretary, Treasurer, and Assistant Treasurer, in that order, will be designated to act as spokesperson.

The Board of Trustees may designate other persons, such as a representative of the Forum or Social Responsibility Committee, for a one-year period, for communications related to that committee’s work.

All members of the Board of Trustees, and any other person designated as a spokesperson, will participate in an annual media relations training. It is the responsibility of the Board President to schedule training within the first quarter of the Board term.

Using the name of the church in unaffiliated or personal publications intended to imply official connection with the church is expressly forbidden, without authorization of the Senior Minister and/or Board of Trustees.

Privacy. For services and performances that may be recorded for future broadcast on the web, social media, or radio, a signed release is required from all participants. The release for participants aged 18 or older will be secured by the coordinator or convener and kept on file in the office. This includes any participant in a religious service such as moderator, guests to the pulpit, readers, chalice lighters, choir members, guest musicians, and Forum speakers. For any minors participating in service, a parent or guardian must sign a release form for each minor participating in such activity on an annual basis. These releases should be kept on file in the RE office. A release form will be available in the church office.

No last names or identifying information of any minor will be included in any communication including the web, social media, newsletters, and church wide emails except for matters of public record (e.g. birth, death etc.). Adults who post information on social media are considered to have given their consent. Written permission will be required from any adult before names, identifying information, or contact information is included in any communication.

Names, phone numbers, and addresses may be placed in a temporary document only available on the church’s web site to provide information for special events such as Yulebocks or Dinners for Eight Membership list and church directory:

1. The church directory is an official document of the church and contains the names and contact information of all members. Nonmembers may be included at the discretion of the Board of Trustees.
2. Only those persons listed in the directory will receive a copy of the directory.
3. The information contained in the directory is for use by members and friends and is not to be used for private gain or commercial purposes. A disclaimer to this effect shall appear on the directory.
4. The church staff of representatives will not ask members to provide account numbers for credit cards or financial accounts via phone or email.
OVERSIGHT
The minister is responsible for oversight of all church communications. The minister may form a team or delegate staff and/or volunteers to develop Sunday bulletin and inserts, create video displays including the Sunday announcements, publish the newsletter, create weekly email, develop and maintain the church website, administer social media sites, coordinate bulletin boards, and other means of communication. Should the church be without a minister, oversight falls to the president of the Board of Trustees or her/his designee.

METHODS
General Guidelines. Regardless of the means of communication, all communication will conform to the following:
● As the senior minister has responsibility for all communication, he/she will appoint the editor, publisher, or manager of the various established communication methods.
● Questions regarding appropriateness or content are resolved through consultation with the minister.
● Written material or graphics must be received by the church office or designated person prior to the published deadline for the specific media being used.
● Requests must include the originator’s name and contact information, as well as the name of the group they represent.
● Material may be edited for content, style, or length. Whenever possible, editing will be done in cooperation with the person submitting the request.
● As an exception to the normal practice of no spoken announcements at the religious service, if circumstance requires, any announcement must be approved by the minister or service convener prior to the service. Special spoken announcements at the Forum must be approved by the Forum moderator prior to the start of the Forum.

Current forms of Communication include:
● Sunday bulletin and inserts
● Video announcements and displays
● The Flame, the official newsletter of the church
● The Flicker, the weekly email

Priorities for The Flame: The editor will give items priority in the following order:
1) News of Sunday Services, Forums and Religious Odysseys
2) News of other services
3) Column by the minister and/or Board president
4) Caring Connection news
5) Board meeting highlights, including a financial summary (can be in narrative form)
6) Religious Education news
7) Social Responsibility news
8) Church calendar
9) Upcoming church events
10) Church committee and team information
11) Upcoming events of affiliated or relational groups
12) Denominational national and regional information
13) Current issues of concern to organizations of which All Souls is a member or share All Souls’ values

Church wide Email
● The Flicker – the All Souls Weekly Email, is sent as a group email to all friends and members who have email addresses on file with the church on a weekly basis. The
content focuses on immediate events or concerns. Priorities are the same as for the Flame.
- Other church wide emails may include group emails from the Forum or Caring Connections.
- Any special email sent church wide shall only be authorized by the Minister or President of the Board of Trustees.

Church Website
All Souls may maintain a website that is informative and useful to All Souls members, friends, potential members and the public. Content and design will be determined by the web team appointed by the senior minister.

Bulletin Boards
Bulletin boards are approved by the Senior Minister or designated person. Placement is determined in consultation with the Facilities Committee. Each board should display the name of the group and contact person. If a board is unused, any group may make a request to the office administrator to have that board assigned to them. Nothing should be posted without the consent of the contact person, with the exception of the Member-to-Member board.
They include:
Title Contact
Communication Center Office Administrator/Secretary of the Board
Archives Archives Chair
RE Minister of Religious Education/RE Board Leader
SRB Social Responsibility Leader
Programming & Activities Senior Minister or designated person
Caring Connection Caring Connection Leader
Music Music Director/Music Team Leader
Special Programs & New Members Membership Team Leader or designated person
Member to Member Any member, monitored by Office Administrator

Social Media
Any social networking media that uses All Souls’ name must support the church and its mission. Sites will be monitored by persons appointed by the Senior Minister. Content, postings, or other information on such sites not in keeping with the mission of the church, the Seven Principles of Unitarian Universalism, or church policy will be edited or removed.

