

Congregational Manual

1. UUA Principles and Purposes
2. Mission, Vision, and Statement of Right Relations
3. Welcoming Congregation Declaration
4. By-Laws
5. Standing Committees
 - Adult Programs
 - Small Group Ministry
 - Building, Grounds
 - Decor Committee
 - Membership Committee
 - Music Committee
 - Personnel Committee
 - Religious Education for Youth Committee
 - Sanctuary Services Committee
 - Social Action Committee
 - Thrift Shop
6. Committees of the Congregation (Refer to By-Laws)
 - Committee on Ministry
 - Endowment Committee
 - Finance Committee
 - Nominating Committee
7. Policies and Procedures
 - 100 Personnel Policies**
 - 101 Hiring
 - 102 Interview and Hiring Process
 - 103 Termination
 - 104 Discipline Policy
 - 105 Employee Evaluation Policy
 - 106 Background Check/Code of Ethics
 - 107 Job Descriptions
 - 108 Supervision
 - 109 Conditions of Employment
 - 110 Personnel Files
 - 111 Compensation and Salary Review
 - 112 Leaves and Benefits
 - 113 Grievance Procedure
 - 114 Storage, Dissemination, Retention and Evaluation of CORI
 - 115 Bonus

- 116 Equal Employment Opportunity
- 117 Harassment
- 118 Separation from Employment
- 119 Confidentiality
- 120 Conflict of Interest
- 121 Safety and Accidents
- 122 Personal Property
- 123 Workplace Threats and Violence
- 124 Inspection Rights
- 125 Employment Authorization
- 126 Credentials

200 Activities/Building Use/Sponsorship/Security Policies

- 201 Auxiliary Organizations
- 202 Keys
- 203 Internal Activities
- 204 Sponsoring Activities
- 205 Rental and Building Use
- 206 Landscaping
- 207 Hiring Vendors
- 208 Hospitality
- 209 Social Justice
- 210 Using Church Letterhead, Banners, and Materials

300 Health and Safety Policies

- 301 Hurricane Preparedness
- 302 Cooling and Heating
- 303 Food Storage
- 304 Animals
- 305 Alcohol use
- 306 Smoking
- 307 Personal Safety
- 308 Child Safety

400 Communications/Social Media/Press Policies

- 401 EBeacon
- 402 Website
- 403 Facebook
- 404 Press Release
- 405 Congregation Equipment Use

- 406 Podcasts
- 407 Database
- 408 Email
- 409 Announcements
- 410 Signage

500 Sanctuary/Worship/Services Policies/Social Justice

- 501 Summer Services
- 502 Guest Speakers
- 503 Sanctuary Use

600 Right Relations/ Disruptive Behavior/Code of Ethics Policy/Membership/Caring

- 601 Safe Congregation for Children
- 602 Safe Congregation for Members and Friends
- 603 Complaints with Minister
- 604 Complaints with Staff

700 Finance Policies

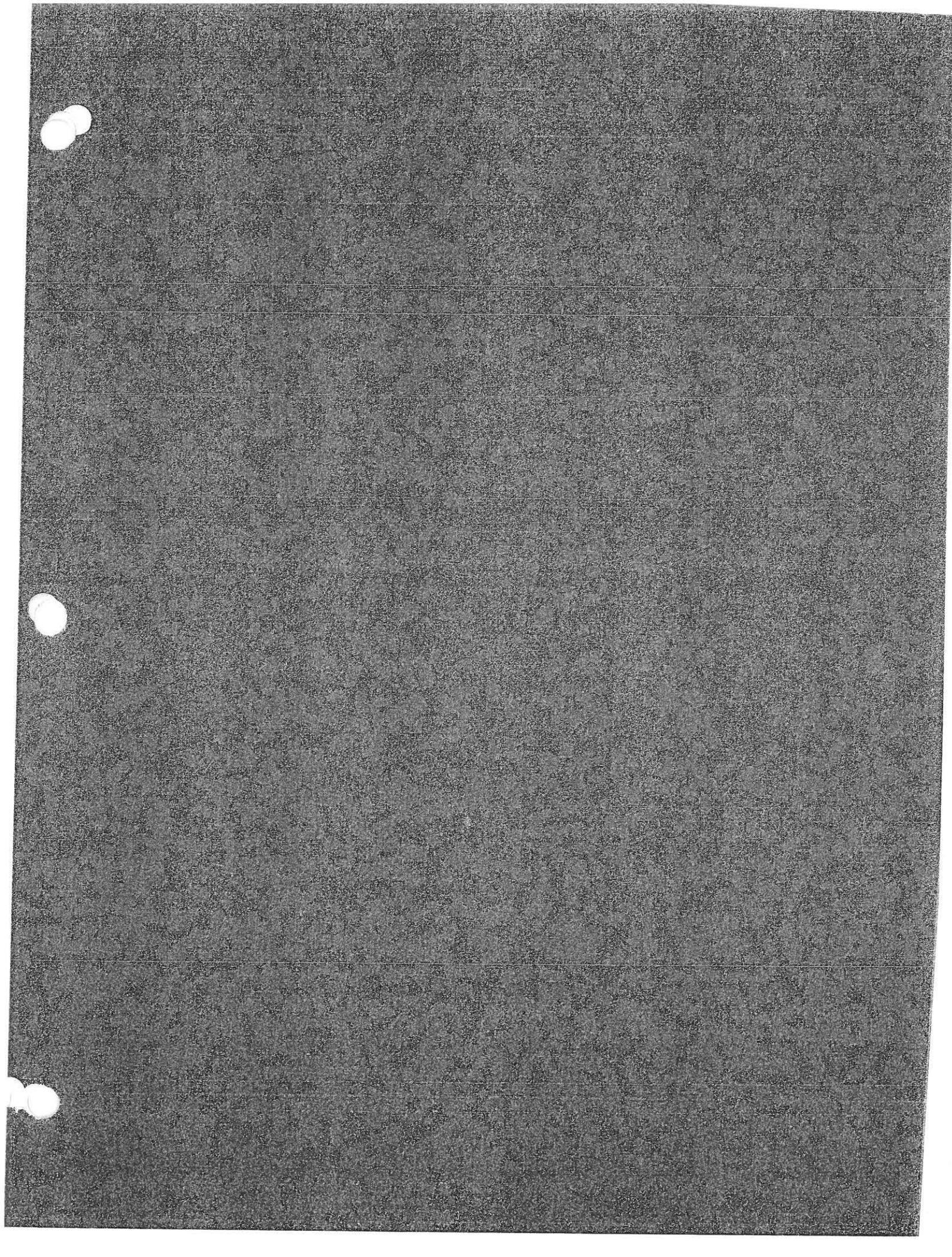
- 701 Donor Designated Funds
- 702 Grant Special Collection
- 703 Non-Monetary Gifts to the Congregation
- 704 Endowment
- 705 Budget Process
- 706 General Operating Fund
- 707 Restricted Funds
- 708 Fiscal Year
- 709 Accounting/Audit
- 710 Cash Receipts and Offertory
- 711 Payroll
- 712 Accounts Receivable and Accounts Payable
- 713 Credit Cards
- 714 Fixed Assets
- 715 Financial Records
- 716 Expenditures for Capital Improvements
- 717 Minister's Discretionary Fund
- 718 Special Collections

