UNITARIAN UNIVERSALIST CHURCH OF MEADVILLE

POLICIES AND PROCEDURES

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# POLICIES

## BYLAWS OF THE UNITARIAN UNIVERSALIST CHURCH OF MEADVILLE

### Article 1. Name and Affiliation:

The name of this congregation is the Unitarian Universalist Church of Meadville, Pennsylvania. In the deed to the church, its name is the Independent Congregational Church.

This congregation (church) is independent in polity and organization; it is affiliated with the Unitarian Universalist Association (UUA), its Ohio Meadville District (OMD), and other organizations as the membership shall decide, in order to provide services that this congregation cannot provide for itself and to strengthen and grow.

### Article 2. Purpose:

This is a congregation which celebrates diversity and welcomes all. We share values that allow this congregation to come together as a nurturing, caring community committed to a democratic and liberal outlook, spiritual and educational growth, fellowship and community outreach.

The purpose of these Bylaws is to establish the over-arching rules of governance for the church. All documents in the church must abide by and be in compliance with these Bylaws.

### Article 3. Membership:

Any person 16 years of age or older who is in sympathy with the spirit and purpose of this church, and can demonstrate an understanding of the responsibilities of membership, may become a voting member of this congregation by signing the membership book in the presence of the Minister or a member of the Parish Board. An annual financial contribution of record is a requirement of membership in the church. A person under the age of 16 may become a member upon obtaining the recommendation of the membership chair and consent of the Parish Board. No subscription to creed or ceremonial participation is required for membership. Any person who so desires may be listed as a friend of the congregation in the church records.

Members may hold office and vote on church business. To vote as a member for any purpose, a person must be a member for 30 days preceding the date of the ballot or signature. All members shall have the right to reasonable expression of their respective views, including the right to request and receive hearing at meetings of the church organization. Any interested person who is not a member may serve on committees or participate in the activities of the church other than holding office and voting on church business.

Withdrawal of membership may be made by written request to the Minister or the Secretary of the congregation. Such a notice will be transmitted to the Board and noted in the Membership Book (the official record of membership) and other records of the church. At least annually, the board, on the recommendation of the Membership Committee, will delete from membership those individuals who have died within the year. Reasonable attempts will be made to contact those individuals who have ceased contact with the church or who have not made an annual financial contribution of record. They will be asked to positively reaffirm their interest in remaining members of the congregation. The board, with input from the Minister, may remove from membership those who do not respond.

### Article 4. Fiscal Year:

The church's fiscal and administrative year runs from January 1 to December 31.

### Article 5. Congregational Meetings:

The Annual Meeting of the congregation will be held during the first week of December at a time determined by the Parish Board. The purpose of the Annual Meeting is to elect officers, the Leadership Development Committee, the Investment Committee, and Trustees for the upcoming fiscal year, to receive reports of the current year's activities from the Board, Minister, Director of Religious Education, and committee chairs, to adopt a budget for the upcoming year, and to discuss such other business as may come before it.

The President of the Parish Board will prepare and submit an agenda to the Parish Board far enough in advance so that the agenda can be discussed, approved and published in the newsletter at least two weeks before the meeting. Any five members may request that an item be placed on the agenda for the Annual Meeting by requesting it in writing of the President in sufficient time to meet the above congregation notification schedule.

Special congregational meetings may be called by the President, by the Parish Board, or by written request to the president signed by 10 lay members of the congregation. Only such business as indicated in the call for the meeting may be transacted at any special congregational meeting. At least seven days’ notice of all special congregational meetings must be given to the membership by mail, e-mail, or other electronic notice; and all meetings will be announced at regular worship services, on the website, and in the *Oracle*, whenever possible, prior to the meeting.

A quorum for congregational meetings described above is constituted by 25% of the membership. When a quorum is present, the congregation at its meeting may conduct business by majority vote. Members must be present to vote. **34 |** P a g e

### Article 6. Parish Board

The Parish Board manages the affairs of the church between Annual Meetings. The Parish Board shall meet monthly whenever possible, with no fewer than six meetings per year. These meetings shall be open to any member who wishes to attend. It is expected that the Parish Board shall delegate many day-to-day activities to committees as defined in Article 8. Other duties that the Parish Board is expected to accomplish include, but are not limited to, the following:

1. Develop and present an annual budget to the congregation for a vote at the Annual Meeting.
2. Oversee the finances of the church to ensure appropriate fiduciary responsibilities.
3. Appoint committee chairs
4. Establish and implement policies and practices that support the programs of the church.
5. Develop a long-range plan for the church.

The UU Parish Board will consist of seven officers of the Church: President, Vice-President, Secretary, Treasurer, Coordinator of Mission Teams, Coordinator of Outreach Teams, and Stewardship Chair. Each of these must be bonded for at least $5,000. The Board requires a quorum of four officers to do business, and affirmative votes by a majority of those present are required to carry a motion in the Board.

The Minister will also serve as a non-voting ex officio member of the Board. Officers will be elected by the Congregation at its Annual Meeting for two-year terms, beginning January 1st. The terms of the Church officers should attempt to ensure both continuity and new blood among Board members. No two Church officers may be members of the same household. An individual may serve no more than four years of any six consecutive years as a member of the Board.

### Article 7. Officers

#### President

The **President** conducts all business meetings of the congregation and Parish Board. The President schedules all meetings of the congregation and the Parish Board. The President is a member ex officio of all committees of the church. The President implements and administers the policies of the Parish Board. No person may be nominated to serve as President without having served at least one year on the Parish Board, preferably the year immediately previous. The President’s term of office is for 2 years and begins on January 1st. The President serves as liaison to the Personnel Committee, the UUA and Ohio-Meadville District, and to any Search Committees. The President is authorized to sign checks in the absence of the Treasurer.

#### Vice President

The **Vice-President** serves as liaison to the Board for the administrative functions of the Church, including Properties, Public Relations, Information Technology, and Leadership Development. The Vice-President assumes the duties of the President in the President's absence. The Vice-President oversees the conduct of the annual audit of the church's books.

#### Secretary

The **Secretary** is responsible for keeping a record of all church and Parish Board meetings and ensuring that topics discussed at board meetings are communicated to the congregation. The Secretary maintains the permanent records and documents of the Church as well as being the primary correspondent on behalf of the Congregation and the Parish Board. The Secretary will also maintain the list of all committees, their membership, and a description of their functions and normal procedures; The Secretary is responsible for keeping the Bylaws up to date and serves as liaison to the Bylaws Committee.

#### Treasurer

The **Treasurer** oversees the funds of the church to ensure that the annual cash flow is sufficient to meet the operating needs of the church. The Treasurer prepares accurate financial reports, advises on expenditures and financial policy that assist the Parish Board and congregation in decision-making, and signs the checks for the day-to-day operations of the church including payroll and tax obligations. The Treasurer may supervise the activities of a church bookkeeper and accountant. The Treasurer will serve as liaison to the Investment Committee.

The Treasurer will serve as a non-voting ex officio member of any committee relating to the stewardship of the church, as needed.

#### Coordinator of Mission TEAMS

The **Coordinator of Mission Teams** serves as liaison to the Board for those areas of the Church that put forward the church’s mission including but not limited to: into action: Worship, Religious Education, and Social Action Teams.

#### COORDINATOR OF OUTREACH TEAMS

The **Coordinator of Outreach Teams** serves as liaison to the Board in the areas that put forward the church’s outreach to the community including but not limited to: Membership, Fellowship, Community Connections and Caring Teams.

#### Stewardship Chair

The **Stewardship Chair** serves as liaison to the Board for the functions of the Church that grow, nurture, promote, and build the gifts and resources of the Church: Annual Budget Drive, Fund-Raising, and Planned Giving.

### Article 8. Committees

Many Church functions are carried out by committees whose chairs are appointed by the Board, usually at the first meeting of the year, and whose activities are monitored by the Board. A list of all committees, their membership, and a description of their functions and normal procedures, will be maintained by the Secretary, made available in the Church Office, and published in the Oracle. Each chair is responsible for recruiting individuals from the congregation to serve on the committee, except for the Investment Committee and the Leadership Development Committee, the members of which are elected by the congregation. A committee is responsible for managing its resources, requesting annually a budgeted amount from the Parish Board, and reporting regularly to its Board Liaison on the activities and concerns of that committee. Additionally, each committee will submit a report on its year's activities at the Annual Meeting. Committee chairs are required to meet as a group with their Board Liaisons at least twice a year for purposes of coordination and long-range planning.

The President is an ex-officio non-voting member of all committees of the Parish Board. Board members are ex-officio non-voting members of all committees for which they serve as liaison. An individual may serve no more than five of any seven consecutive years as chair of the same committee.

The following committees are an integral part of the Church and should be considered standing committees:

### Religious Education

### Worship

### Membership

### Fellowship

### Social Action/Public Relations

### Short-term financial issues (annual fund drive, fund-raising). This incorporates the current role of Stewardship.

### Long-term financial issues (planned giving, investments)

### Properties (focus is the monitoring everyday needs of property management---financial planning re: properties would be the responsibility of the short-term and long-term function/chairperson)

### Personnel. This committee will meet as need to review salaries and job descriptions.

### In addition:

### The audit will be conducted once a year, and is the responsibility of the Vice President of the Board. The individual actually doing the audit will be other than the Treasurer, to avoid any potential conflict of interest.

### Chairpersons of each of the above nine functions will assist the Treasurer in preparing the following year's budget, through budget requests.

### "Information technology" is not needed to be stated as a separate function.

### There is a "Caring Committee" which is functioning, but does not need to be named in the bylaws. The distinctive aspect of this committee is the confidential nature of its work.

### There is not a need for a "Bylaws Committee." The revision of the bylaws, every five years at the most, is a function of the Member-at-Large, who can gather others to review and recommend and present to the Board and Membership.

### It is proposed that the bylaws remove the phrase "a mix of growth and income funds", while retaining the phrase "moderate amount of risk", in order to provide the investment chair with greater flexibility.

### "Leadership Development" is an ongoing Board responsibility, and the Board can appoint someone to head the search for developing new leadership capacities within the membership. The phrase "Leadership Development" would be eliminated from the bylaws. Leaders are to be selected from members who are currently active,( but not from among first year members.

### With the proposed structure above, temporary chairs/coordinators would be appointed by the Board.

### There are two areas with a priority need for detail in the Procedure Manual. These are: procedures to train new members for leadership roles; Properties - there is a need for a list of routine tasks to be done and when they need to be done.