Social media spaces are extensions of our physical church, and fall under the same principles. We are a welcoming and supportive space. Conflicts between participants, participants and moderators, or between moderators should follow the Conflict Resolution Policy.

Privacy will be respected, see above section. Parents posting information regarding minors for whom they are guardians, or individuals posting about themselves, including names, personal information, and images, implies the consent and authorization of the dissemination of that information via social networking media.

Responsibility of: Board of Trustees
Adopted: March 2011
Revised: August 2017
Media Policy

Purpose
This policy exists to assure that information disclosed by and about ASUUC is timely, accurate, and in accord with ASUUC’s mission during and/or following a situation that draws media attention. This policy covers all external news media including broadcast, electronic and print.

Designation of Spokesperson
The Senior Minister is designated as principal media contact and spokesperson. In the event that the Senior Minister is unavailable, the designated spokesperson is the President of the Board of Trustees. In the event that neither is available, the Vice President, Secretary, Treasurer and Assistant Treasurer, in that order, will be designated to act as spokesperson. Any individual not designated as spokesperson should refer media to the appropriate spokesperson.

Media Training
All members of the Board of Trustees will participate in an annual media relations training. It is the responsibility of the Board President to schedule training within the first quarter of the Board term.

Responsibility of: Communications Committee
Adopted: May 15, 2013

Security Video Policy

1. Video footage is the property of All Souls
2. Video footage may be accessed by Staff and Board members of All Souls,
3. or people they designate on a one-time basis for security purposes
4. Video footage will be retained for two weeks; after that, it will be erased.
5. Video footage will be stored in the cloud during the time it is retained.
6. Video footage may not be used for PR or other purposes unrelated to security, except that the security camera located in Bragg Auditorium may be used for live streaming or recording Sunday Services and other special events.
7. Video will be available to assist law enforcement in pursuing crimes committed against All Souls members or property.
8. Video will be available to assist law enforcement in handling immediate emergency situations within 12 hours in the close vicinity of All Souls.
9. Video will not be available for the sole purpose of determining identities of those attending or participating at All Souls events or activities, or events or activities hosted by other groups that are held at All Souls.
10. The Administrator, the Minister, and the President of the Board of Trustees each have authority to deny video being made available to anyone outside of All Souls membership or staff.
11. If anyone, including law enforcement, wishes to view video footage created by All Souls security system, they will be required to fill out a request form, or present a legal warrant.
12. All Souls will retain a copy of any footage supplied in response to a request along with the request form.
13. A sign will be posted at entrances saying “Security video cameras in use.”

Responsibility: Board
Adoption July 13, 2019
Fundraising

1. All fundraising activities are to be coordinated by the Stewardship Committee.
   The Stewardship Committee is authorized to approve any fundraising event that is expected to net less than $1000 as long as the event supports the church’s mission and space is available.
   Any group wishing to conduct a fundraiser must obtain a date from the Stewardship Committee, following whatever structure they have in place for processing requests (e.g., request form to be submitted to Stewardship Committee chair).
   No more than two fundraisers can be scheduled in any given week (not counting Sunday Plus lunches).

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

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

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

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

4. This policy supersedes the prior fundraising policy.

Responsibility of: Stewardship Committee
Approved December 2000
Keeping our Children Safe Policy

Purpose: The Religious Education Team 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.

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 Team will attempt to provide the following as part of its educational program:

a. Age appropriate information about development and sexuality to our children and youth;
b. Training and support for our religious educators, youth leaders and parents in areas of parenting skills, growth and development, sexuality and related issues;
c. On a regular basis, a sex education program for youth which includes sexual abuse prevention;
d. Procedures for safeguarding children and youth in groups and reporting known or suspected instances of abuse, molestation, neglect, assault, cruelty or 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.
g. 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.
h. Any incident of sexual abuse of a child will be reported to the Division of Family Services (DFS) for Missouri residents (800-392-3738) or Department of Social and Rehabilitation Services (SRS) for Kansas residents (913-371-6700).

Responsibility: Religious Education Team
Approved January 1995
Revised October 2016
General Safety Policy for Children and Youth
Purpose: Recognizing the need for a consistent and safe environment for our children, the Religious Education Team 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. 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 RE office.
   d. Children four and under must be in appropriate car seats.
   e. Seat belts must be used appropriately.
2. Building Safety
   a. A first aid kit must be readily available in the RE classroom area. An escape plan and the location of the fire extinguisher must be posted near each classroom door.
   b. A review of first aid skills and fire escape plans must be part of teacher training.
   c. There should be an annual Sunday morning fire and disaster drill.
3. Child Protection and Safety
   a. There should be a minimum of two adults present at youth group meetings and other events involving children and youth at the church.
   b. If a volunteer or staff member suspects or is made aware of child abuse or has a concern about a child’s safety and wellbeing, this information must be reported to the minister or Director of Religious Education as soon as possible.
   c. There will be no use of illegal drugs or firearms at events sponsored for the children and youth. Volunteers and staff shall not consume alcohol or drugs prior to or while caring for children. Underage drinking or drug use will not be tolerated.
   d. Every RE teacher and youth leader (volunteer or paid) will complete a state background check. Every youth leader will sign a Code of Ethics.