- 719 Special Event Collections
- 720 Delegate to GA
- 721 Disaster Relief
- 722 Musician and Speaker Fees

800 Administrative Functions Policies

- 801 Board Meetings
- 802 Annual Calendar

900 Religious Education and Adult Programs



UNITARIAN UNIVERSALIST ASSOCIATION

PRINCIPLES AND PURPOSES

The following statements were adopted as Bylaws by the 1984, 1985, and 1995 General Assemblies.

We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote:

- The inherent worth and dignity of every person
- Justice, equity, and compassion in human relations
- Acceptance of one another and encouragement to spiritual growth in our congregations
- A free and responsible search for truth and meaning
- The right of conscience and the use of the democratic process within our congregations and in society at large
- The goal of world community with peace, liberty, and justice for all
- Respect for the interdependent web of all existence of which we are a part

The living tradition we share draws from many sources:

- Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life.
- Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love
- Wisdom from the world's religions which inspires us in our ethical and spiritual life
- Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves
- Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit
- Spiritual teachings of Earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature

Grateful for the religious pluralism which enriches and ennobles our faith, we are inspired to deepen our understanding and expand our vision. As free congregations we enter into this covenant, promising to one another our mutual trust and support. The Unitarian Universalist Association shall devote its resources to and exercise its corporate powers for religious, educational, and humanitarian purposes. The primary purpose of the Association is to serve the needs of its member congregations, organize new congregations, extend and strengthen Unitarian Universalist institutions, and implement its principles.

FIRST UNITARIAN UNIVERSALIST CONGREGATION OF THE PALM BEACHES

MISSION

The mission of the First Unitarian Universalist congregation of the Palm beaches is to transform lives through liberal religious community.

VISION

Our vision is to develop a community that consciously provides support for one another's personal and spiritual development through putting our principles into action at home, in our neighborhood, and beyond.

We provide a variety of opportunities to explore our own theology and spirituality, support each other's spiritual development and practice, and to jointly engage in community projects that allow us to put our compassion into action, at home and beyond.

We welcome all who share our vision of a peaceful and just world to join us in our endeavors to create heaven on earth.

WELCOMING CONGREGATION DECLARATION

WHEREAS: The Principles of Unitarian Universalism call us to affirm and promote the inherent worth and dignity of every person; and

WHEREAS: Since 1970 Unitarian Universalist Association has openly resolved to both welcome and affirm the human rights of gay, lesbian, bisexual, transgender and questioning people; and

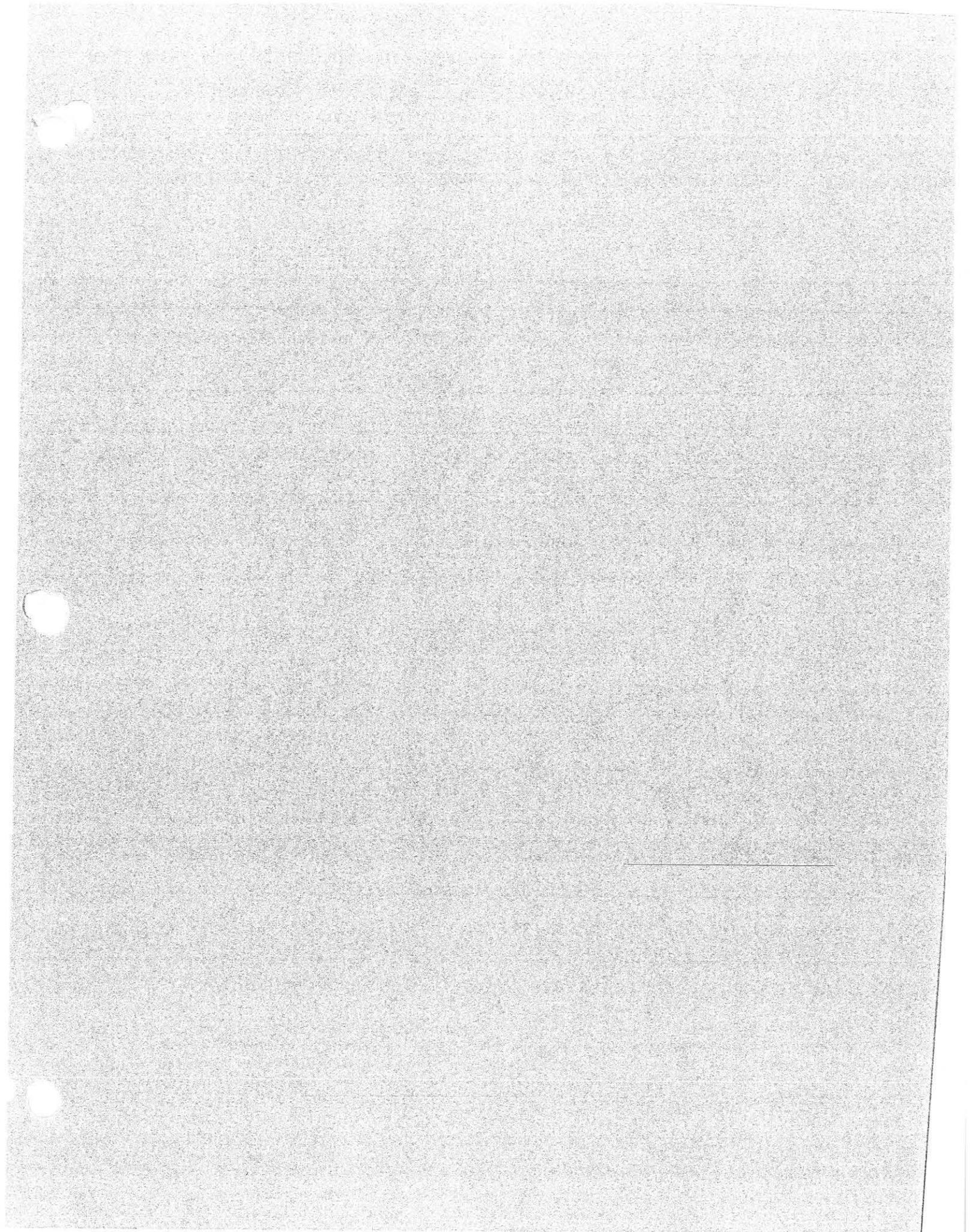
WHEREAS: This congregation, by life-span religious education classes, by offering services of holy union, by supporting the formation of the Gay/Straight Alliance, by raising consciousness through participation in the "Welcoming Congregation" program, by Sunday services and by other programs has worked to become more aware and supportive of people in the sexual minority; and