### Article 9. The Leadership Development Committee:

The Leadership Development Committee is comprised of the Vice President of the Parish Board and two other members of the church. Each year at the Annual Meeting, one member of the congregation shall be elected to serve on the Leadership Development Committee for a two-year term. The Leadership Development Committee will meet as soon as is reasonably possible after a new committee is formed to select a chair from among its members. It shall make nominations at the Annual Meeting to fill elected positions according to these Bylaws (appropriate officers, trustees, members of the Investment Committee, and a member of the Leadership Development Committee). Except for the Vice President, Leadership Development Committee members may not succeed themselves.

The Leadership Development Committee shall solicit recommendations from each current officer and committee chair for persons to fill each position. In addition, the committee shall seek recommendations from the congregation at large through the newsletter and at Sunday services well before it makes a final decision.

The Leadership Development Committee must publicize its selection of candidates one month preceding the Annual Meeting. The committee may present to the congregation more than one candidate for any of the above described positions. The names of anyone else wishing to stand for an elected position are to be announced at the same time as the Leadership Development Committee selections. The committee will make every effort to assure that each of its nominees is clearly aware of the duties of the position for which nominated. Nominations may be made from the floor at the Annual Meeting with a second. In all cases, those nominated must consent to stand for election, and written consent must be provided if those nominated from the floor are not present.

### Article 10. Vacancies:

If an elected position becomes vacant, the Parish Board, with the concurrence of the Leadership Development Committee, shall appoint a member of the church to serve in the position until the next Annual Meeting.

### Article 11. Auditors:

The Vice President will select an Audit Committee to examine the financial records of the church as soon after the close of the yearly books as practicable and submit a report to the congregation. The Audit Committee should consist of three members of the congregation, if practical, or an outside accounting firm

### Article 12. Trustees:

Five members of the congregation serve as trustees who are entrusted with the responsibility of signing all documents relating to the sale, transfer and alienation of all church real estate. The trustees are elected at the Annual Meeting for staggered five-year terms. A trustee may be re-nominated at the end of his/her term. If a vacancy occurs, the Parish Board, with the concurrence of the Leadership Development Committee, shall appoint an interim trustee to fill the vacancy until the next Annual Meeting, at which time a trustee is elected to complete the term.

### Article 13. The Minister:

The Minister shall be responsible for the conduct of worship within the congregation and the congregation's spiritual interests and affairs. The Minister keeps records of namings, weddings and deaths. The Minister provides spiritual guidance and practical counsel to those in distress. Our Minister will maintain and exemplify the church's faith in the free and respectful sharing of ideas. The Minister shall have freedom of the pulpit as well as freedom to express his or her opinion outside the pulpit.

The Minister shall be an ex-officio member of the Parish Board and of all committees except the Leadership Development Committee. The Minister is also chief of staff of the church. As such, the Minister—acting within the framework of the budget, and with the advice and consent of the Personnel Committee—manages the administrative affairs of the church; may hire, train, evaluate and terminate staff; and recommend salary actions and recommend policy changes.

The Minister will report matters of church life and operations to the board on a regular basis and to the congregation at the Annual Meeting.

The Minister represents this church in the community at large.

In the event of a ministerial vacancy, the Parish Board and the Worship Committee will provide for temporary ministerial services. At the direction of the congregation, a Ministerial Search Committee may be created, consisting of four members selected by the congregation and three members selected by the Parish Board. As far as possible, the search committee is to follow UUA search and selection guidelines.

A Minister shall be called to serve upon recommendation of the Ministerial Search Committee by an 80% majority of qualified members of the congregation present at any congregational meeting legally called for the purpose. A quorum for such a meeting is to be constituted by 40% of the voting membership, rather than the 25% of the voting members, as called for in Article 5, Congregational Meetings.

The Minister may be dismissed by a majority vote of the qualified members of the church present at any congregational meeting legally called for the purpose, the quorum for such a meeting to be constituted by 40% of the voting members rather than 25% of the voting members as called for in Article 5, Congregational Meetings.

### Article 14. Financial Matters

The Parish Board shall administer and manage the business of the Unitarian Universalist Church of Meadville.

At each annual business meeting, the Parish Board shall submit an operating budget for the coming fiscal year. The budgeted expenses may not exceed the anticipated income. A budget is adopted by a simple majority vote of the voting members present at the meeting. Once a budget is approved, the Board may authorize and expend the funds as budgeted. Committee chairs and Staff are empowered to spend amounts as budgeted annually. Although each committee normally administers the funds budgeted to it, the Board may set an amount above which a committee may not spend without prior approval of the Parish Board. The Board may reallocate budgeted funds, as long as the reallocation does not exceed five percent (5%) of the approved budget. No committee of the church or the Parish Board may enter into a contract involving an expenditure of more than $5,000 except for approved budget items. The membership must approve any expenditure or obligation for indebtedness that exceeds $5,000.00. The membership must also approve the purchase, sale, or mortgage of real property.

The right or authority to make contracts or binding promises for monetary outlay on behalf of the Church, whether oral or written, rests with the Parish Board, or its designated representatives. Checks and other orders on the funds or credit of the church, and all contracts and instruments in writing by the church, shall be valid and binding upon the church only when executed by such officers or other representatives as shall be designated and authorized by the Board.

### Article 15. Endowment and Investment Funds

Oversight and management of endowment funds is vested with the Investment Committee of the church. At least five church members will act as investment managers for endowment funds: the Investment Committee Chair and at least four other members elected by the congregation who are knowledgeable of finance and investments. All decisions and recommendations of this committee require the approval of at least a majority of the entire committee.

The endowment is invested in a mix of growth and income fund(s) which carry a moderate amount of risk; these terms being generally accepted definitions in the banking business. The details of management shall rest with the Investment Committee, which acts in consultation with and with advice from professionals of the investment company. The yearly withdrawal from the endowment may not exceed 5% of the amount at the end of the previous year.

The endowment also should provide a financial cushion which enables the church to pay for unexpected emergency capital expenditures prior to mounting a specific fundraising campaign. If an emergency arises where time is of the essence to protect the health of the congregation and/or the value of the church's real property; at least four members of the Parish Board, on the recommendation of the properties chair, may approve spending an amount up to 5% of endowment principle. This action must be immediately announced and explained to the congregation and plans put in action to repay the endowment over a reasonable time frame.

### Article 16. Bylaws Review and Amendment:

These bylaws, so far as allowed by law, may be amended or replaced at any Congregational Meeting (as described in article 5) by a two-thirds vote of those present and voting. In years divisible by 5, and more often if needed, the President will appoint a special committee to review these bylaws and recommend changes to be approved and presented by the Parish Board to the congregation.

Once the Board has approved the proposed changes, the members of the church should be given an opportunity to review them and present additional suggestions for the Board’s consideration. A full copy of all proposed changes shall be contained in the call to meeting. Only amendments as proposed in the call to meeting may be adopted at any given Congregational Meeting. No changes (other than corrections of grammar or spelling that do not affect the meaning of the document) may be made to the proposed amendments prior to a vote.

### Article 17. Dissolution:

In the case of dissolution of the congregation, all of its property, real and personal, after paying all just claim upon it, shall be conveyed to and vested in the Unitarian Universalist Association or its legal successor, and the trustees of the congregation shall perform all action necessary to effectuate such conveyance.

Other unexpected expenditures must be brought before a special meeting of the congregation as defined in Article 5, Congregational Meetings, and approved by a vote of two-thirds of the members present. These funds generally should be no more than 20% of the principle amount of the endowment and treated as though they, too, are loans from the endowment to the congregation. An amortization plan also must be presented and approved at the special meeting.

## PERSONNEL POLICY

Unitarian Universalist Church Personnel Policies

September 1999

### STATEMENT OF PURPOSE

In this document, The Unitarian Universalist Church of Meadville sets for guidelines and responsibilities dealing with the day to day working environment and employment behavior of the church. In keeping with our general principals and philosophy, our intention is to have a “cutting edge” personal policy that will promote fair and consistent treatment of our employees, special contractors and others that deal with the church and, to establish and maintain a flow of open communication between the church staff, contractors, the minister and the church Board.

### CONFIDENTIALITY POLICY

This church expects that all employees, contractors or others who are privy to information regarding the governance of the church, individual circumstances or financial information will respect the privacy of and confidentiality of that information. No one associated with the Church should casually discuss such information in public or at home. Failure to adhere to this confidentiality statement may result in dismissal.

### AUTHORITY

All authority for the establishment of employee policies (except for policies concerning the Minister him/her self) rests with the Minister and the Board of Directors via the Ad Hoc Personnel Committee.

 The following have been delegated responsibilities of the Minister and the Personnel Committee:

1. To meet early in the year to review and become familiar with the policies of this document.

2. To establish personnel evaluation needs for the year and carry them out.

3. To recommend adoption and revision of personnel policies to the Board.

4. To review and recommend to the Board all job descriptions and annually any special conditions and/or emphasis that would affect work plans.

5. To act on special situations not covered by personnel policies.

6. To recommend salary ranges for all job classifications, yearly salaries for all positions in conjunction with the Finance Committee and any required changes to the Board for adoption.

7. To see that the requirements related to taxes, safety and health, workmen’s compensation, unemployment insurance and other legal matters pertaining employment are met

### EMPLOYMENT PROCEDURES

#### Equal employment opportunity

Our intention as a free church is to abide by the principle of non-discrimination in matters of recruitment, hiring, compensation, fringe benefits, staff development and training, promotion, and any other condition of employment, regardless of race, color, religion, sex, disability, age, national origin sexual orientation, marital status or any other non-performance factors.

#### Recruitment

1. Job descriptions including qualifications will be established for each position prior to recruitment of applicants for vacancies in either new or existing positions.

2. All employees who assume new positions shall serve a three- (3) month probationary period. During the probationary period, the evaluation process discussed in Section V, A. will be followed.

#### Prerequisites of Employment

1. Written application and/or resume.

2. Three (3) satisfactory references, at least one (1) from a previous employer, if applicable.

3. A completed United States Treasury Department withholding tax W-4 signed by applicant.

4. An official appointment letter to the new worker. The letter shall include a statement on the title of the new position, the rate of pay, the commencement date of employment, and other information deemed pertinent to the appointment. A copy of the letter should be placed in the personnel file with written acceptance by the employee.

####  D. Personnel Records

1. A separate file shall be maintained for each employee. It shall contain:

1. the written application or resume
2. the written reference checks
3. copy of job offer letter given to new worker
4. job description
5. emergency contact phone number
6. copies of written evaluations of the employee’s work performance
7. if travel is required with the job position, proof of current minimum
	1. insurance coverage , and a copy of Motor Vehicle license check
	2. PA Child Abuse History (ACT 33/34) clearance (DRE Position)

2. Personnel files of all employees shall be maintained under the direct control of the Minister. The personnel file is available only to the Minister and the Chair of the Personnel Committee, with information available as needed to committee members. All staff members will have access to their own personnel files upon request at reasonable times and intervals.

