

CUUC POLICIES

TABLE OF CONTENTS

Policy Topic	Original Policy Date	Latest Revision or Addendum	Board Reviewed Policy	Section
Rental Policy and Rates	Dec. 3, 1992	July 8, 2001		1
Outreach	Nov. 18, 1993	Same		2
Pledges	April 21, 1994	Sept 28, 2000		3
Communications	July 21, 1994	Jan. 12, 2010	Jan. 12, 2010	4
Merchandise Sales	May 11, 1995	Feb. 9, 2010	Feb. 9, 2010	5
Safe Congregation Code of Conduct	July 18, 1995	Same		6
Personnel Policies	Nov. 16, 1995	March 9, 2010	March 9, 2010	7
Tobacco	Dec. 18, 1997	March 13, 2010	March 13, 2010	8
Member Resignation Policy	March 19, 1998	Dec. 2, 2010	Dec. 2, 2010	9
Sunday Collection	April 23, 1998	Same	Jan. 12, 2010	10
Art Displays	Sept. 17, 1998	Jan. 12, 2010	Jan. 12, 2010 Oct. 4, 2010	11
Covenant and Civil Relations	Dec. 16, 2001	Oct. 10, 2006	Policy Deleted	12
Sanctuary Sales & Fundraising	April 11, 2006	Jan. 8, 2008		13
Committee Chairs Appointments	October 14, 2008	Feb. 10, 2009	Aug. 10, 2010	14
Employee Credit Card / Check Signing	October 14, 2008	Same	Jan. 12, 2010	15
Financial Information	October 13, 2009	Same		16
Hiring Policy	March 9, 2010	Same		17
Committee Budgets	Sept. 14, 2010	Same		18
Alcohol Policy	October 14, 2011	Same		19

Replaces Policy: **Use of Church Building**

Date: **January 15, 1998**

This policy was adopted by the Board at its regular meeting on January 15, 1998 and redefined at the Board meeting on July 8, 2001.

1. Uses basic to the Church's operation.

This category includes worship services, religious education, meetings of Church committees and groups, and Church social events.

The responsible person (committee chair, e.g.) may schedule one-time committee and group meetings by marking the Church calendar. The name of the responsible person should be on the calendar in case a conflict should develop. Additions and other changes in regular weekly or monthly meeting times must be approved by the Office Manager.

2. Rites of passage (weddings, memorials, etc.) for members and for children and parents of members.

These events must be cleared through the Office Manager to be sure that there is no schedule conflict. There is no charge for these uses, but the member is responsible for leaving the space clean and in its original condition.

3. Regional and national UU events.

Occasional committee meetings may be scheduled by a CUUC member as for Category 1. Regular or extended (e.g., weekend) use requires Board approval.

4. Use by non-profit, non-UU organizations whose purposes are in consonance with CUUC purposes.

Non-profit organizations in general sympathy with Unitarian Universalist principles may apply for occasional or regular use, without charge, of CUUC building facilities. Such use shall not conflict with Church activities or programs.

The Office Manager may approve a single use or weekly use until the Board's next regular meeting. Regular use requires Board approval. Organizations using CUUC facilities without charge will be fully responsible for any damage and for clean-up immediately following their use. The Office Manager may require a clean-up fee.

Any organization receiving permission from the Board of Trustees to use CUUC facilities without charge will sign contracts stating that they:

- a) are in compliance with their non-profit status,
- b) understand their responsibilities in use of CUUC facilities, and
- c) will not permit or engage in illegal activities on CUUC property.

Failure of an organization or its employees or members or of any persons attending its activities to comply with these policies will result in immediate termination of any use of CUUC facilities at the discretion of the Board of Trustees or the Office Manager.