Responsibility: Religious Education Team
Approved January 1995
Revised October 2016
Reporting Child Abuse and Neglect Procedure

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
a. Child tells their story to: Minister, Director of Religious Education, Staff or Religious Education Volunteer of All Souls Unitarian Universalist Church.
b. 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
a. Listen carefully
b. Provide an appropriate setting (take the child out of the classroom, stay with the child)
c. Believe their story (affirm them for their courage, be comfortable with silences and tears)
d. Hearer must not ask investigative questions.
e. 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.)
f. Report the story to the Director of Religious Education or Minister

Reporting
a. Director of Religious Education or Minister must report to Division of Family Services (800-392-3738) for Missouri residents or Department of Social and Rehabilitation Services (913-371-6700) for Kansas residents.
b. Complete a copy of the Hot Line report.
c. Keep the entire matter confidential until investigation is complete
d. 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.
e. 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 Religious Education Team
Board Approved January 1995
Revised October 2016
<table>
<thead>
<tr>
<th>Policy</th>
<th>Action Details</th>
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<tbody>
<tr>
<td>Self Identified Sexual Offender Policy</td>
<td>Entire Policy Added on 1/14/16</td>
</tr>
<tr>
<td>Media Policy</td>
<td>Entire Policy Added on 1/14/16</td>
</tr>
<tr>
<td>Conflict Resolution Policy and Procedure</td>
<td>Entire Policy Replaced on 1/14/16</td>
</tr>
<tr>
<td>Financial Controls</td>
<td>Amended 10/19/2016</td>
</tr>
<tr>
<td>Governance Structure</td>
<td>Abolished 9/21/2016</td>
</tr>
<tr>
<td>Announcements in Sunday Service</td>
<td>Abolished 9/21/2016</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Adopted 5/16 added to book 11/4/16</td>
</tr>
<tr>
<td>Special and Restricted Funds Policy</td>
<td>Adopted 7/16 added to book 11/4/16</td>
</tr>
<tr>
<td>Building Use Policy</td>
<td>Revised 11/16/16</td>
</tr>
<tr>
<td>Relational, Sponsored and Affiliated Organizations Policy</td>
<td>Revised 11/16 added to book 2/8/17</td>
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<td>Policy on Policies</td>
<td>Revised 10/16</td>
</tr>
<tr>
<td>Proposals to the Board of Trustees</td>
<td>Revised 10/16 added to book 2/8/17</td>
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</tr>
<tr>
<td>Simpson House Policies and Simpson House Use by Church Groups</td>
<td>Replaced 2/22 by Simpson House Policy</td>
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<td>Communications Policy</td>
<td>Revised 2017 added to book 7/24/2018</td>
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Added newer Conflict resolution below. Is it Policy or procedure and guideline? How is that to be demonstrated in this document? 10/17/15

Conflict Resolution Process and Procedure Rationale & Principles 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. 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. 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. In the following procedure, the Committee on Ministry may play a prominent role in helping to resolve such conflicts. In fulfilling that role, the Committee on Ministry will encourage all parties to be guided by the following principles for a healthy congregation:

Principles for a Healthy Congregation All Souls Unitarian Universalist Church is a congregation bonded by respect and compassion and guided by the following principles: Honest and respectful communication is the basis for a healthy congregation. Change and conflict are normal parts of congregational life. Effective stewardship is necessary to build a strong, vibrant congregation. We endeavor to support these principles by encouraging each congregant to be civil and polite in all discourse; assume good faith in others; avoid personal attacks; be welcoming to others; give, as they are able, of time, talent, and material resources.

2 Procedures for Conflict Resolution 1. Personal Interaction. If a person feels another person or persons in the church community (friends, members, staff, or Minister) have violated the principles of the covenant, we encourage respectful confrontation and discussion between the parties involved. These conflicts include those between staff, staff and members, member and member, member and Minister, Minister and staff. 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. Such requests should be made in person or by phone. The names and phone numbers of Committee on Ministry members can be accessed by calling the church office. Contact by
email is discouraged as email can be the source of spreading inappropriate information. Alternatively (or subsequently to the above step), the individual may choose 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 who are not current members of the Board, and they will work to assist the parties in developing a mutually agreeable resolution to the conflict. This Board Appointed 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 Board Appointed 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 cases 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 available funds. The Board of Trustees shall by resolution establish the process by which a mediator is selected and employed, adhering to current policies related to contracts. 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 Board interacts. The Board 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 Congregation. The Congregation hereby authorizes the Board of Trustees, at 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: Committee on Ministry Last amended February, 2012