3. All employees shall have the right to request the correction or removal of inaccurate, irrelevant, outdated information from her/his files. All employees shall have the right to submit rebuttal or memorandum data to their files. All requests for the correction, removal, or submission of rebuttal or memorandum data shall be made in writing to the Minister. A copy of the request and reply shall be maintained in the employee’s personnel file.

### EMPLOYEE STATUS

1. Probationary Status

All employees who assume new positions shall serve a probationary period of three (3) months from the date of hire / or commencement of the position. Probationary employees shall also be subject to the normal disciplinary process outlined in Section V, B, but shall have to grievance rights. Probationary employees shall be evaluated prior to the completion of their probationary periods, and may be evaluated more frequently if deemed necessary. Evaluations will be completed in accordance with procedures outlined in Section V,A. The evaluation shall be discussed with the employee and become part of the employee’s personnel file. The probationary period ends in one of the following manners:

1. The employee may receive formal written notification of regular employment status.
2. The employee may be terminated at any time during or at the conclusion of the probationary period with the approval of the Minister. Such termination shall not be cause for grievance. Leave/vacation days accrued during probationary period shall be forfeited in the event of termination during the probationary period.
3. The employee may receive formal, written notification of continued probationary status for not more than ninety (90) calendar days. At any time during or at the conclusion of the additional probationary period, the employee may receive written notification of employment status or be terminated.
4. Regular Full-Time Employee

A regular full-time employee shall be an employee working in an established job a minimum of forty (40) hours per week. No full-time employee may hold two positions within the church, except on an emergency basis.

1. Regular Part-Time Employee

A regular part-time employee shall be an employee working in an established job on a schedule which regularly and on an ongoing basis is less that forty (40) hours per week. Wages and benefits for regular part-time employees are pro-rated on the basis of hours regularly worked, with forty (40) hours per week being full-time, as defined above. See Benefits section.

1. Temporary Employee

Temporary employees shall be employees holding jobs of limited or specified duration arising out of special projects, position vacancy pending appointment, abnormal workloads, emergencies or other reasons established by the Minister. Temporary employees may work either full or part-time work schedules, but will not be eligible for benefits or to file formal grievances, except in matters pertaining to alleged discrimination.

1. Independent Contractors

Individuals under contractual status are professional practitioners and consultants who are not regular employees but are engaged as independent contractors for specified services and reimbursed by contract for a specific fee. A written agreement is required for all professional practitioners and consultants. Those under contract are not entitled

to any benefits nor do any employee policies apply.

### VI. ORIENTATION / STAFF DEVELOPMENT

1. Orientation

At the beginning of employment, the Minister shall give information to the employee regarding the general policies and philosophy of the church, the duties and responsibilities of the position, and the relation of her/his duties to those of the Personnel Committee, the Board, other employees and members of the congregation. The Minister shall be responsible for training new employees as to specific job responsibilities. New employees shall receive a copy of the Personnel Policy Manual.

1. Staff Development

Staff members are encouraged to participate in professional growth opportunities that are directly related to job responsibilities and will enhance their work performance. As funding permits, the Church will provide paid time and will reimburse employees for their expenses for attendance at conferences, workshops, seminars and classes for such purposes. All employees must submit a written request to the Minister for approval of conference attendance, except for the DRE.

### VII. EMPLOYEE RELATIONS

1. Evaluation of Work
2. Written evaluations shall be made of each new employee’s work at the end of ninety (90) days and at each anniversary date of service. The Minister and the members of the Personnel Committee shall perform these evaluations, and discuss them with the employee.
3. Promotions, continuation of employment, possible pay raises, or dismissal may be based upon the written evaluation.
4. Disciplinary Process
5. Employees engaging in unacceptable behavior or unsatisfactory work performance shall be subject to the provisions of the disciplinary process. The concept of progressive discipline is adopted by the Church to ensure that discipline is approached through problem-solving efforts to eliminate or minimize future infractions.
6. Disciplinary actions are to be appropriate to the degree that the policies of the organization have been violated or job performance does not meet established standards. The usual sequence of steps when disciplinary action is necessary is verbal warning, written warning, probation, suspension and dismissal. Whenever an employee commits an offense warranting disciplinary action, that action may begin at any of the steps set forth, depending upon the severity of the infraction.
7. Verbal Warning - For minor offenses, verbal notification by the Minister informs the employee what specific action or behavior is undesirable and what specific improvement is expected. Documentation of this action is put into the employee’s file.
8. Written Warning - A written warning by the Minister is a more formal disciplinary action. The warning should describe the behavior for which the warning is given, the specific improvement expected and the time frame involved and consequences of unsatisfactory response/outcome. The employee shall verify receipt of the written warning by her/his signature. The signed warning will be maintained in the personnel file of the employee.
9. Disciplinary probation - If the Minister determines the need for probation, an employee may be placed on probationary status for thirty (30), sixty (60) or ninety (90) days, exclusive of time off. Written notification to and employee shall include reasons for such actions and specific criteria to be met to return to regular status within a specified time period. Disciplinary probation is to be distinguished from new employee probation. There are no effects on benefits during the period of disciplinary probation, except that salary increases or bonuses would be denied. At the conclusion of the probationary period, the employee must be informed in writing that

she/he has completed probation satisfactorily and is returned to regular status, or that further disciplinary action will be taken. An employee on disciplinary probation shall remain subject to all provisions of the disciplinary process for additional/subsequent infractions.

1. Suspension - There may be actions or situations that, by the nature of the individual offense or series of offenses, will constitute grounds for

suspension. An employee may be suspended up to thirty (30) days without pay upon approval by the Minister. Suspended employees are not entitled to holiday pay, and do not accrue personal or sick leave or vacation.

 Where an employee has been suspended, a full investigation shall be

 conducted by the Minister and the Personnel Committee. Following

 such investigation, one of the following actions will be taken:

1. The employee shall be returned to work on a regular status, with no loss of pay or benefits;
2. The employee shall be dismissed.
3. Dismissal
4. An employee may be discharged when all other disciplinary

efforts have failed or immediately if a major infraction has occurred. Grounds for dismissal include, but are not limited to:

1. Stealing or willfully destroying or damaging property.
2. Reporting to work or attempting to function under the

 influence of alcohol or drugs in a condition hazardous

 to the health and welfare of self, other employees, or

 the community.

1. Gross negligence or dereliction in performance of duties.
2. Willful misstatements of fact in an employee resume or other official forms.
3. Failure to adhere to any relevant Confidentiality Policy.
4. An employee may be terminated at any time if warranted by the severity of the situation. An employee may be given verbal notice of termination and asked to leave the premises immediately. Written notification shall be given within seven calendar days including reasons for termination and date of separation.
5. The employee will receive compensation for accrued vacation ifapplicable. All other employee rights and privileges except theright to grievance shall cease on the termination date.
6. Prior to payment of final salary, any compensation owed to the employee will be offset by any outstanding liabilities owed to the Church by the employee.

C. Separation

1. Resignation - Resignations shall be submitted in writing to the Minister. Two weeks’ notice is requested (one month from the DRE). All employees will be paid for accrued vacation, if applicable, but accrued personal leave and sick leave shall not be compensated.
2. Lay-off - When staff reductions are necessary, all affected employees will be given minimum of two weeks’ notice. Earned accrued vacation to date of lay-off will be paid. Accrued personal leave and sick leave shall not be compensated, but will be reinstated if the person is re-hired within a year.
3. Exit Interview - The Minister and or a member of the Personnel Committee will conduct, whenever possible, an exit interview with staff members leaving the Church. The purpose of the exit interview will include:
4. To discuss future job reference.
5. To allow the employee an opportunity to provide an overall evaluation of the job and Church in general.
6. To remind of confidentiality of member information.

D. Grievances

1. All serious disagreements between an employee and the Church shall be given a fair hearing first by the Minister, and then through the Personnel Committee and the Board. Every effort should be made to settle disagreements at the lowest level of authority. The following steps shall be taken in an attempt to reach a satisfactory settlement:
2. Through the Minister
3. The employee with a grievance is encouraged to approach the

 Minister directly.

1. If verbal communication is unsatisfactory, the employee shall

present the nature of the grievance and remedy sought in writing to the Minister within seven (7) days of the most recent event.

1. The Minister shall attempt to resolve the matter and shall report her/his decision to the grievant in writing within fourteen calendar days. The Minister may, at her/his discretion, meet the employee and/or interview other persons or gather such other information relating to the grievance as she/he deems necessary to make an informed decision.
2. Through the Personnel Committee and the Board
3. The grievant may appeal the Minister’s decision within ten (10) calendar days. The appeal must be filed in writing to the Minister and the Personnel Committee who will apprise the Board within seven (7) calendar days.
4. The Personnel Committee and the board shall set a date for an appeal hearing, which shall be not less than seven (7) nor more than twenty (20) calendar days from the date of the receipt of the appeal. Written notice of the day and time will be given to the grievant.
5. The grievance shall be presented by the grievant. A response may be presented by the Personnel Committee or the Board.
6. Other individuals may be called as witnesses or to assist in the

presentation of the case. At least five (5) calendar days before the date set for the appeal hearing, the Personnel Committee shall contact identified witnesses to verify their presence at the hearing and assure that their participation is voluntary.

1. The President of the Board or her/his designee will preside over the appeal hearing. A majority of the members of the Personnel Committee and the Board shall constitute a quorum to conduct the hearing, and all decisions with respect to the hearing shall be by a majority of those members who were present for the hearing.
2. A record of the hearing will be required although technical

 rules of procedure and/or evidence will not apply. However,

 every effort shall be made to conduct the hearing in such a

manner as to afford substantial due process to both parties. The Personnel Committee and the Board, in their discretion,

may accept and consider appropriately authenticated documents, but no statements or affidavits will be accepted from persons who do not appear and testify at the hearing, and are not subject to cross examination.

1. The Personnel Committee and the Board shall make their decision on the basis of the evidence and testimony presented at the hearing. This decision shall be issued in writing within ten (10) calendar days of the review, with copies provided to all parties.

VIII. WORK GUIDELINES

1. Hours of Work

 The Minister shall be responsible for the determination of work schedules of the

employees as necessary. Any employee working five or more consecutive hours shall be granted a paid thirty- (30) minute meal period.

1. Travel and Training Time
2. Where employees are required by the Church to attend meetings out of town, they will be paid for the time required traveling to and from the meeting, and for all hours spent at the meeting.
3. Where employees are attending optional approved meetings, conferences or

 seminars as described in Section IV (B), travel time shall not be paid.