5. Non-profit use by members for social events other than rites of passage.
Members may rent space for parties, reunions, etc. with the approval of the Office Manager. Member rates for a single morning, afternoon, or evening are \$80.00 for the sanctuary, and \$25.00 for each of the classrooms. No deposit is required, but the member is personally responsible for leaving the space clean and in its original condition.
6. Non-member, non-profit use for rites of passage and social events.
Non-members may rent space for parties, reunions, etc. with the approval of the Office Manager. The rate for a wedding in the sanctuary is \$125.00, which includes a rehearsal in addition to the ceremony itself. For use other than weddings, rates for a single morning, afternoon, or evening are \$100.00 for the sanctuary, and \$35.00 for each of the classrooms. A \$100.00 deposit is required, and the renter is personally responsible for leaving the space clean and in its original condition.
7. For-profit or political use.
For-profit or political use of Church facilities requires approval by the Board.

POLICY TITLE: **Outreach**

POLICY DATE: **Nov. 18, 1993**

It is the policy of the Church to authorize the Outreach Committee to ask for charitable contributions twice in each year, including one appeal for the Holiday Fund in December.

POLICY TITLE: **Services Performed** POLICY DATE: **September 28, 2000**

Addendum to Policy: **Pledges**

Date: **April 21, 1994**

Board policy does not permit 1) services in lieu of monetary support and 2) payment to members for services performed.

POLICY TITLE: **Pledge of Financial
Support**

POLICY DATE: **April 21, 1994**

It is the policy of the board that personal services or property will not be accepted in lieu of a pledge of financial support.

POLICY TITLE: **Communications**

POLICY DATE: **Jan. 12, 2010**

Replaces Policy: **Communication Policies**

Date: **Jan. 13, 2009**

Replaces Policy: **Email Policy**

Date: **Jan. 10, 2006**

Replaces Policy: **Newsletter, Editorial Policy, Addendum**

Date: **March 16, 1995**

Replaces Policy: **Newsletter, Editorial Policy**

Date: **July 21, 1994**

This policy was adopted by the Board at its regular meeting on December 20, 2008.

In order to facilitate timely communication among the Columbine Unitarian Universalist Church community, the church relies on:

- The CUUC Member Directory and Mailing Lists,
- The Weekly E-Blast,
- The Order of Service Insert,
- The Sunday Spoken Announcements,
- The Sanctuary Bulletin Boards,
- The Monthly Newsletter, and
- The CUUC Website.

The general purpose of all forms of communications is to provide:

- Information about events and activities sponsored by the church and its committees,
- Information about events and activities sponsored by other UU churches, the Mountain Desert District, or the Unitarian Universalist Association, and
- General information about CUUC, the MDD, the UUA, and Unitarian Universalism.

The policies and procedures vary somewhat, depending on the method of communication.

POLICIES

The CUUC Member Directory and Mailing Lists

- Only events and activities sponsored by CUUC and its committees may use the Member Directory or contact information for communications and mailings.

Weekly E-Blast, Order of Service Insert, and Sunday Spoken Announcements

- Only events and activities sponsored by CUUC and its committees may be included in the E-Blast, Insert, or Announcements.

- Information to be included in the E-Blast, Insert, or Announcements must be submitted by a committee chair, board member or church staff member.
- Individuals desiring to submit information do so through the appropriate committee chair or a board member.
- The focus of the E-Blast, Order of Service Insert and Spoken Announcements is on activities and events in the near future—about two weeks.
- To the extent possible, spoken announcements should also be included in the printed insert, for clarity of information and for availability to persons not present in the sanctuary when announcements are read, such as those attending religious education classes.

Sanctuary Bulletin Boards

- Information on the Bulletin Boards falls under the general purpose stated above.
- Committee chairs are responsible for the content and layout of their section of the Bulletin Board. Individuals wishing to place information on the Bulletin Board should consult with the appropriate committee chair first.