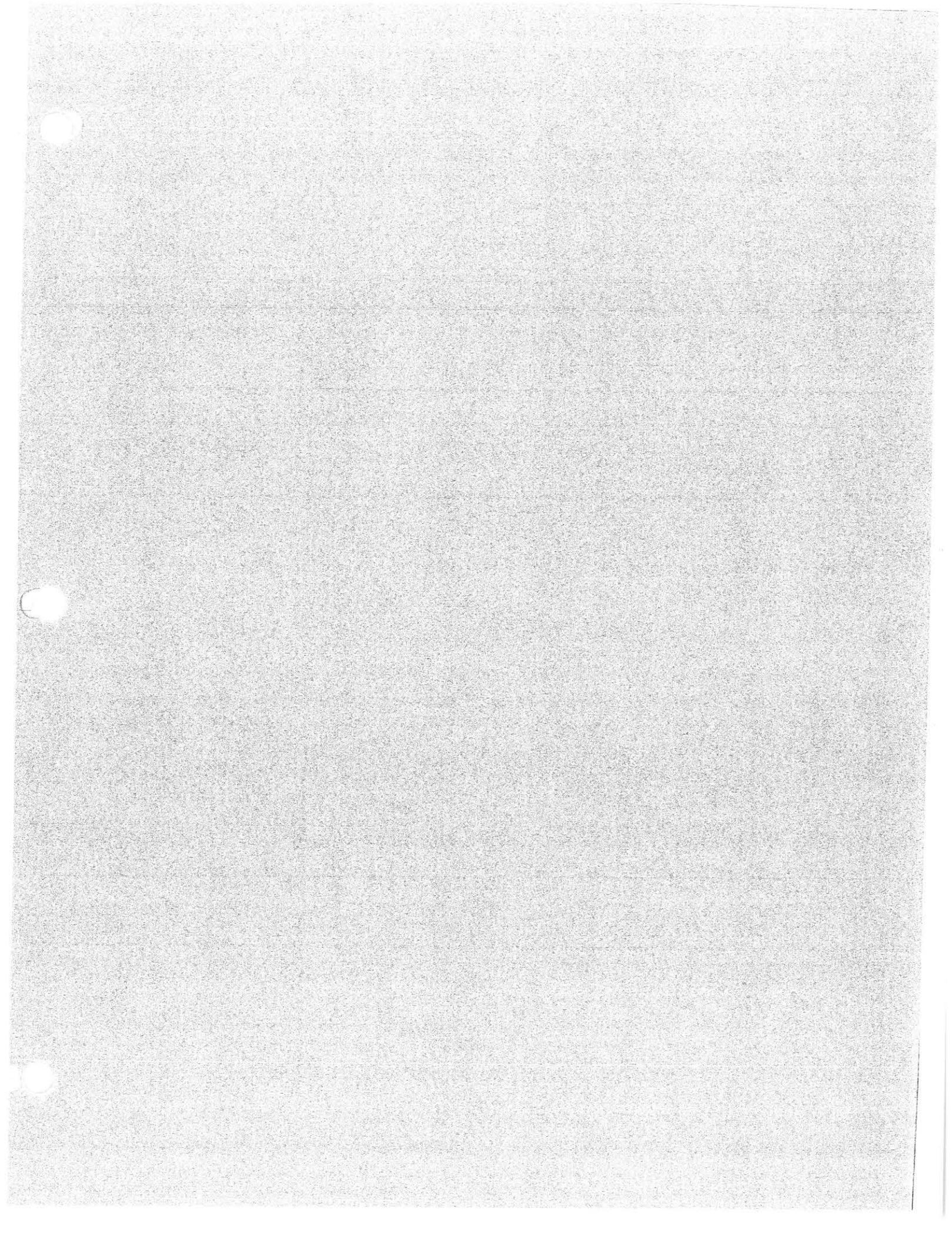
WHEREAS: This congregation is committed to the ongoing process of becoming more welcoming of all human beings regardless of race, creed, class, age, culture, educational level, ethnicity, sexual orientation, gender or physical or mental ability;

BE IT RESOLVED: That the congregation of the First Unitarian Universalist Congregation of the Palm Beaches dedicates itself in word and deed to being a "Welcoming Congregation," both in the specific Unitarian Universalist sense of being intentionally affirming and welcoming to people who are gay, lesbian, bisexual, transgender and questioning, and in the more universal sense of doing the work of carefully listening to and being welcoming of each individual human being who walks through its doors.

BE IT FURTHER RESOLVED: That the congregation of the first Unitarian Universalist Congregation of the Palm Beaches commits itself to the ongoing process of bringing to its By-Laws, its Sunday Services, its programs, and its social activities an explicit welcoming and affirmation of people who are gay, lesbian, bisexual, transgender or questioning, or who may find themselves in the minority due to race, creed, class, age, culture, educational level, ethnicity, or physical or mental ability; and

BE IT FINALLY RESOLVED: That the congregation of the First Unitarian Universalist Congregation of the Palm Beaches commits itself to working for basic human rights and social justice for people in the sexual minority and for all others who are oppressed.





FIRST UNITARIAN UNIVERSALIST CONGREGATION OF THE PALM BEACHES BY-LAWS

Revised April 19, 2015

ARTICLE 1 - NAME

The name of this religious organization is First Unitarian Universalist Congregation of the Palm Beaches.

ARTICLE 2 - VISION STATEMENT

Our Unitarian Universalist Congregation is a liberal religious community of diverse and freethinking individuals. We seek spiritual growth and social justice. As adults and children who learn, love, share and serve together, we welcome all into our family.