1. Paydays

Employees shall be paid on the fifteenth (15th) and last day of each month. When a payday occurs on Saturday, Sunday or on a holiday, payroll checks will be issued on the preceding office day. Individual employee time sheets shall be submitted to the Minister for approval and forwarded to the Treasurer at least four (4) days preceding the payday.

1. Job Expenses
2. Car Insurance and Mileage Allowance
3. An employee who drives during worktime must carry, at her/his expense, the minimum insurance coverage required by the Church’s insurance carrier.
4. Employees and volunteers so authorized will be reimbursed for the use of their cars at a rate determined by the IRS rate mileage directly

 related to work.

1. Conferences / Meetings

Within the budget constraints of the church, and working with the Minister and/or the Board, remembering that the DRE has her/his own budget:

1. Staff attending conferences or meetings that require overnight travel will be reimbursed for meal expenses, including tips, up to $24 per day. Receipts are required. Liquor expenses are not reimbursable. (Home stay is encouraged).
2. Staff attending conferences or meetings that do not require overnight

travel to officially represent the Church may be reimbursed for meals and other expenses at the discretion of the Minister and/or the Board. Receipts are required for reimbursement.

1. Smoking Regulations

There is no smoking allowed inside either the Sanctuary or the Parish House. Smoking on the grounds of the Church property is allowed.

1. Sexual Harassment \ Harassment

Harassment in any form will not be tolerated in this church. Harassment includes any unwelcome comments or gestures by a staff member that creates an intimidating, hostile or offensive work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal \ physical conduct in a sexual nature if an employee’s submission to such conduct is in any way made a condition of the person’s employment, or the conduct has the purpose of unreasonably interfering with a person’s work performance. Staff members who feel they are being harassed are encouraged to confront the alleged harasser with a demand that his \ her harassing actions cease. Staff members may discuss the situation with the Minister, or if the Minister is the alleged harasser, the staff member may discuss the situation with the President of the Board. When the harassment does not cease, employees are encouraged to follow the Church’s grievance policies (See section V, D). A staff member found guilty of harassment \ sexual harassment is immediately subject to disciplinary procedures, including termination.

IX. EMPLOYEE BENEFITS

1. Compensation / Insurance
2. Workman’s Compensation - All Church employees are covered by Workman’s

Compensation. Work injuries must be reported at once to the Minister and the Treasurer for completion of appropriate forms.

1. Social Security / Medicare, as required by law, is provided for by a combined

 contribution of both the Church and the employee. Information concerning

 benefits is available from the Treasurer.

1. Health Insurance - Through the Church’s agreement with Blue Cross / Blue Shield which is obtained through membership in the Chamber of Commerce,

 it is required of all employees working twenty (20) hours or more per week that they either show proof of health insurance through another source (may be through Spouse or Individual insurance policy) or that they be required to purchase health insurance through the Chamber of Commerce.

1. Holidays / Leaves / Vacations

The taking of holidays and vacations will of necessity, in a Church environment, be affected by the specific job description of the employee.

1. Unpaid Family / Medical Leave

See the Minister to discuss the possibility of making arrangements to best meet your and the Church’s needs.

2. Jury Leave

Applying only to the position of Administrative Assistant: The Administrative Assistant will be granted leave with pay if he/she is called for jury duty or subpoenaed as a witness. Any witness or juror fees received by the employee on account of such service shall be turned over to the Church, but the employee may retain any payments for mileage or travel expenses. The employee must give the Church notice of her/his required court appearance dates as far in advance as possible.

3. Bereavement Leave

 Additional bereavement leave, beyond personal days, may be granted at the

 Minister’s discretion.

X. OUTSIDE ACTIVITIES

1. Honorarium

If an employee is being paid by the Church for outside work directly related to the Church, and if that employee should receive an honorarium for that work as well, the employee has the choice of keeping either of the two amounts of money, whichever is higher, and returning the other amount to the Church.

XI. SAVING CLAUSE

In the event that any provision of these policies shall violate any applicable state or federal law, statute or regulation, that provision shall be considered null and void, and the appropriate law, statute or regulation shall instead apply. In such a case, all other portions of these policies shall remain in full force and effect.

## Confidentiality Policy for Pledges

***- Draft -***

Pledges and giving by members of the UU church Meadville are to be held as confidentially as possible. The Finance Director (FD) - with the counsel and advice of the Finance Committee - is responsible for the implementation and monitoring of this policy.

The persons who must have access to the pledges and the giving, are the following:

a) The secretary, an employee of the church, who is responsible for the input to Church Windows and therefore naturally and unavoidably can view pledges and giving.

and the following elected officers:

b) The FD as ultimately responsible agent for the investments and the finances.

c) The treasurer, who handles the cash flow of ordinary giving (not the capital campaign, which is separate) on a day-to-day basis

d) The chair of any temporary and ad hoc special pledge drive committee, as long as that particular pledge drive is in effect.

These persons {(a-c) permanently and d) temporarily} must be permitted to have access to the data as essential part of their respective duties.

All other members of the church, including the minister, the board, and members of any other committee will be privy only to aggregate data which doesn’t identify individual giving units.

*Voted on and approved by church board April 21, 2008*

## Gift Acceptance and Management Policy

Approved by the Board 8-20-2013

This document establishes policies and procedures to be followed by the Unitarian Universalist Church of Meadville (UCCM) regarding monetary and in-kind gifts.

#### Gift Acceptance Policies

The Parish Board has the ultimate responsibility to accept or decline a gift and may accept only those that reflect the spirit and mission of the congregation as stated in the By-Laws. A gift may be declined or returned if it does not reflect the spirit and mission of UCCM, if it does not fulfill a need, or if it is deemed problematic because of its value, marketability, or other qualities.

### Operating Fund Gifts

Each year the Finance committee drafts an operating budget for the coming year based on priorities established by the Board. The revenue to support the operating budged is provided by stewardship pledges from members and friends, fund-raisers designated for the Operating Fund, and Sunday collections as specified in the budget. The draft budget becomes final when adopted by majority vote of the Congregation at the Annual Meeting in December.

It is the policy of the Board to honor priorities established in the adopted budget. To accomplish this, these conditions apply to gifts:

1. Undirected/unrestricted gifts to the operating budget are most welcome.
2. Gifts directed to specific items in the Board-approved Capital Improvements line of the operating budget may be accepted.
3. Any gift over $1000 intended to supplement any other line item in the operating budget will be welcomed and accepted upon majority approval by the Board.

### Endowment Fund Gifts

The Investment Committee receives and manages all deferred gifts (bequests, proceeds of life insurance, charitable gift annuities, retirement plan beneficiary designations, and similar gifts), memorial gifts and other gifts specifically given to the Endowment. Donors to the Endowment Fund are encouraged to leave both the use of their gift and the income it may generate to the discretion of the Investment Committee. A donor may designate a general purpose for his or her gift and/or its earnings and may also request that the principal of his or her gift be held in perpetuity.

### Memorial Gifts

Unrestricted memorial gifts will be applied toward Leadership Development as a way to honor members and friends who have died by investing in the future vitality of the Church and its members. From time to time, the Parish Board may designate other strategic priorities as appropriate recipients of unrestricted memorial gifts if current needs for Leadership Development have been met. All memorial gifts other than in-kind memorials (e.g. a cash gift to choose and plant a tree) will be acknowledged with a memorial bookplate in a hymnal or comparable manner.

### Procedures for Managing Gifts

The Treasurer, Stewardship Chair, Minister, Finance Committee Chair and Investment Committee Chair are available to help members and friends identify the best way to accomplish their goals when making a gift to UUCM. The names of the donors may be listed in a Donations Book and announced as appropriate without identifying any dollar amounts or the specific gift. No plaques will be placed on donated items or items purchased with donated funds.

### Non-Cash Gifts

Offers of non-cash gifts will be directed to either the Stewardship or Investment Committees. The committee may seek the advice of appropriate officers, staff, and committees prior to making a recommendation to the Board concerning the acceptability of a specific gift.

All accepted non-cash gifts (except for real estate) shall be liquidated as soon as practical, at the Board’s discretion. Gifts of stock, other securities, insurance products, automobiles, jewelry, art, and other items of value must be unencumbered and given outright to UUCM. If there are restrictions on the use or sale of a gift, or carrying costs for the gift, the donor may be asked to cover the costs of administering the gift.

All gifts will be acknowledged in a dated letter from the Treasurer, Stewardship Chair, and/or Minister. The letter will include a description of the gift and a statement that the donor has sole responsibility for determining the gift’s value for Internal Revenue purposes.

## E-mail Policy

**June 19, 2007 *(amended October 2007)***

This policy addresses the three categories of e-mail messages to members and friends of the Unitarian Universalist Church of Meadville including:

* Messages from the church to the all contacts on its e-mail list
* Messages from individuals to other individuals whose e-mail addresses were obtained through the church directory or previously sent church e-mails
* Messages about committee business

*Messages from the Church Office to the All-Church List*

Messages from the church office to the all-church list are to be limited to the following:

* Official church communications, such as “The Oracle” newsletter, meeting announcements, meeting minutes, announcements or requests for volunteers, etc.
* Information about non-church events that relate to our principles and purposes. For example, the notice of a town-wide peace vigil would fall into this category. These messages must be channeled through the church administrator.
* Other information of general interest for which an individual church member/friend has requested general distribution. For example, a member’s address change or a member/friend’s death would fall into this category. These messages may not be partisan political messages or solicitations or advertisements for for-profit businesses or events. These messages must also be channeled through the church administrator.
* On outgoing e-mails from the church, contact e-mail addresses should be entered in the “blind copy” (BCC) line only. This will deter recipients from copying the addresses of others for their own purposes.
* ~~Twice a year in January and July~~ (as per board approval October 2007) with every e-mail, a message from the church office to the church e-mail contact list will invite recipients to unsubscribe from the list.

*Messages from Individuals to Individuals*

Messages in this category are not required to be related to church business. This policy does not intend to impose restrictions on the exchange of e-mail between individuals who are personal friends and who happen to be church participants. Rather, it is intended to set guidelines for appropriate use of e-mail addresses obtained from the church directory or previously sent church e-mails.

Messages in this category may not: Consist of partisan political messages.

* Consist of solicitations or advertisements for for-profit businesses or events.

*Messages about Committee Business*

Messages about committee business can contain sensitive material. They are therefore to be treated as confidential and not be forwarded to anyone outside of the committee.

## UUCM Building Use Policy and Guidelines

**Revised: March 4, 2013**

**I. POLICY**

The Unitarian Universalist Church of Meadville (UUCM) welcomes all people, without regard to race, gender, age, disability, sexual orientation, gender identity/expression or national origin, to participate fully in our activities, and to apply to use our buildings for UUCM or non-UUCM events. Because we are a religious organization of people who embrace shared principles (namely, the Seven Principles of the Unitarian Universalist Association,) and who hold to a declared mission and vision, we offer the use of our buildings only for events that do not violate those principles and that mission and vision.