Monthly Newsletter

- Information in the Monthly Newsletter falls under the general purpose stated above.
- Articles relating to a committee or the Board are submitted by the committee chair or a board member. Individuals desiring to submit information do so through the appropriate committee chair or Board member.
- Articles from church staff members should be coordinated with the Minister before submission.
- Individuals may submit articles for the Monthly Newsletter if they are relevant to CUUC or the general UU community. The Newsletter Editor attempts to print all submissions as space permits, unless the submissions are deemed offensive. Preference is given to submissions by members of CUUC.
- The Newsletter Editor has the right to refuse any material submitted after the deadline.

CUUC Website

- Information on the CUUC Website falls under the general purpose stated above.
- The Webmaster obtains information on all important events and activities from other CUUC communications for the website.
- Committee chairs, board members, and church staff are responsible for submitting additional information for the website that does not appear in any other CUUC communication.

PROCEDURES

Weekly E-Blast

- The deadline for submission to the Weekly E-Blast is 10:00 a.m. Thursday in a print-ready format. Contact information that is to be included in the notice should be provided.
- The E-Blast is generally for events and activities that occur within two weeks of the E-Blast.
- The Church Administrator compiles all information according to a defined template and the Minister reviews the compiled E-Blast before it is sent out.
- The Church Administrator sends out the E-Blast on Thursday afternoon.
- The E-Blast is sent to all church members and friends who have provided the church an email address, unless they have opted out.
- Supplementary church-wide email messages in addition to the Weekly E-Blast are sent only when absolutely necessary due to a time constraint or an exceptional need, and must be approved by the President of the Board or the Minister.

Order of Service Insert

- The Insert includes information about all church events and activities in the two week time period starting with the Sunday of the Insert. The Church Administrator obtains this information from the church calendar.
- Depending on space availability, information about events and activities more than two weeks ahead may be included in the Insert. A committee chair, board member, or church staff member may specifically request that events and activities of this nature be included.
- If information other than an event or activity title, date, and time is to be included in the Insert, a committee chair, board member, or church staff member should submit that information to the church office by noon Thursday in print-ready format. Contact information that is to be included in the notice should be provided.
- The Church Administrator prints the Insert and includes it with the Order of Service. The Insert is also forwarded to the Webmaster so the Website can be updated with the submitted information in a timely manner.

Sunday Spoken Announcements

- Announcements must be clearly written and placed in the marked envelope on the Minister's door no later than 10:15 Sunday morning.
- The Lay Leader reads announcements of upcoming church activities at the appropriate time in the Sunday worship service.

Sanctuary Bulletin Boards

- Committee chairs are responsible for keeping their section of the bulletin board current by promptly removing outdated material.

Monthly Newsletter

- The deadline for submission of Newsletter articles to the Newsletter Editor is midnight of the Wednesday prior to the next to last Sunday of the month for inclusion in the next month's newsletter.
- The Church Administrator sends an e-mail notification of the newsletter availability to those who have elected to download the newsletter in PDF form from the Website by the Tuesday following publication/posting of the newsletter. Generally, the Newsletter is available on the Website on the Sunday that it is distributed at church.

CUUC Website

- The Office Administrator sends the Weekly E-Blast and the Order of Service Insert to the Webmaster as soon as they are completed each week. The Webmaster updates the website in a timely manner from information in the Insert and the E-Blast.
- The Newsletter Editor sends the Monthly Newsletter to the Webmaster as soon as it is ready for publication. The Webmaster posts the Newsletter on the Website in a timely manner. The Webmaster also adds to the Website any events and activities that appear in the Newsletter.
- Any additional information received directly from committee chairs, board members, or church staff is added to the Website within 2 – 3 days of receipt of the information.

POLICY TITLE: **Merchandise Sales**

POLICY DATE: **February 9, 2010**

Replaces Policy: **Grocery Certificates**

Date: **May 11, 1995**

Payment for merchandise may only be made by cash, check, or credit card (when credit cards services are available). IOU's will not be accepted as payment for fundraising merchandise sold by CUUC on Sunday mornings or at any other time during the week. This includes, but is not limited to, all gift cards and Equal Exchange coffee and chocolate.