ARTICLE 3 - DEFINITIONS

- 3.1 "Congregation" means the First Unitarian Universalist Congregation of the Palm Beaches.
- 3.2 "Board" means the Board of Trustees of the Congregation.
- 3.3 "Voting Member" means a member of the Congregation qualified to vote.
- 3.4 "Vote of the members" means the vote of a majority of the Voting Members that are present at a legally convened meeting of the Congregation.
- 3.5 "Minister" means the Minister of the Congregation as called and/or under contract and employed by the Congregation under the provisions of Article 9 of these By-laws.
- 3.6 "Membership Roll" means the official listing of all members of the Congregation. The Membership Roll, as defined in 4.1 and 4.2, when certified by the Membership Chair in conjunction with the Treasurer, shall determine voting eligibility and shall be maintained on a current basis.
- 3.7 "Congregation Manual" means the manual which shall contain the compilation of policies, procedures and standing committee descriptions and responsibilities as established by the Board.
- 3.8 "Annual Meeting" means the regular congregational meeting held each year prior to May 1 (the start of the fiscal year) on a date designated by the Board at which the annual budget is adopted and leaders are elected.

ARTICLE 4 - MEMBERSHIP

- 4.1 Qualification - Any person eighteen years of age or older, and who is in sympathy with the stated vision of the Congregation, may become a member of the Congregation upon satisfaction of the following requirements:
 - 4.1.1 Signing the Membership Book in the presence of and witnessed by either the Minister, the President or the Membership Chair.
 - 4.1.2 Signing a pledge card and making a financial contribution to the Congregation.
 - 4.1.3 The failure of a member to sign a pledge card and make a financial contribution to the Congregation for two successive years will result in automatic termination of membership.
- 4.2 Voting - Voting privileges shall commence with membership.
- 4.3 Youth Membership - Membership will be allowed at age 14 for youth who have attended the "Coming of Age" curriculum.
- 4.4 Resignation - Withdrawal from membership may be accomplished by submitting a resignation in writing to the Board. The effective date of such resignation, if not specified in the request, shall be upon acceptance by the Board.
- 4.5 Friends - Persons wishing to participate regularly in the Congregation's functions, but who do not wish to become members of the Congregation, may receive Congregation communications and be included in the

appointment. The names of candidates for election to the Committee, whether self nominated or nominated by another member or the Nominating Committee, must be submitted to the Clerk not later than twenty-five (25) days prior to the date set for the Annual Meeting. In addition to its responsibilities as set forth in Article 7.3.2, the Nominating Committee shall actively solicit the membership for the names of candidates willing to stand for election to the Committee at each Annual Meeting.

7.3.2 It is the responsibility of this committee to give consideration throughout the year to possible candidates to serve as officers and trustees of the Congregation. At least twenty (20) days prior to each Annual Meeting, the Nominating Committee shall give to the Clerk the names of, and background information about, one (1) candidate for each office, trusteeship and Endowment Committee membership to be filled. Any other person wishing to become a candidate for election at the Annual Meeting can do so by filing with the Clerk, not later than fifteen (15) days prior to the meeting date, a petition signed by at least ten (10) members of the Congregation.

7.4 Election Procedure - Voting shall be by written, secret ballot only in the event of more than one (1) candidate for each office and/or more nominees for trustee, Endowment Committee member, or Nominating Committee member than there are vacancies to be filled. In a contested election, the highest number of votes cast shall determine who is elected. Ties in voting shall be resolved by immediate run-off election. Cumulative voting and proxy voting are not to be allowed.

7.5 Vacancies - If vacancies occur among officers, trustees and Endowment Committee members during the course of the year, they shall be filled by the Board until the following Annual Meeting when the unexpired terms will be filled by procedure as set forth in 7.3 above.

ARTICLE 8 - BOARD OF TRUSTEES

8.1 The Board of Trustees derives its powers from the membership of the Congregation and on behalf of the Congregation shall have general charge of the property of the Congregation, the conduct of its business affairs, and its administration.

8.2 Composition - The Board of Trustees shall consist of four (4) Trustees and four (5) Officers: President, Vice President, Clerk, Treasurer and Assistant Treasurer. The officers shall serve one (1) year terms. The Trustees shall serve terms of four (4) years on a staggered basis with one (1) Trustee being elected each year at the Annual Meeting. Any Trustee whose term of office has not expired on the effective date of this amended By-Law 8.2 shall continue to serve until the expiration of his/her term or earlier resignation whichever shall first occur. Only members qualified to vote shall be eligible for election to the Board of Trustees. The President shall act as the presiding officer at all meetings and shall have a vote only in case of a tie. The immediate past President may sit on the Board without a vote for a period of one (1) year. The minister shall be an ex-officio member. No spouses shall serve on the Board simultaneously, nor shall anyone be eligible to serve on the Board when his or her spouse is a paid employee of the Congregation.

8.3 Responsibilities and Duties - The Board shall be responsible for the management of the operations and affairs of the Congregation, overseeing and directing the safekeeping of all assets of the Congregation except those which are the responsibility of the Endowment Committee; establishing policies and procedures with regard to said operations and affairs; the maintenance and use of its assets; and providing leadership. Its duties shall include, but not be limited to, the following:

8.3.1 The administration of the Annual Operating Budget with the authority to spend up to \$3,500 in excess of the approved budget for unanticipated operating expenses.

8.3.2 The hiring of all employees and the determination of the level of compensation and benefits, if any.

8.3.3 Approval or modification of an Annual Operating Budget following the Annual Canvass and recommendation thereof to the members of the Congregation at the Annual Meeting.

8.3.4 The convening of Special Meetings of the Congregation as deemed necessary or as required elsewhere in these By-Laws.

8.3.5 The establishment of committees as deemed necessary or desirable and the appointment of voting members as Chairs.

8.9.4 Assistant Treasurer- The Assistant Treasurer shall, 1) have all the duties and obligations as specified for the Treasurer; and 2) cooperate in all ways with the Treasurer in carrying out these duties.

8.9.5 Clerk - The Clerk shall be responsible for: 1) taking detailed and accurate notes of the proceedings of all meetings of the Congregation and the Board and prepare from such notes Minutes of each meeting which shall be kept in a binder and be the property of the Congregation; 2) preserving and overseeing the safekeeping of all records, reports and official documents of the Congregation in keeping with the laws of the State of Florida as laid out by the State Comptroller's Office; 3) preparing and filing reports and items other than those which are the responsibility of the Treasurer; 4) preparing and sending notices of all meetings of the Congregation and the Board or, in the event mailing of Board notices is not practical, to communicate such notice in the most expedient manner; 5) conducting all official correspondence in the name of the Congregation; and 6) being the custodian of the Corporate Seal of the Congregation and keeping available a current copy of Robert's *Rules of Order*, newly revised.