Additionally, in deciding whether to approve a Building Use Application, we consider the safety of an event and its environmental impact. The Board of the UUCM reserves the right to deny any building use request. In this way we seek to maintain our integrity, our identity, and the trust of our members and friends and the wider community. We also give ourselves the joy of seeing our facilities used for purposes that further our vision of a diverse, loving, just and sustainable world.

**II. BUILDINGS**

II. A. CHURCH (SANCTUARY)

The Church is an example of Greek Revival architecture adapted to the purposes of a church meeting house. The church is listed in the 1941 national catalog of the Historic Buildings Survey. It sits at the Corner of Chestnut and Main Streets and faces Diamond Park. The building was begun in 1835 and dedicated in 1836. Its architect was Captain (later General) George W Cullum, a son of the church. The capacity of the space (per the Fire Marshal of the City of Meadville) is 299. A dais in the front holds a pulpit. Pews are divided by two aisles into a center and two side sections.

There is no air conditioning. The Church has no restrooms, but restrooms are available in the Parish House, only a few steps from the church. For this reason, we rent the church with access to the Parish House restrooms.

II. B. PARISH HOUSE

The Parish House is our office, social and meeting space. Several of its rooms may be used according to the Policy. The first floor is handicapped-accessible, but the second floor is not.

There are six first-floor rooms including:

Kitchen (Features a sink, refrigerator, stove, oven, and a pass-through window into the Lounge/Dining Room.)

Lounge/Dining Room (*Capacity,* Tables and Chairs: 54, Loose Chairs Only: 115)

Living Room (*Capacity:* 59)

Noel Arthur Room (*Capacity,* Tables and Chairs: 50, Loose Chairs Only: 108)

Bill Reichert Memorial Library (*Capacity,* Tables and Chairs: 5, Loose Chairs Only: 10)

There are four second-floor rooms including:

Whitney Room (*Capacity:* 25)

Youth Group Room (*Capacity:* 11)

Classroom 1 (*Capacity:* 18)

Classroom 2 (*Capacity:* 18)

Nursery (*Capacity:* 14)

There is a handicapped-accessible, gender neutral restroom on the first floor. There is a men’s restroom on the second floor. Also in the Parish House are offices of the Administrator, Minister and Religious Education Coordinator, which may only be used with the permission of those staff members.

The Parish House has folding tables and chairs which users of the building are welcome to configure as needed. There are nineteen folding tables (three [3] five-foot [5’], ten [10] six-foot [6’], and six [6] eight-foot [8’]) and more than 80 cushioned folding chairs. If additional chairs or tables are needed, they may be brought in from other sources. The Parish House is not air conditioned, but electric fans may be brought in. Restrooms are stocked with toilet paper, hand soap and paper towels. The kitchen is stocked with dish soap and paper towels. Supplies for making and serving coffee and tea are on hand, and may be used at no charge for any group of up to 20 people, and for all UUCM events. For other groups there is a modest charge. All other refreshments and supplies must be provided by the organizer of the event(s.) UUCM members\* and friends\*\* may use our china and flatware. For larger events and events organized by non-members, dishes and utensils must be brought in.

The UUCM is committed to responsible environmental stewardship. This affects our decisions, both large and small. For example, we limit our use of disposable goods, and when we need to use disposables, we choose recyclable or compostable kinds. Disposables must be removed following an event. A dumpster is located behind the Parish House for disposal of trash.

II. C. THE GROUNDS

The two buildings are surrounded by a lawn, with shrubs and flower beds often offering seasonal color. People wishing to use the grounds for an event should talk to the UUCM Administrator to learn where the property lines are and what is permitted.

II. D. PARKING

The UUCM does not offer parking space for events. On-street parking is available within walking distance of the Church and Parish House on Main Street, Chestnut Street and Diamond Park. Most parking spaces are metered and monitored by the City of Meadville, Monday through Friday from 7:00 AM to 6:00 PM. Meters accept only quarters. One quarter will purchase one-hour of use of the parking space.

Parking spaces behind the Parish House on Clinton Court are reserved for the minister, staff and members. Guests are discouraged from using the parking lot of Marquette Savings Bank located on Clinton Court behind the Church and Parish House.

II. E. HUMAN SUPPORT

Anyone who has properly scheduled the use of the building(s) will be given access by a staff member or an authorized UUCM member\* or friend\*\* at the agreed-upon time. Any fee balance is due at that time. For any first-time user, the UUCM representative will give a short orientation to the building(s), including lights, water use, heat, sound system, instructions for closing up, etc., as applicable.

**III. IMPLEMENTATION OF OUR POLICY**

III. A. PROCEDURES

III. A. 1. BUILDING USE BY MEMBERS AND FRIENDS FOR UUCM EVENTS

A member\* or friend\*\* of the UUCM may request the use of the Church (Sanctuary) and/or Parish House for a UUCM event (e.g. potluck, fundraising event, training session, etc.) or a series of regularly scheduled UUCM events (e.g. discussion group, covenant group, committee meeting, etc.) by contacting the Administrator by phone, email or in writing. The request should include the name of the person who will be in charge of the event(s) and that person’s contact information. The request should also include the nature of the event(s), the date(s), the beginning and ending times, any additional setup or cleanup time needed, and which building(s) or part(s) of a building are needed. An estimate of the number of people expected is helpful. If the Church (Sanctuary) is requested, access to the restrooms in the Parish House are automatically included. If the Parish House nursery is needed for child care, that should be requested. The Administrator will check for availability and reply. If the request is approved, the Administrator will enter the event(s) on the UUCM calendar. Publicity for the event is the responsibility of the event planner. There is no charge for this type of building use. However, users must follow the Rules for Use listed below (III. D.), and any other UUCM policy.

Ill. A. 2. BUILDING USE FOR NON-UUCM EVENTS

UUCM members\*, friends\*\*, and non-members may all request the use of the Church (Sanctuary) and/or Parish House for non-UUCM events or series of regularly-scheduled events. In this case, a Building Use Application must be filled out and submitted to the Administrator. The Building Use Application can be obtained from the Administrator. Completed applications should be submitted online, in person or mailed to:

Administrator

Unitarian Universalist Church of Meadville

346 Chestnut Street

Meadville PA 16335

The Building Use Application asks for a description of the nature of the event(s) and the individual or group planning the event(s). The Administrator uses this information to determine whether the event(s) are consistent with the UUCM’s mission and vision and the UUA’s Seven Principles, and whether the event(s) do not present safety concerns or the likelihood of a negative environmental impact. If there is a question as to whether the building use request meets these criteria, the matter is referred to the Executive Board. The Executive Board reserves the right to deny any request. The Building Use Application asks for the date(s), the beginning and ending times, additional time needed for setup and cleanup, an estimate of the number of people expected to attend, and which facilities are needed. The Administrator will check for availability.

Scheduling is done on a first-come, first-served basis. If two requests come in at the same time, UUCM programming takes priority over Non-UUCM events, and the Administrator reserves the right to deny a building use request in order to keep the building(s) available for UUCM use. Non-UUCM events will not be scheduled before 2 p.m. on Sundays, and setup for such events may not begin before 1:30 p.m. on Sundays. The building user is responsible for setting up for the event and cleaning up after it. Reserved time must include time for setup and cleanup. If other activities (e.g. photographs) are to precede or follow the event, time must also be reserved for them. The Administrator can help applicants estimate the amount of time they will need to request.

Fees are detailed in section III. B of this policy, and are also summarized on the Building Use Application. Note that there are special fee accommodations for members\* and friends\*\* of the UUCM, other religious organizations, and registered non-profit organizations. For all applicants, the fee is due on the day of the event, prior to the event, with the exception that the Administrator reserves the right to require an advance deposit of up to 50% of the total, due along with the cleaning deposit. If the building use request is approved, the Administrator will sign the Building Use Application and send a copy to the applicant. The applicant will then send the required cleaning deposit (see III. C) to the address above, along with the other advance deposit if required. The reservation is confirmed upon receipt of the cleaning deposit and any other required deposit. If proof of insurance is required (see III. D. RULES FOR USE,) that should also be sent along with the deposit(s). Non-profit organizations wishing to negotiate reduced fees should also send a letter from the IRS confirming their 501 3(c) status. When the reservation is confirmed, the Administrator will enter the event(s) on the calendar. Any person or organization using our facilities must follow the Rules for Use listed below. (III. D.)

III. B. FEES

Fees are subject to review and may be changed at the discretion of the Executive Board. Accepted methods of payment are cash, check or money order. Please make checks payable to the UU Church of Meadville.

III. B. 1. FEES FOR UUCM EVENTS

There is no fee charged for building use by members\* and friends\*\* for UUCM events. These are events organized by and held for the UUCM or one or more of its subgroups (e.g. a committee, a covenant group, the Executive Board, etc.) These do not include weddings, private parties given by UUCM members and friends, nor commercial uses of the building(s) by UUCM members and friends.

III. B. 2. FEES FOR WEDDINGS AND UNIONS

Friend\*\* or Non-member of the UUCM: Church (Sanctuary) with access to restrooms in Parish House: $250 for the first three hours, $50 per hour for additional time. Church (Sanctuary), Parish House and grounds: $350 for the first three hours, $70 per hour for additional time. ***(Does not include any minister’s fees.)***

Member\* of the UUCM: donation requested.

III. B. 3. FEES FOR OTHER RELIGIOUS OCCASIONS (e.g. memorial services, child dedications, bar or bat mitzvahs)

Friend\*\* or Non-member of the UUCM: Church (Sanctuary) with access to restrooms in the Parish House: $150 for the first three hours, $30 per hour for additional time. Church (Sanctuary), Parish House and grounds: $250 for the first three hours, $50 per hour for additional time. ***(Does not include any minister’s fees.)***

Member\* of the UUCM: donation requested.

III. B. 4. FEES FOR PRIVATE PARTIES (e.g. anniversary parties, graduation parties)

Friend\*\* or Non-member of the UUCM: Parish House and grounds: $200 for the first three hours, $40 per hour for additional time. The Church (Sanctuary) is not rented for parties.

Member\* of the UUCM: 50% discount.

III. B. 5. FEES FOR NON-COMMERCIAL COMMUNITY EVENTS, REGULAR SERIES (e.g. 12-Step programs, book clubs)

Parish House: $30 per hour, per room.

Church (Sanctuary) with access to restroom in Parish House: $30 per hour.

Church (Sanctuary), Parish House and grounds: $60 per hour. Reduced fees are negotiated for religious organizations and for registered nonprofit organizations. If a regular series runs for more than a year, arrangements are subject to annual review by the Executive Board.