Safe Congregation Policy

It is our policy to treat everyone who enters our community with respect and trustworthy behavior, ensuring a safe place of all to grow spiritually and emotionally. We recognize our responsibility to foster a caring environment which is free from violence and abuse of all kinds, including intimidation, coercion, sexual harassment, and physical and sexual abuse. Examples of these might include: offensive sexual remarks, inappropriate physical contact, demeaning comments, and threatening gestures or statements. Further, we recognize that the needs of children differ from those of adults and that we have a responsibility to both.

In regards to children, it is our policy to protect them from any kind of exploitation or abuse (physical, verbal, and sexual) and to put their best interests first, even when it conflicts with our own needs. In part this means that we honor their personal space and body integrity. Sexual or seductive behavior with children or youth is never permissible. It is our policy to provide training for ministers, religious education teachers and assistants, nursery attendants, and youth leaders so they may put our specific policies and procedures into practice. Each adult who works in any capacity with children or youth under the auspices of Columbine Unitarian Universalist Church will be expected to abide by the Code of Conduct for working with children and youth. We will encourage the congregation to be ever cognizant of their responsibility to our young people. We will provide the congregation with educational opportunities to further an understanding of the issue of childhood abuse and ways to prevent it.

In meeting the needs of adults, we will adopt procedures for working with children which work to protect children from abuse, and at the same time, minimizing the risk to adults of false allegations of abuse. Recognizing that many adults struggle with recovery from childhood abuse and that the resources of our church community can be an invaluable aid in healing, we will work to promote an environment of openness where abuse can be discussed freely and where the painful experiences of childhood abuse are never denied or minimized. We recognize that in order to break the cycle of child abuse, we must remove the conditions of silence, secrecy, and shame.

Code of Conduct

The membership of Columbine Unitarian Universalist Church has dedicated itself to the nurture and care of the children in our congregation. Inherent in this dedication are responsibility and trust. As an adult who assumed a role of leadership involving children, I pledge to fulfill that responsibility to the best of my ability by seeking and accepting guidance when necessary. I will never intentionally inflict harm on a child; physically, sexually, emotionally, or spiritually. I will educate myself in these areas so as to avoid unintentional harm. This I do in accordance with Unitarian Universalist principles knowing that I will be supported by the religious education committee, the Board of Trustees, the minister, and the members of Columbine Unitarian Universalist Church.

POLICY TITLE: **Personnel Policy**

POLICY DATE: **March 9, 2010**

Delete Policy: Travel Reimbursement, Addendum to Personnel Policies	Date: Nov. 16, 1995
Delete Policy: Hiring Employees, Addendum to Personnel Policies	Date: Aug. 15, 2001
Move Policy: Hiring Policy Addendum to Personnel Policies	Date: Aug. 14, 2007

The “Travel Reimbursement” addendum to the Personnel Policies is being deleted because this is covered within the Personnel Policies.

The “Hiring Employees” addendum to the Personnel Policies is being deleted because this is covered within the Personnel Policies.

The “Hiring Policy” is being moved from an Addendum to the Personnel Policies to be it’s own, free-standing, policy. (See section 17 of this document).

POLICY TITLE: **Personnel Policy**

POLICY DATE: **January 12, 2010**

Replaces Policy: **Personnel Policies**

Date: **Nov. 16, 1995**

The Personnel Policies in Appendix A were revised so the wording of employee benefits would be generic so that we would always be following UUA guidelines for eligibility.

POLICY TITLE: **Tobacco**

POLICY DATE: **March 13, 2010**

Replaces Policy: **Tobacco**

Date: **Dec. 18, 1997**

The use of any tobacco product is forbidden indoors or within 15 feet of any outside door following State guidelines.