ARTICLE 9 - THE MINISTER

9.1 Categories of UUA Ministers: Settled, Interim, Developmental.

•Called/Settled Minister: an ordained, UUA fellowshipped minister, elected by the congregation for an indefinite tenure following an extensive candidating exercise.

•Interim Minister: an ordained, UUA fellowshipped minister particularly trained to aid a congregation through transition after the departure of a settled minister; s/he is hired by the Board of Trustees; both parties agree that the Interim will serve no more than two years and is not eligible to become the Settled Minister.

•Developmental Minister: an ordained, UUA fellowshipped minister particularly trained to assist the congregation through Transition, with the option after three years to be considered for becoming the Settled Minister; s/he is hired by the Board, with an annual review of the agreement; after the third year, the congregation and minister, mutually agreeing, may entertain transitioning to the Settled Minister role with indefinite tenure. The same procedures as noted in congregational bylaws for any Settled Minister will be followed.

•All ministers not candidating for a settled ministry are contract ministers, hired by the Board, as the Congregation's agent, for a diverse array of partial time or partial service or time-limited contracted ministries.

Called/Settled Minister:

9.2 Duties - The Minister shall have a free pulpit and, in addition to ministerial duties and functions, shall 1) cooperate in carrying out policies established by actions of the Board; 2) prepare and direct, with the assistance of the Sanctuary Services Committee, the regular and special services of the Congregation; 3) counsel the professional staff and committee chairpersons for the purpose of implementing and coordinating programs and activities intended for the entire Congregation; 4) bring to the attention of the Board any matter which is considered to be the general interest and concern of the Congregation, making any observations and/or recommendations thereon; 5) serve as an ex-officio member, without a vote, of the Board and all committees except the Search Committee; and 6) serve in an advisory capacity to the Nominating Committee.

9.3 Qualification - The Minister shall be fellowshipped by the Unitarian Universalist Association or be undertaking active participation in a preparatory program for such fellowship.

9.4.A. Search and Selection Process - Upon notification of an immediate or future vacancy of the ministerial office, the Board shall nominate a Search Committee to be elected by the Congregation for the purpose of conducting a search for qualified candidates for the office. The Committee shall consist of at least seven (7) Voting Members. The Committee shall elect from their number a Chair and Recording Secretary who shall keep the Congregation aware of the progress of the Committee. Upon the conclusion of the search process, the Committee shall interview viable candidates and thereafter select and present its recommendation to the Congregation.

10.7 Finance Committee - The Finance Committee shall consist of five members appointed by the President with approval of the Board of Trustees and shall include 1) the Chair, 2) the Treasurer, 3) three members at large of the Congregation.

10.7.1 The Finance Committee shall be responsible for proposing the Annual Operating Budget and for all fundraising for the Annual Operating Budget, the Operating Reserve Fund, and the Capital Reserve Fund.

10.7.2 The Finance Committee shall prepare a proposed Annual Operating Budget for both income and expenses and present it to the Board after the annual Pledge Canvass. The Board shall consider the recommendations of the Finance Committee and present the budget to the Congregation at the Annual Meeting. The budget of each standing committee shall be a separate line item.

10.8 Emergency Repairs - Funds to cover emergency repairs to plant and equipment not covered by the operating budget may be withdrawn from the Capital Reserve Fund or the Operating Reserve Fund as provided in these By-Laws, and after being considered by the Finance Committee.

10.9 Insurance - The building and contents owned by the Congregation shall be adequately insured and the Congregation shall carry liability and other forms of insurance in amounts and with such carriers as determined by the Board. Funding for such coverage shall be considered as essential expenditure for inclusion in the Annual Operating Budget.

ARTICLE 11 - ENDOWMENT COMMITTEE

11.1 Duties - The Endowment Committee shall direct the investing of all components of the Overall Endowment Fund. The plans for this investing shall be approved by the Board of Trustees and ratified by the Congregation annually. The Endowment Committee shall be responsible for raising money for the Permanent Endowment Fund, but raising money for the Capital Reserve Fund and the Operating Reserve Fund shall be the responsibility of the Finance Committee. Unless otherwise specified, all donations to the Overall Endowment Fund and all bequests to the Congregation shall be deposited in the Permanent Endowment Fund.

11.2 Membership - The Committee shall consist of five (5) members, all of whom shall be voting members of the Congregation. Except as herein limited, the term of each member shall be five (5) years. In the event a vacancy on the Committee occurs between Annual Meetings, the Board shall appoint a member to fill temporarily the vacancy until the next Annual Meeting of the Congregation. At each Annual Meeting, the Congregation shall elect one (1) member for a term of five (5) years and other members necessary to fill unexpired terms of vacant positions which had been filled temporarily. No member shall serve more than six consecutive years. After a lapse of one (1) year, former Committee members may be reelected. The Minister and the President of the Board of Trustees shall be advisory members of the Committee.

11.3 Plan of Operation - The Committee shall operate under the following rules:

11.3.1 The Committee shall meet at least quarterly, or more frequently as it deems necessary. A quorum shall consist of three (3) members. A majority present and voting shall carry any motion or resolution.

11.3.2 The Committee shall elect from its membership a Chair, Financial Secretary and Recording Secretary. The Chair, or member designated by the Chair, shall preside at all Committee meetings.

11.3.3 The Recording Secretary shall maintain complete and accurate minutes of all meetings of the Committee and supply a copy thereof to each member of the Committee, to the President of the Board of Trustees, to the Treasurer, and to the chair of the Finance Committee.

11.3.4 The Financial Secretary shall assist the Congregation's Treasurer in maintaining complete and accurate books of accounts for the Overall Endowment Fund. The books shall be audited annually by a certified public accountant or other appropriate person who is not a member of the Committee, as approved by the Congregation Audit Committee.

11.3.5 The Committee shall report on a quarterly basis to the Board. At each Annual Meeting of the Congregation, the Committee shall render a full and complete account of the administration of the Overall Endowment Fund and its components during the preceding fiscal year.

12.3.4.1 Repayment to the Operating Reserve Fund from next year's operating budget.

12.3.4.2 Use of a portion of the \$3500 mentioned in Article 8.3.1 that has not already been used by the Board.

12.3.4.3 At the Annual Meeting with a forty percent (40%) quorum, the Voting Members can use the principal of the Operating Reserve Fund and earnings not referred to in 12.3.4.2 to be withdrawn with a sixty percent (60%) approval vote.