III. B. 6. FEES FOR NON-COMMERCIAL COMMUNITY EVENTS, ONE-TIME (e.g. art exhibit, concert, lecture, outdoor fair)

Parish House: $150 for the first three hours, $30 per hour for additional time. Church (Sanctuary) with access to restroom in Parish House: $150 for the first three hours, $30 per hour for additional time. Church (Sanctuary), Parish House and grounds: $250 for the first three hours, $50 per hour for additional time. Reduced fees are negotiated for religious organizations and for registered nonprofit organizations.

III. B. 7. FEES FOR COMMERCIAL EVENTS, REGULAR SERIES (e.g. yoga classes, SAT prep classes)

Parish House: $50 per hour.

Church (Sanctuary) with access to restroom in Parish House: $50 per hour.

Church (Sanctuary), Parish House and grounds: $100 per hour. Reduced fees are negotiated for religious organizations and for registered nonprofit organizations. If a regular series runs for more than a year, arrangements are subject to annual review by the Executive Board. If a regular series runs for more than a year, arrangements are subject to annual review by the Executive Board.

Member\* of the UUCM: 50% discount.

III. B. 8. FEES FOR COMMERCIAL EVENTS, ONE-TIME (e.g. sales parties, for profit lectures, use of the church as a film set)

Parish House: $250 for the first three hours, $50 per hour for additional time. Church (Sanctuary) with access to restroom in Parish House: $250 for the first three hours, $50 per hour for additional time. Church (Sanctuary), Parish House and grounds: $350 for the first three hours, $70 per hour for additional time.

Member\* of the UUCM: 50% discount.

III. B. 9. FEES FOR COFFEE

For all UUCM events, we provide everything needed for coffee and tea service free of charge. Building users are responsible for setting up and making the coffee, as well as cleaning up after the event. For non-UUCM events, fees for coffee are:

$15 for events with 21-50 people;

$30 for events with 50-100 people.

We are not equipped to provide a coffee setup for over 100 people; the event planner should bring in supplies and equipment.

III. C. CLEANING DEPOSITS

For all non-UUCM events, there is a required cleaning deposit: $50 for the Parish House, $50 for the Church (Sanctuary) with access to the Parish House restroom, and $100 for the Church (Sanctuary), Parish House and grounds. Accepted methods of payment are cash, check or money order. Checks should be made payable to UU Church of Meadville. The cleaning deposit should be sent to:

Administrator

Unitarian Universalist Church of Meadville

346 Chestnut Street

Meadville PA 16335

The building use reservation is confirmed upon receipt of the cleaning deposit, along with any other deposit required by the Administrator. After the event or series of events has ended, the cleaning deposit will be refunded if the Administrator determines that the building(s) have been returned to the condition in which the user found them. If the building user does not leave the building(s) in acceptable condition, the UUCM will pay for cleaning and deduct that cost from the refund.

III. D. RULES FOR USE

III. D. 1. PAYMENT: Payment in full is expected no later than the day of the event, prior to the event. The cleaning deposit will not be considered part of the payment.

III. D. 2. LIABILITY INSURANCE: All non-UUCM organizations and individuals contracting for building use are required to provide proof of sufficient insurance coverage as a condition of using the building. This requirement may be waived for non-profit organizations whose income is derived primarily from member donations. Professional caterers hired for events must have liability insurance. The UUCM retains the right to be named as an additional insured in an endorsement to a commercial user’s liability insurance policy.

III. D. 3. FIRE SAFETY: Candles may be lit in the Church (Sanctuary) and in Parish House but should never be left unattended. In the Church (Sanctuary), a fire extinguisher is located adjacent to the pulpit in the choir seating area. There are two fire extinguishers on the first floor of the Parish House--one at the base of the stairs to the second floor and the other next to the refrigerator in the Kitchen. One fire extinguisher is on the second floor at the end of the hall near the entrance to the Youth Group Room.

III. D. 4. SMOKING: Smoking is not permitted in the buildings.

III. D. 5. FIRST AID AND 911: A first aid kit is available in the first floor bathroom of the Parish House. For emergencies, there are telephones in the Administrator’s Office, Library and Nursery. Give 911 this address: 346 Chestnut Street, Meadville, PA 16335.

III. D. 6. ALCOHOL: All service of alcoholic beverages shall be in accordance with the laws of the Commonwealth of Pennsylvania. Minors may never be served alcohol.

UUCM events. Alcohol is not permitted at UUCM business gatherings (e.g. Executive Board meetings), and should not be left in the building after an event.

Non-UUCM events. A building user wishing to serve alcoholic beverages must (a) have approval from the UUCM Administrator, (b) purchase short-term liability insurance to cover the event, (c) set up a bar with a person of legal age serving drinks, (d) stop drink service one hour before the event’s conclusion, (e) make sure that minors are not served, and (f) remove all alcohol from the building following the event. The building user is liable for any claims resulting from the use or serving of alcohol.

III. D. 7. SUPPLIES: For non-UUCM events, users of the buildings should bring in any supplies they need, including paper and pens, art supplies, disposable dishes and utensils, etc. (See II. B. Parish House for supplies we do provide.) Use of the copy machine and the UUCM’s copy paper is prohibited.

III. D. 8. SETUP IN THE CHURCH: In the Church (Sanctuary), the pulpit and other furniture on the dais may be carefully moved off the dais or rearranged. After the event, all items must be returned to their original positions. Building users planning to use the sound system will receive a required orientation to it when they are given access to the building.

III. D. 9. PIANOS AND ORGAN: The piano in the Church (Sanctuary) and the piano in Parish House may be used. (A fee to tune the piano may be charged.) Other than sheet music, no items should be placed on the pianos. The organ may be used only if this has been requested in the Building Use Application and approved by the Administrator.

III. D. 10. SETUP IN PARISH HOUSE: Tables and chairs may be arranged as needed. No cellophane tape or staples may be used to adhere items to the walls. After the event, all items must be returned to their original positions.

III. D. 11. NURSERY: If used for child care, the building user is responsible for arranging child supervision in accordance with the UUCM's Safe Congregation Policy. After the event, all items must be returned to their original positions.

III. D. 12. SUPERVISION OF MINORS: Parents or guardians must supervise children brought into the building(s) unless child care is provided by the event organizer. All activities involving minors must be properly chaperoned in accordance with the UUCM’s Safe Congregation Policy.

III. D. 13. REMOVAL OF IT

EMS FROM THE BUILDING(S): No UUCM property (e.g. chairs, tables, easels, coffee makers, etc.) may be borrowed, rented or taken from the premises by members, friends or non-members unless

the items are to be used for a UUCM event at a different location. Only members\* and friends\*\* may borrow books from the UUCM library.

III. D. 14. DELIVERIES: If items are to be delivered to the Church (Sanctuary) or Parish House before an event (e.g. tables and chairs, tents, flowers, food,) the event planner must include this time on the Building Use Application so that the Administrator can give access to the building if necessary. The event planner is responsible for having someone present to receive and sign for the items, as well as to supervise the items’ being taken away after the event.

III. D. 15. CLEANUP: Building users should clean up after the event and return all items to their original places. Trash should go in the trash receptacles and recyclables in the marked recyclable container. The cleaning deposit will be returned if the Administrator or a designated representative determines that the building(s) were returned to the condition in which the user found them. If additional cleaning must be done at the UUCM’s expense, the amount spent, which may be all or part of the cleaning deposit, will not be returned.

III. D. 16. PROPERTY DAMAGE: Building users are responsible for any damage to UUCM property that occurs during their contracted hours of use.

III. D. 17. LOST AND FOUND: The UUCM is not responsible for items left behind in the building(s) or on the grounds. Contact the Administrator about lost items. Items will not be held for more than a month.

\*Member: A member of the UUCM as defined by the Bylaws of the Unitarian Universalist Church of Meadville.

\*\*Friend: A friend of the UUCM is a person listed in the official church directory who regularly attends scheduled services, makes a continuing service contribution, but is not enrolled as a member.

## POLICY REGARDING FUNDRAISING ACTIVITIES

POLICY REGARDING FUNDRAISING ACTIVITIES IN THE DINING ROOM DURING THE COFFEE-HOUR AND FELLOWSHIP TIME FOLLOWING SUNDAY MORNING WORSHIP SERVICES.

The Finance Committee recommends that during the fellowship time, only church sponsored fundraising events be held in the dining room where 100% of the profits are used to support church related events and programs.

Individuals (i.e. church youth) may solicit for the sale of raffle tickets, school or organizational fundraisers on a personal contact basis.

Individuals wishing to setup a display and sell their items where a specified percentage of the profits are returned to the church, can be permitted, but are limited to the stage area of the Arthur Room or Library during the fellowship time.

Since the Arthur Room is often used for meetings and RE activities during the fellowship time, we recommend this be coordinated through the church’s calendar of events on a first-come request basis.

Anyone wishing to conduct fundraising activities must first complete the “Fundraising Event Planning Form” and submit to the Finance Committee for approval prior to the event.

Finance Committee (5/15/05)

## MEMBERSHIP POLICY

**Policy** -- “If a member has left the church and has been formally removed from the membership rolls, but then returns and wants to be a member again, they must sign the membership book anew.”

*Passed by church board May 2008*

## “The Oracle” Newsletter Policy

April 14, 2009

The Ultimate responsibility for the editorial policies and practices of The Oracle rests with the Board. Development and/or modification of these policies and practices will be done in consultation with the Public Relations Committee. The Public Relations Committee is responsible for the production of the newsletter and for implementing Board policies.

The primary function of the newsletter is to inform the congregation of church programs and activities. Space and emphasis will be allocated according to the following priorities:

* Information about Sunday Services
* Communication from the minister
* Information about religious education programs and classes (all ages)
* Information about all-church functions and events e.g. annual canvass, congregational meetings
* Communication from the Board, the staff, church committees/small groups, etc.
* District and denominational news
* Information about outside events that UUCM is sponsoring and/or for which there is significant involvement
* As space permits and at the discretion of the newsletter editor, community news and announcements of activities of organizations of particular interest to the church or its members

Due to the large amount of material that is published in each newsletter, every effort should be made to keep articles as brief and succinct as possible. Please try to limit your submissions to no more than 1/2 page, which will usually be about 300-350 words. Articles that are longer than this may be returned to the author to be rewritten, or edited for space requirements.

There is a limit to the items which can be printed on the front page, and not everything can be first. In general, committee and circle activities will be featured in one section; there be a section for events, one for announcements, etc.

Advertisements for businesses or professional services will not be accepted or published. This includes ads from both members and non-members.

Articles that endorse or oppose a particular political candidate or party will not be accepted. However, articles that take position on a particular policy issue may be included.