POLICY TITLE: **Member Resignation Policy** POLICY DATE: **Dec. 2, 2010**

Replaces Policy: **Resignation Policy**

Date: **July 8, 2008**

- Resignation of membership may be active or tacit.
- Active resignation: A person has resigned when they submit a resignation letter or when they give verbal notification to a person in an official capacity concerned with membership (Minister, Board member, or member of Membership Committee).
- Tacit resignation: A person is assumed to have resigned when they are six months delinquent in their pledge payments without a reasonable explanation and after at least one contact (or attempt to contact) by the CUUC Treasurer. A letter mailed to the last address of record can be considered an attempt to contact.

POLICY TITLE: **Sunday Collection**

POLICY DATE: **April 23, 1998**

Upon completion of Sunday collection, all cash will be counted by a Board member and a witness, and the amount recorded (cash and checks) will be placed in that envelope, which will be sealed, dated, signed by that Board member and placed in a location designated by the Treasurer. After the contributions are recorded by the Church bookkeeper, the envelopes will be retained in the Church files for at least one year.

All money collected in special collections will be handled per policy for regular collections.

POLICY TITLE: **Art Displays**

POLICY DATE: **January 12, 2010**

Replaces Policy: **Art Displays**

Date: **September 17, 1998**

Artists desiring to display their works at CUUC must get approval from a committee composed of one Officer, a member of the Religious Education Committee, and a member of the Worship Committee, and a member of any other relevant committee as designated by the Board. The Minister will have veto power over all proposed displays. The artist (or other owner) must sign a waiver of liability for any loss.

POLICY TITLE: **Committee on Ministry**

POLICY DATE: **Oct. 4, 2010**

This policy was deleted on the recommendation of the Committee on Ministry and approved by the Board of Trustees. The policy may be replaced at some point in the future.

Replaces Policy: **Sanctuary Sales & Fundraising**

Date: **April 11, 2006**

- 1) All fundraising proceeds for CUUC other than capital fund drives will go into the general operating fund. No fundraising will be allowed to benefit any specific area, committee, or function within CUUC.
- 2) Promotional activities that include the sale of merchandise (such as RE T-shirts) are to be self-supporting within the budget for the function being promoted.
- 3) Fundraising or special collections will be allowed that will benefit the greater UU community, projects initiated by Just Act (which includes Interfaith), or the CUUC Caring Fund.
- 4) Outside fundraising, for example Girl Scout cookie or concert CD sales, must be approved by the CUUC Board. If approved, the fundraiser must be coordinated with the Fundraising Coordinator, the same as all other fundraisers.
- 5) A Fundraising Coordinator position will be established. The Fundraising Coordinator will:
 - a) Review all proposed fundraisers to make sure they fall within the CUUC Fundraising policy.
 - b) Coordinate all fundraiser activities to make sure there is not too much fundraising at any one time.
 - c) Be a focal point for all announcements or advertising of fundraising events.
 - d) Appoint a chairperson to run our major fundraising event, the CUUC Auction.
 - e) Attend Finance Committee meetings.
 - f) Develop a Fundraising Committee to help oversee all fundraising activities.
 - g) Other duties as may be assigned.

Replaces Policy: **Committee Chair Appointments**

Date: **Feb. 10, 2009**

The Bylaws of Columbine Unitarian Universalist Church state that “Chairs of Standing Committees shall be appointed by the Board and serve at the pleasure of the Board.” (Article VII Section 7.1.b).

In order to expedite these appointments and to ensure input by lay leadership and committee members, the Board requests that recommendations for Chair appointments be forwarded to them in the following manner whenever feasible:

1. When Chairs become vacant in any Standing Committee, the Leadership Search Committee (LSC) Chair and the Minister shall be informed.
2. In consultation with the LSC and the Minister, the members of the committee with the vacancy shall search for a chairperson first within the membership of the committee itself and, if no one is willing or available within the committee membership, then in the congregation as a whole. Chairs of committees must be members or pledging friends of the church. It is highly recommended that chairs have some familiarity with the work of the committee
3. When a willing chairperson is found and agrees to serve, the name of that person shall be submitted in writing to the Board of Trustees for their consideration for appointment. This may be brief but should include the name of the person recommended, the qualifications of this person, and a short description of the process used to determine the new chairperson. This may be sent via e-mail to the Board President and the Minister. This notice will become a part of the Board minutes of the meeting at which the appointment is discussed.
4. The new chairperson’s term shall be until June 30th of the fiscal year, at which time they may be reappointed if mutually acceptable to the person and the Board.
5. A chairperson takes office after a vote of the Board confirming the appointment.
6. The Board shall inform the committee members, the LSC, the Minister, the office manager, and all staff members directly related to the work of the committee of their decision regarding the recommendation. Announcement of the appointment shall be placed in the next possible newsletter by the Board’s Secretary.
7. Any individual may only serve as the chair of one committee at any given time.

POLICY TITLE: **Employee Credit Card & Check Signing** POLICY DATE: **October 14, 2008**

Employees may be granted a church credit card and/or be a signer of checks only after they have reached six months of employment. Such authorization may be granted earlier with Board approval.

All financial affairs of the church shall be handled as described in church by-laws.

All financial information of the church shall be available for viewing by church members and friends upon request and made available as soon as is reasonably possible by the Treasurer with the exception of pledge statements and information. Information regarding the individual pledges of financial support made by members and friends are considered confidential and will only be viewed by the Treasurer, Office Manager, Canvass Chairperson, and as needed by canvass Volunteers. General pledge information can be shared without names as deemed appropriate by the Treasurer for use in preparing financial reports.

Replaces Policy: **Hiring Policy**

Date: **March 9, 2010**

The Board makes the final decision regarding the hiring of all new employees. All relevant sections of the CUUC Personnel Policies will be adhered to during the hiring process. The following steps should be taken in the selection of a non-ministerial new employee:

- Any new position must be approved by the Board, dependent upon funding and budget considerations.
- The Board will charge a committee or person to oversee the hiring process and with forwarding a recommendation to the Board.
- The hiring process will include:
 - The involvement of the appropriate committee/groups
 - Completed hiring checklist (available from front office)
 - A complete written statement of the job responsibilities, qualifications, and timeline for the hiring process
 - Interviews by committee members that are fair and complete. Records must be kept of the interview process and notes taken during interviews.
 - Thorough background checks will be conducted
 - A letter of recommendation written to the Board for the applicant chosen by the committee for the position
 - Who, why, what background checks showed, involvement of committee, etc.

All documents used during hiring must be turned in to the Personnel Committee at the conclusion of the process to be placed in personnel file.

The Board will make a final hiring decision at the next Board meeting once all documentation and a recommendation has been submitted.

POLICY TITLE: **Committee Budgets** POLICY DATE: **September 14, 2010**

Any expenditure in excess of the budget for any committee or program function must be pre-approved by the Finance Committee. Requests for any such expenditure shall be submitted to the Finance Committee in writing.

While the congregation upon occasion wishes to serve alcoholic beverages at church social functions, it also understands that there will always be vulnerable populations within the congregation for whom alcohol poses risks. Consequently, the board enacts the following policy.

- 1) Alcoholic beverages served on church premises, or at church functions held in public spaces, must be limited to wine, beer, or other beverages labeled to contain less than 12% alcohol.
- 2) Whenever alcohol is served, attractive non-alcoholic beverages – in sufficient quantity for the size of the gathering – must also be served.
- 3) No wine, beer or other alcoholic beverages may be stored overnight on church premises, thus any leftovers must be removed or thrown away at the conclusion of the gathering.
- 4) Empty containers which once held alcohol are to be placed in trash or recycling containers outside the building, or otherwise removed from the building, at the conclusion of the gathering.

Any expenditure in excess of the budget for any committee or program function must be pre-approved by the Finance Committee. Requests for any such expenditure shall be submitted to the Finance Committee in writing.