12.4 Permanent Endowment Fund – The Permanent Endowment Fund is designed to insure the long-term future of the Congregation. This fund may be spent only if all of the following three criteria are met:

12.4.1 The expenditure is approved by a favorable vote of 60% of the Board of Trustees at a legal meeting and with a quorum of thirty percent (30%) of the Congregational members and approved by a favorable vote of 51%.

12.4.2 The maximum amount that can be spent or committed in any fiscal year shall be equal to four percent of the amount in the account on December 31 of the preceding calendar year. For calculation purposes, the amount in the account on December 31 of the preceding year shall include bequests made to the Permanent Endowment Fund in the preceding calendar year even if the bequests have not yet been deposited in the account.

12.4.3 The value of the Fund at the beginning of a calendar year is greater than a threshold value indexed upward or downward by inflation as measured by the Consumer Price Index starting at a value of \$300,000 on January 1, 1998.

12.5 Additional Funds - The Endowment Committee, with the approval of the Board of Trustees, may from time to time establish additional endowment funds.

Proviso:

- The Board is authorized to borrow up to \$100,000 on a one-time basis only during the fiscal years 2007- 2009 from the Permanent Endowment principal to pay for replacement of the roof over the south building and other capital expenditures and/or operating expenses in excess of the four percent of the amount in the account on December 31 of the preceding calendar year, as required in 12.4.2. above.
- The terms upon which the funds are borrowed from the Permanent Endowment will be set by the Board. It is permissible to structure the loan so that no payments are required for up to two years with no interest accrued during that time.

ARTICLE 13 - OPERATING FUNDS

13.1 The Annual Operating Fund is comprised of: 1) pledge income, 2) fundraising proceeds as specified by a fundraising policy as enacted by the Board, and 3) all receipts not specified for another fund (e.g. Sunday collection) pursuant to these By-Laws.

13.2 Special Funds are intended for emergency repair, capital maintenance, or special projects. They are created by a Vote of the Members or the Board.

13.2.1 Money for the special fund may come from fundraising approved by the Board or Congregation, by designated gifts, or by approved allocations from the Annual Operating Budget. Special funds may accumulate money from year to year.

13.3 Holding Funds (off-budget funds) may be established for bookkeeping purposes by the Treasurer. These are limited purpose funds such as a flower fund, minister's discretionary fund, or music fund. They are funded mainly by special or designated contributions or money-raising activities.

13.4 Budget - The Congregation shall adopt a budget for each fiscal year.

ARTICLE 16 - GENERAL PROVISIONS

16.1 Removal of Elected Officer - Any Officer or Trustee shall automatically be removed from office if he or she fails to qualify as a Voting Member or upon the occasion of the third unexcused absence from a regular meeting of the Board. Excused absences are to be approved by the Board of Trustees.

16.2 Protection of Nonprofit and Tax Status - Neither the Congregation, the Board, nor any officer or employee of the Congregation shall take action or allow any activity or use of Congregation property which shall endanger the nonprofit corporate status or charitable tax-exempt status of the Congregation or its property. Nothing in these By-Laws shall be construed to allow a violation of this section.

ARTICLE 17 - DISPOSITION OF PROPERTY

17.1 If this Congregation permanently disbands, all of the property of the Congregation remaining after payment of just claims to the Congregation's creditors, whether real or personal property, shall be transferred to the Unitarian Universalist Association on the understanding that said property will be used by the Association for its general purposes; and this By-Law shall apply to all property donated to the Congregation whether by will or in some other manner, unless the donor expressly provided otherwise.

17.2 Prior to the disbanding of the Congregation, it shall be the duty of the officers of the Congregation and of the Board of Trustees to take all necessary action to carry out the purpose of this article.

ARTICLE 18 - AMENDMENTS

18.1 Procedure - Amendment to these By-Laws may be proposed by the Board or by petition to the Board of at least fifteen percent (15%) of the Voting Members. The proposed amendment(s) shall be included in the Order of Business of any Annual or Special Meeting of the Congregation as the petition may request, or, if not requested, by determination of the Board. Proposed amendments shall be mailed or transmitted electronically, in full, to the home address of every member as it appears on the records of the Congregation, at least twenty (20) days prior to the voting. Copies of the affected portion of the current By-Laws shall be made available on request.

3.2 Vote Required – These By-laws may be amended at a legally convened meeting with a quorum requirement of forty percent (40%) and approval of sixty percent (60%).

ARTICLE 19 - PARLIAMENTARY AUTHORITY

19.1 Robert's *Rules of Order*, newly revised, shall be the applicable authority regarding the parliamentary procedure to be observed in meetings of the Congregation and of the Board except if and when they are inconsistent with these By-Laws.

19.2 The President shall appoint a Parliamentarian to advise on procedural matters.

Adopted by the Congregation of the First Unitarian Church of Palm Beach County (renamed *the First Unitarian Universalist Congregation of the Palm Beaches*) on May 5, 1996, and amended on March 23, 1997; April 25, 1999; April 1, 2001; April 28, 2002; April 27, 2003; April 18, 2004; December 4, 2005; April 23, 2006; September 16, 2007; December 9, 2007; January 31, 2010; March 20, 2011 April 13, 2014 and April 19, 2015.

Adult Programs Committee

General Purpose: This committee will provide and oversee inspiring and educational adult programs that reflect our UU principles and the diversity to which Unitarian Universalists are committed. Adult Religious Education programs nourish the spiritual and moral growth of our adult UU community and promote the principles of the UUA. These programs may be short-term classes, or ongoing groups that meet through most of the year.

Leadership and Membership: The Board of Trustees appoints the Adult Programs (AP) Chair who will select 3 to 5 members to assist with soliciting, screening, and scheduling to insure quality control and balance in programming.

Specific Duties:

The AP Chair leads the committee's activities; specific responsibilities include:

- recruiting speakers for Teaching Thursdays and on-going classes.
- providing publicity through our E-Beacon and when appropriate, coordinates with the Public Relations Chair to write articles about our AP programs to the larger community.
- providing a comprehensive flyer listing all adult programs for use by the Membership Chair for the Welcoming Table and the Narthex.
- working with other 1st UU committees to offer programs.
- representing the committee at Council meetings; or, if unavailable, arrange for another member to represent the committee.
- reporting the committee's activities to the chair of the Council of Committees before each Council meeting.
- conducting evaluations of courses and classes to determine if these offerings, group leaders and individual speakers are meeting the AP Committee's purpose.
- providing orientation to speakers and class leaders regarding our Safety and Security policies and other house keeping responsibilities.

The AP Committee:

Works with the AP Chair to generate ideas for topics and speakers that meet the committee's purpose, assist in developing a calendar of AP programs and assists

the AP Chair with all the tasks required. Committee members attend AP programs on a regular basis to insure quality control.