A schedule of newsletter deadlines for publication year will be posted and distributed each year.

To guarantee inclusion in the newsletter, the editor must receive an article by the scheduled deadline. Articles received after the submission deadline will be included as the newsletter editor is able to do so, according to his/her production schedule.

The preferred method for submission of articles is via email, as a Word or text attachment, or typed directly in the body of the e-mail. If this is not possible, the article should be typed or neatly and legibly written, and include the author’s contact information. E-mail should include “The Oracle” in the message subject line to help distinguish it from spam.

If a committee or other church group or board member wishes to request to have a flyer included in the newsletter, it must be provided in an electronic format compatible with the program used by the newsletter editor. The flyer will then be included at the discretion of the editor if space allows.

The newsletter editor may edit material for grammar, spelling, clarity, or length. If she feels that the material is not appropriate, it will be refused after consultation with the chair of the Public Relations Committee, or their designee.

The newsletter is distributed to UUCM members and friends via e-mail. In special circumstances, a hard copy of the newsletter will be mailed to an individual member. Hard copies of the newsletter will be available in the church lobby. Every effort will also be made to post the newsletter to the church website on a timely basis. Visitors to the church may request to receive the newsletter via e-mail when they sign the guestbook, or by contacting the church office.

Any questions or problems concerning the newsletter should be addressed to the chair of the Public Relations Committee.

## POLICY REGARDING DISRUPTIVE BEHAVIOR

Adopted April 19, 2010

At the Unitarian Universalist Church of Meadville our mission is to offer a welcoming and safe community that reaches out to and receives spiritual seekers. We provide a voice for religious diversity and encourage personal transformation as we strive toward a better world.

Our covenant is to be a loving, joyful community that nurtures spiritual growth and

promotes compassion, social responsibility, and service in an atmosphere of mutual respect.

While openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination’s purposes and principles, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. When any person’s physical and/or emotional well-being or freedom to express safely his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.

The following policy shall guide us in actively and promptly addressing situations in which individuals' behavior threatens the emotional and/or physical security of our members and friends. The privacy/anonymity of the allegedly offensive individual will be maintained at all times, except in cases in which he/she poses a threat to others. The fellowship will follow all applicable state laws and reporting procedures for child sexual abuse.

Since it is serious business to file a formal complaint against a fellow member, doing so should never be taken lightly. Every attempt should be made to resolve disruptive situations by addressing them directly, with compassion and concern, before resorting to the use of this policy.

Disruptive behavior of an individual within the church building may lead to concerns about one or more of the following:

• Perceived threats to the safety of any adult or child.

• Disruption of church activities.

• Diminished appeal of the church to its potential and existing membership.

Therefore, the following shall be the policy of the church with regard to disruptive behavior by an individual or individuals.

REPORTING DISRUPTIVE BEHAVIOR

Any person who believes that they have witnessed or experienced disruptive behavior or who has had a disruptive behavior incident reported to them should report it to any of the following:

• The minister

• Any member of the Board

• Any paid member of the church staff

If required by law, ordinance or similar regulation, the minister or a designated member of the church staff will immediately report the incident to the proper authorities.

The church will not retaliate against anyone who brings forward a complaint. All church leaders and staff are required to immediately report any knowledge of disruptive behavior, harassment, abuse or misconduct to the minister or the Board.

While the church cannot guarantee absolute confidentiality, the church will make every reasonable effort to maintain confidentiality by disclosing the identity of the individuals involved only on a “need-to-know” basis and as necessary to investigate and resolve the complaint.

IMMEDIATE RESPONSE

The minister and/or the leader of the group involved will undertake an immediate response to such behavior. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such time as it can safely be resumed. The police department may be called if further assistance is required. Any time any of these actions is taken, the minister and the President and Vice-President of the Board must be notified. They, in turn, will then consult with at least one additional representative from the Board to determine what steps must be taken before the offending person or persons may be allowed to return to the activities involved. A letter detailing these steps will be sent to the offending party or parties.

MORE DELIBERATE RESPONSE

For ongoing situations and those not requiring an immediate response, the process begins with a written, signed explanation of the disruptive behavior and its impact, from the person or people who witnessed it, to the Minister. The Minister will determine whether he/she wishes to handle the situation privately or request the formation of an ad hoc committee appointed by the Board (which would include the Minister and at least two other members of the congregation) to investigate the matter further. When appropriate and whenever possible, the Minister will inform the person that a complaint has been filed and is being investigated.

The Minister and/or the committee will respond to the situations, using their own judgment, without defining acceptable behavior in advance.

1. People and situations will be dealt with individually.
2. Stereotypes or stereotyping will be avoided.
3. The Minister or the committee will collect any additional information required to obtain a complete picture of the situation and research any applicable laws.
4. Note: Unitarian Universalists have a long history of public engagement with issues of individual freedom and social justice. Therefore, acts of conscience or civil disobedience which may have resulted in criminal charges or convictions will receive distinct consideration and careful attention under this policy.

To aid in evaluating the problem, the following points will be considered:

1. DANGEROUS—is the individual the source of a threat or perceived threat to persons or property?
2. DISRUPTIVE—how much interference with church functions is occurring?
3. OFFENSIVE—how likely is it that prospective or existing members will be driven away by the disruptive behavior?

To determine the necessary response, the following points will be considered:

1. CAUSES—why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition or mental illness?
2. HISTORY—what is the frequency and degree of disruption in the past?
3. PROBABILITY OF CHANGE—how likely is it that the problem behavior will diminish in the future?

The committee will respond on a case-by-case basis. Mediation by a neutral party is also a possibility. The following levels of response are options the Minister or the committee can implement:

NO ACTION: It may be determined that the complaint is not warranted, and the minister will explain and discuss this with the person who filed the complaint.

LEVEL ONE—The Minister or a member of the committee will meet with the person or persons and other related parties and will communicate their concern about the disruptive behavior. If the behavior cannot be resolved, it would proceed to level two and the full Board will intervene. Additionally the behavior will be referred directly to the Board:

1. If the individual has been in significant resolutions before, then the committee will infer that repeated visits have not worked.
2. If the issue affects the larger congregation.

LEVEL TWO— If, the Level One conflict management process does not resolve the situation and the disruptive behavior continues, the full Board of Trustees will become involved.

It may be determined that the offending individual(s) needs to be excluded from the church and/or specific church activities for a limited period of time, with the reasons for such action and the conditions of return made clear in a written notification.

LEVEL THREE— The Board of Trustees, after careful consideration, may determine that the offending individual(s) be removed from membership and, if appropriate, excluded from the church premises and all church activities. Notification of such a decision will be made in writing, and will explain the individual’s right and possible recourse.

The removal of an individual from membership in the church will be announced in the church newsletter with the statement: In accordance with the Disruptive Behavior Policy a member has been removed from membership. Any church member who wishes to know the identity of the removed member may ask the minister or a member of the board of trustees.

APPEAL OF LEVEL THREE ACTION

Any action taken under Level Three may be appealed, in writing, to the Board of Trustees within thirty days of the letter of notification. An ad hoc appeal committee shall be formed by the Board of Trustees in the event that the action taken under Level Three is appealed. The appeal committee shall be composed of two members of the Board of Trustees, two members selected by the Board who are not members of the Board, and a fifth church member being an active member of the church, chosen by the removed person. In a case where the individual does not have a member to propose, the fifth member would be selected by the other four members of this appeal committee. The majority decision of the appeal committee shall be final and not subject to further appeal.

POSSIBLE REINSTATEMENT OF REMOVED INDIVIDUAL

Any request for reinstatement must be made by the member who was removed from membership. The request must contain information concerning the rationale for the reinstatement: 1) a statement of understanding of the reasons for which s/he was removed from membership and 2) an explanation in detail how circumstances and conditions have changed, such that a reinstatement would be justified. The request shall go to the Board. The Board will review the request and respond within sixty days as to whether or not to reinstate the removed member. The decision of the Board shall be final and not subject to further appeal. A reinstatement request may be made no sooner than six months following the removal. In the event that a reinstatement request is not granted, any subsequent reinstatement requests may be made no sooner than one year following the member being informed of a negative decision on the previous request.

The Unitarian Universalist Church of Meadville strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. However concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree the disruptive behavior compromises the health of this congregation, our actions as people of faith must reflect this emphasis on security.

## Religious Education Safety Procedures and Policies

1. Volunteers will be an active participant in church activities for at least 6 months.
2. All church staff and volunteers will participate in an Orientation/Training covering the RE Program and Policies and Procedures to include Safety.
3. All church staff and volunteers will complete an application with personal references.
4. All church staff and volunteers will complete required background checks as outlined in PA HB 435.
5. All church staff and volunteers sign annually, the UUA code of Ethics for Adults working with children and Youth. A signed copy will remain on file in the church office.
6. Two adults will be present and within the line of sight of children and youth at all times. (No one on one contact.)
7. Parents of children participating in RE will register each child that will be participating and provide emergency contact information as well as identify any known health issues their children have.
8. Parents will sign their children in and out of RE or the Nursery each time they visit.
9. Children or youth participating in off-site field trips will be required to complete a permission slip signed by a parent and comply with all rules and procedures outlined in the policy for off- site field trips.
10. An RE committee of at least 4 members will meet annually to review this policy.

## FELLOWSHIP RESPONSIBILITIES, AND POLICIES

2009

Our bylaws state: “The Fellowship Committee is responsible for organizing and coordinating hospitality and fellowship activities such as dinners, including the annual dinner, entertainments and get togethers and recruiting hosts for Sunday morning social hour.”

Generally try to meet once a month at an agreed-upon time. 9:00 or 9:30 AM Sunday mornings worked well for us this year. Send out an agenda beforehand, and send out minutes as soon as possible following the meeting to keep committee members in the loop.

We try to offer and/or coordinate one fellowship event each month- concert, 6:59-er, pot-luck, circle supper, picnic, quiz nite, chili nite, trip, hike, reception, etc., or a combination of things. Movie or game nights are other possibilities. Sometimes work in conjunction with other committees- e.g. providing lunch for church work day.

See that functions are adequately advertised in the Oracle and Parish House Times. Pretty much traditional or expected are: 1.Summer church picnic, June or August generally 2. Reception (not fancy) following the Christmas Eve service,

3. A dinner of thanks or pledge dinner or whatever it is currently called, in November. This generally entails turkeys which we cook, and everyone bringing a dish to share.

We also will furnish a simple reception following funeral or memorial service if requested- to wit:

## FUNERAL RECEPTION POLICY

The minister in meeting with the interested party (church member) will ask if they want the

Parish House for a funeral/memorial reception, use of same being completely free to members.