Instructors, Course Proposals, Scheduling, Costs and Fees:

- Instructors are welcome to teach or lead adult programs at the discretion of the AP committee. Offering an adult course is one of many ways that people can share their gifts and talents with our congregation, and all contributions are deeply appreciated. Courses may be offered by members or pledging friends, or speakers may be invited to teach by the AP committee.
- Course proposals may be submitted by members or pledging friends.
- Scheduling of courses always depends on space availability and the requirements of other activities and events taking place at 1st UUPB.
- Courses are supported by the operating budget and by the generosity of volunteer instructors, and are offered free of charge.
- Money may be collected (run through the office), with prior approval of the AP Committee, to cover required course materials that are both reasonable and nominal.
- So as to avoid any appearance of conflict of interest, friends and members of 1st UUPB may not charge a fee that would benefit themselves. If a member or friend has special expertise and wishes to teach a course that, in the world beyond 1st UUPB, people would pay for, he or she may charge a fee only if 100% of such monies are donated to 1st UUPB. Alternatively, offering a course free of charge is a generous way to contribute to the congregation. A "love offering" (voluntary money donation) is considered a course fee and is subject to the same conditions.

Annual Objectives: Provide oversight of inspiring and educational adult programs that reflect our UU principles and the diversity to which Unitarian Universalists are committed; educate members about UU history, heritage, and values; provide opportunities to engage in spiritual practices; educate members about current issues, and publicize our programs within our community and to the larger community.

Outcome Measurements: Through the use of qualitative evaluation instruments, surveys, and attendance numbers the APC will determine if the AP objectives have been met.

Annual Budget and Spending Authority: The allocation of the Adult Programs budget is reserved to the purview of the Board.

Relationship to Professional Staff:

Committee members shall work with the minister to meet the purpose and objectives of the committee, with the Office Administrator to schedule and publicize programs, and with the Sexton when special furniture arrangements are needed.

First Unitarian-Universalist Congregation of the Palm Beaches

Small Group Ministry Handbook

This handbook introduces the Small Group Ministry Program (SGM) at First Unitarian Universalist Congregation of the Palm Beaches. It is intended to be used both by people who are deciding whether they want to join a group, and as a reference for the groups themselves. The handbook cannot possibly accurately describe the magic of this experience. We encourage you, after reading and hearing about it, to try it out for four consecutive sessions to discover what it might mean for you. This handbook covers:

how to join

the purpose and history of Small Group Ministry in general

the structure of the groups, how they are formed, and how they fit into the larger structure of the SGM program and First UU as a whole

the format of the group meetings

guidelines for participating in the discussion

how topics for the discussions are chosen

How to Join

If, after reading this handbook and perhaps hearing more about the groups from members and facilitators, you think you would like to try the experience, contact Chari Campbell at charicampbell@comcast.net or (561) 575-7981 or leave your name with the Office Administrator. Indicate what times you are available and the geographic area in which you live. The more options, in terms of time, you provide, the better the Steering Committee can do its job. The Steering Committee forms new groups or places new members in existing groups that are best able to accommodate new members, taking into account preferred days and meeting times, location of the groups, and an attempt to obtain diversity. Please do not try to select your own group, either by giving only one time option or by just showing up.

Small Group Ministry in General

The SGM idea has spread quickly through Unitarian-Universalist churches. It was virtually unknown five years ago and now hundreds of churches have programs underway. Of course, there is nothing new about members meeting together in small groups and having discussions. However, the groups of a SGM program have a unique set of features that make them different from study groups, classes, committees, task forces, support groups, affinity groups, or any of the other groups that one typically finds in a church. These groups are people-centered rather than topic-centered or task-centered. You may get to know people by serving on a committee with them, but that's not why committees exist. Committee meetings are designed to get something done, not to foster connections between people.

These groups are ongoing rather than running for a set term. Not everyone who joins a group will stay with it for years and years, but the possibility is there if you want it. These groups are not isolated, but part of a program that is integrated with the larger life of the church.

Purpose

The purpose of SGM motivates everything about it, from the size of the groups, the structure of the program, the form of the meetings, the topics discussed, and the ground rules of discussion. Different churches have used different words to describe the purpose of Small Group Ministry programs, but the same general themes are always present. We chose to express it in this way: Members of a Small Group Ministry group get to know one another by participating together in discussions of topics of universal human and spiritual significance. The sense of community that develops in a group radiates outward, increasing the members connection to the First Unitarian Universalist Congregation of the Palm Beaches, as a whole.

The statement of purpose also explains what SGM is and is not. SGM is not a debate society or a study group. The point is not to convert other people to your opinion or to impress them with your intelligence and knowledge, but to speak your truth so that others can know you, and to listen to others speak their truth so that you can know them. The topics are not ends in themselves; we don't talk about, say, community or forgiveness because we want everyone to become experts in community and forgiveness. The topics are means to the end of getting to know each other. By carefully listening to each other grapple with the topics, the participants learn about each other in a different way than they would by serving on a committee or meeting at a purely social event.

SGM is also not therapy. The point is to get to know one another, not to solve each other's problems or give each other advice. It's not "Truth or Dare". People get to know each other not by confessing their deepest darkest secrets, but by participating together in personal discussions. The topics are intended to focus the group's attention on the things we have in common, just by being human. And so SGM groups are not affinity groups; the topics do not assume any shared special interests or experiences. But everyone was born and everyone one will die. Everyone has successes and failures, loves and losses. Everyone has the same fundamental needs and the same basic emotions. Just being human gives us a great deal to talk about.

Finally, the purpose of a small group is not to replace UU's other activities or to cut group members off from the rest of the congregation, but to draw them further in. Many other UU churches have found that SGM does not satiate or exhaust the participants' appetite for community, but whets it. Having been listened to, accepted and treated with respect in one church activity they are encouraged to try others.

History

SGM evolved out of the covenant group programs created by Christian mega-churches. The original idea was to create a more intimate experience of church so that members would not feel lost and insignificant in a congregation of several thousand. These groups focused on Bible study and saw themselves as recreating the experience of the original Christian cells. Naturally, the Christian mega-church vision could not be transplanted to most UU churches without a great deal of adaptation. For example, bible study was replaced with discussion of universal human topics. The first UU churches to start SGM

programs had to do a lot of hard work. Fortunately, several of these churches wrote down what they did and made it available to other churches. Much of this has been put on the web. Our Steering Committee borrowed materials from UU churches across the country and Puerto Rico, and adopted many of Joseph Hill's ideas as we developed this lay ministry. First UU's Small Group Ministry began its groups in March, 2003.