If so, will they be organizing it? If so, it’s then in their own hands. If they want Fellowship to organize it, this is what we offer: For a suggested donation of $50.00 we will provide cookies and punch, coffee and tea and we will set up and clean up. If the party wants anything more than that, they are free to arrange whatever they want, may use the kitchen, may use a caterer- and the dining room-parlor-kitchen are theirs to do with as they wish. Fellowship is also not responsible for flowers or displays (art work, photographs, etc.).

On a couple of occasions this year we set out a basket during an event and asked for donations, for example to help pay for the pizza on quiz nite, or to help resupply coffee hour supplies during the chili nite. Of course this should not be done very often! However the funds collected went a long way toward stocking the kitchen. Fellowship has discussed leaving a donation basket out at coffee hours, but we never reached a decision. Fellowship members are known to purchase items without asking for remuneration.

Fellowship does a thorough clean-up of the kitchen at least once a year, usually in the spring. Members have been known to come in at odd tomes and do a little spot cleaning also!

Coffee Hour:

Toward the end of the year start making up the coffee hour schedule for next year. In conjunction with worship (in charge of ushers) and membership (in charge of greeters), we set out sign-up sheets for people to sign up as usher, greeter, and coffee hour host on a Sunday of their choosing. Probably a good idea to leave the sign-up sheets out all of November. Starting in December, collect our sheets and make up a coffee hour host schedule. Try to get this out late in December. Also, revise coffee hour instruction sheet as needed.

Send thank you notes/notes of appreciation to those who do coffee hour.

Keep an eye on coffee hour supplies and restock as needed. People are asked to bring their own coffee and cream, and juice for the children, when they host, but we do keep an emergency supply of coffee in the kitchen. We buy tea bags, paper supplies (plates, cups, and napkins), sugar, dish detergent. Keep an eye on the linens (dish towels, tablecloths) and launder as necessary.

# PROCEDURES

## BEING A PULPIT ASSISTANT

***BEING A PULPIT ASSISTANT***

Thank you for agreeing to be part of Sunday's worship team. Your role is to support the minister in executing a worship experience that is powerful, effective and fluid.

***Before the Service:***

**–**Review the Order of Worship and reading(s), which will be sent to you by either the Minister/speaker or the Office Administrator a few days ahead of time.

**–**Confer with the Minister/speaker about which segments of the service you are expected to take part in. Normally, these will include:

*Community News*; *Assisting with the Chalice Lighting*

*Assisting with Joys and Sorrows*

*Introducing the Offertory*

*Assisting with receiving the Offertory*

*Presenting a Reading*

*Assisting with Extinguishing the Chalice*

**–**Practice the reading aloud until you are comfortable with it.

**–**Prepare what you want to say to introduce the Offertory, including an announcement of the organization with which we are sharing the plate.

***The Day of the Service:***

***–***Arrive at the church by 10:00 a.m.

**–**Provide a glass of cold water for the speaker.

**–**Fill the vessel in the chalice with oil from the bottle in a ziplock bag on the pulpit shelf.

**–**If it's open, close the wooden panel at the bottom right of the organ.

**–**Check that the four candles in front of the altar and one candle for Joys and Concerns are lit.

**For guest speakers from outside the congregation –**

Please greet the speaker and help them get settled in the minister’s office (key on the custodian key ring in the Custodian’s mailbox.) Please remember to lock the office before leaving church for the day.

The speaker’s check (in payment) will be in the worship committee mailbox. Please present the check before the service.

**The Pulpit Assistant script in the notebook on the pulpit will guide you through the service. Please confer with the worship leader to be clear about responsibilities during the service.**

You may also be asked to participate in additional ways for some services. Feel free to request guidance from the minister as well as to offer your own ideas and suggestions.

***After the Service***

**–**Extinguish all candles.

**–**Open the wooden panel on the lower right of the organ to allow humidity to equalize.

**–**Turn off all lights except outer porch lights. *(There are two switches, one in the choir stall and*

*one in foyer. To turn off the choir stall switch, use toggle and then turn dial to right.)*

**–**Restock Joys and Concerns candles from the dark gray box in the choir stall.

**–**Return the water glass to the kitchen.

***Thank You For Being Part of the UUCM Worship Team! After the Service***

## BEING AN USHER

Thank you for being part of this Sunday's worship team. Your roles are to make our church welcoming, hospitable and safe at all times during the service, and to take care of the offering.

Before the Service:

•Find a replacement if you cannot attend on your designated day.

•Arrive at the church by 10:00.

•Pick up the Orders of Worship, tally sheet and key in the office.

•Look over the Order of Worship to get an idea of how the service is structured.

•As people arrive, distribute Orders of Worship. If they run out, collect some from groups who can share.

•Hand out hearing devices and children's activity packs as needed.

•Help anyone who needs assistance with seating, managing children, etc.

During the Service:

•Quietly greet latecomers, asking them to pause at the back until an appropriate moment in the service for them to be seated.

•If needed, assist those in need and address persistent disturbances with common sense and kindness.

•Provide people with hymnals if needed.

•Count and record attendance (adults and children) before children leave for RE.

•Collect the offering, and bring it to the front for the minister's words of gratitude.

*Please do not count money during the service.*

After the Service:

•Collect hearing devices and children's activity packs.

•Check all hearing devices as they are returned to make sure the battery is charged and they are turned off.

•Clean hearing devices with alcohol prep and return them neatly to theirs bags.

•Count the cash offering, making sure both ushers arrive at the same total.

•Record the offering on the tally sheet. *(Do not open sealed pledge envelopes, and you need not total anything but the cash.)*

•Seal everything in the provided envelope and return it to Jodi. If she is not present, put it into the slot in the black file cabinet, making sure it is not visible or reachable.

•Put the sanctuary in order.

–Pick up discarded items.

–Take “lost and found” to the office.

–Replenish pledge envelopes and information cards behind each pew.

–Tidy the tables at the back of the sanctuary and in the foyer.

•Lock the church and return the key to the Office Administrator.

*See Reverse Side for Additional Information.*

*Additional Information*

Child care is available most weeks on the second floor of the Parish House – please let parents know of this service if their children seem distressed during the service.

Please do not adjust the thermostat unless specifically asked to by a member of the Properties Committee – during most weeks, it is programmed to adjust the temperature automatically at appropriate times.

Please make sure that the doors (inner and outer) are closed when not in use – this really helps keep the temperature in the sanctuary comfortable.

Notify the Office Administrator if alcohol preps or “Kleenex” have run out.

## Being a Coffee Hour Host

Remember—if you are unable to host your assigned coffee hour, it is your responsibility to arrange for a replacement and to notify Jodi at the church office. (814-724-4023)

**Advance Planning:**

**No need to buy coffee. There are packets of both regular and decaf coffee supplied by the Fellowship Committee. It takes one packet to make a pot of coffee. It takes one and a half pots of coffee to fill one of the hot pots.**

You are asked to supply enough juice for approximately 20 children (two 64 ounce containers is usually sufficient). The serving of food is left to your discretion**. Although snacks are always appreciated, an elaborate supply of food is not necessary.** Please bring your own dish towels or launder and return the towels from the kitchen drawers.

If possible, please supply either ½ & ½ or whole milk for the coffee/tea drinkers to enjoy. 1 quart is usually sufficient.

Please check the supply of tea, creamer, sugar, plastic cups for the children, and paper napkins before the day you will use it. These supplies are usually available in the cupboard between the dishwasher and dining room door. If the supply of any of these items is not sufficient, you are asked to furnish the item for your coffee hour.

**Sunday Morning**:

It takes about 30 minutes to brew the coffee. Instructions are posted next to the coffee maker. Two hot pots of hot water (for tea) and four hot pots of coffee (2 decaf and 2 regular) will get things started; but plan on replenishing coffee throughout the gathering if necessary. Heat the water on the stove for filling the hot pots for tea water.

Prepare two tables--one for approximately 60 adults and teenagers, and another for approximately 20 children.

Table linens can be found in the drawers between the doorway and the refrigerator. You are also welcome to bring your own tablecloths if you prefer.

Spoons are in the cupboard on the opposite side of the doorway

 Mugs are in an upper cupboard near the sink. During the winter, it is recommended that you take the mugs out of the cupboard as soon as you arrive because the wall cupboards in the kitchen are not insulated and those cups need time to warm up to room temperature before using

**Important:** There is a basket for coffee hour donations in the cupboard where the coffee is stored. The Fellowship Committee has made a commitment to serve Unitarian Universalist Service Committee (UUSC) Fair Trade Coffee. Purchasing this coffee supports the social justice programs of the UUSC and also provides us with coffee that is sustainably and organically growth-Mother Earth is pleased! We need ongoing donations to fund this initiative.

Please put the basket on the “adult” table where the food is offered. If no Fellowship Committee member collects the money, the donations can be placed on Jodi’s desk, labeled “Coffee Donations.”

**Cleanup:**

Please be sure everything, including all coffee pots, are washed, dried and put away.

All counters should be wiped down.

Take any church linens home for cleaning and pressing if required, making sure they are returned in time for coffee hour the next week.

If you are the last to leave, please make sure all doors are locked and the lights-including those in the restrooms—are turned out.

## Sound Crew Instructions

Obtain thumb drive from office.

1. Open cabinet

•Unlock lock, swing vertical panel out, revealing the storage area.

•Pull up on mixer cover from the right side (it may stick) and carefully let it down to the left side of the cabinet, exposing the mixer.

2. Turn on the power, which is the switch on the plug strip located on the back left corner of the vertical cabinet. This switch powers the entire sound system.

3. Observe the flat panel screen on the mixer. When first turned on, it will initialize, displaying “X-32” on the screen. This will persist for some several seconds. Wait until the “X-32” disappears.

4. Press the “view” button near the USB socket at the top center of the mixer. The display will switch to a picture of a tape recorder.

5. Insert the thumb drive in the socket. An amber indicator lamp will indicate the presence of the thumb drive. The lamp will extinguish after a second or two.

6. Set the proper mute buttons.

7. When ready to record, press the “Record/Pause” button (second from the right below the flat panel screen.” You should see the tape reels moving at this point. Press the “Record/Pause” button again to pause recording. This button acts as a toggle between record and pause. The indicator lamp will be on when recording is in progress.

8. During the service, the various functions can be monitored on the screen by pressing the appropriate “view” buttons.

9. At the end of the service, return to the recording screen and press the

“Record/Pause” button to pause recording. Then, finalize the process

and close the audio file by pressing the “Stop” button at the far left below the screen.

10. Wait until the amber indicator extinguishes, and then remove the thumb drive.

11. This concludes the recording session. Turn off the power, close the mixer cover, swing the vertical panel into position, and lock the hasp.

12. Return the thumb drive to the office.