The Groups

This section describes how the Small Group Ministry groups are organized, what you commit yourself to when you join, how to join, the "open chair" concept, and how groups might split in two, or leave the program, and the role of the facilitator.

The Value of Diversity and Stuckness

One reason family relationships are so intimate is that you are stuck with these people. Your siblings, parents, and children may be completely different from you and may even drive you crazy, but you learn to deal with them because you can't replace them. Conversely, they have to deal with you, warts and all, because they are stuck with you. The Small Group Ministry program intentionally incorporates elements of diversity and of "stuckness". You don't get to shop around for your group. You probably will be in a group with people you don't know, and may wind up in a group with some one you initially don't like. Believe or not, this is good. If you could shop for a group, you would enter the meeting in a place of judgment, trying to decide whether these people measure up to your standards or not. Conversely, they would be looking at you from a place of judgment and deciding whether you measure up to their standards. But because participants don't get to choose their groups, there is no point in passing judgment on each other. Make the best of being stuck. Enjoy some diversity in your life. And you may make some new best friends.

The Open Chair

An empty chair is placed in each circle to symbolize the openness of the group to the admission of new members. This concept is especially important in a Church setting because it represents our commitment to inclusiveness.

Group Size and Splitting

Groups should optimally have 6-10 members. If six people cannot be found who want to meet at a particular time, no group will be formed in that time slot. If a group grows beyond 6 to 8, it may be split. Typically, half the members stay in a group with the facilitator and half form a new group with the assistant facilitator. Splitting a group is one of the more difficult points in an SGM program. On the one hand it is a positive development that proves the program is growing in a healthy, organic way. But on the other hand, it means that some of the people you are accustomed to seeing will not be in your group any more. The experience of other congregations indicates that group splitting is best done by the steering committee, rather than allowing the group to split itself. It is important that groups not split according to factions, and that neither of the new groups feel rejected by the other. Often no one will want to leave a popular facilitator. To be honest, splitting can be a difficult point in the life of a group; having the steering committee split the group minimizes the opportunity for blame and hard feelings. In some cases it just may be better not to split a group.

Committed Couples

Partners choose whether to be in the same group or to join separate groups. We do not have a problem with that. However, we do encourage you, if possible, to consider participating in a different group from your partner. If you are willing to give this a try, you may find it rewarding. You may discover that you will experience your group differently and that your group will get to know you better. Some of our facilitators have found that "separate groups for spouses" creates a positive and energetic dynamic in the group. (Let's face it; you've already heard his or her stories a few times, right?) So try your own group, you might like it!

Commitment

Joining the Small Group Ministry program means taking on the following commitments: You commit yourself to making the group meetings a high priority. Everyone from time to time runs into unpredictable events (like illness) that make it impossible to attend a particular meeting. But if you know from the outset that you will not be able to attend the meetings regularly, don't sign up.

You commit to give the group and its members a chance. You may already know a number of the people in your group and may have prior opinions about them. Or you may have prior opinions about people like them, for example, opinions about old people or young people, men or women, or whatever. We ask that you do your best to put aside your prior opinions and give everyone in your group a chance to surprise you.

You commit to attend four consecutive meetings of your group. In the experience of the congregations that have tried SGM, four meetings are what it takes to give the group a chance. If four two-hour meetings are too much for you to risk on a group, don't sign up. If you continue with the group after the initial four meeting period, you commit to stay with the group through the end of the church year. If it becomes necessary for you to break this commitment, please tell the facilitator or a member of the SGM Steering Committee. It's important for us to know the true size of a group when we are making decisions about whether to add members.

You commit to abide by the group covenant. Unitarian-Universalism is based not on creeds but on covenants, agreements about how we will be together and how we will treat each other. Each group will establish its own rules and practices for showing respect to each other. The initial covenant of each group is the "Guidelines for Discussion" listed later in this handbook. Each group can alter these rules as it sees fit, while retaining the goal of honoring the inherent worth and dignity of each individual.

SGM Leadership

The Steering Committee

The Steering Committee is comprised of the current facilitators, and is coordinated by a member of that team. Facilitators are selected and trained by the SGM Steering Committee. The facilitators are church members who have had the opportunity to co-lead or lead sessions with their current facilitator, prior to leading their own group, and who express an interest in spiritual and personal development, and furthering the goals of the SGM Program. The Steering Committee provides periodic training for the new and future facilitators. Facilitators meet as a group, once a month, for skill and program development. In these meetings they compare notes, discuss problems, plan topics, and

make any necessary changes to the program. Our group facilitators are Bob Ashmore, Chari Campbell, Charlotte Callahan, Jim Callahan, Joyce French, and Mary Rubeiz.

Chari Campbell currently serves as SGM Coordinator, and is responsible to communicate with the Church Council about our SGM Program. Program decisions are made by the Steering Committee, by consensus, whenever possible.

Facilitators

Each group will have a facilitator and eventually (if possible) an assistant facilitator. The facilitator's role is very important. Un-facilitated or poorly facilitated groups are easily dominated by the loudest or most loquacious members, and the check-in period tends to expand until it fills the entire meeting. The job of the facilitator is to keep the group on schedule, to keep the discussion moving in a productive direction, to give everyone a chance to participate, to maintain awareness of the group's rules, and to mediate any conflicts that may arise. In addition, the facilitator models the tact, openness, and respect that are the hallmarks of a successful group. By meeting regularly other facilitators, each facilitator links his/her group to the program as a whole and makes sure that special concerns come to the attention of the minister in a timely fashion.

The facilitator is a member of the group. S/he checks in and checks out with everyone else and participates in the discussion. The facilitator is not assumed to be an expert on the topic under discussion, and his/her opinion on the topic should carry no more weight than anyone else's. The facilitator should try to manage the discussion with as light a hand as possible, and the group should respect the facilitator's efforts to keep the discussion moving. When a conflict develops between the facilitator's two roles, s/he should be a facilitator first and a participant second.

The Minister

The minister is a member of and serves as consultant to the SGM Steering Committee. The minister responds to referrals made by Facilitators concerning the special ministerial needs of group members.

Dealing with Problems Most problems are best addressed directly. If you have a conflict with another member of your group, try to work it out with that person. If the direct approach doesn't work, take your problem to the facilitator of your group. If your conflict is with the facilitator, you may bring the problem to one or more of the steering committee. The steering committee can decide to move you to another group, either because of a personal conflict or a schedule conflict, but that solution is not recommended.

The Meetings

Where and When:

Our groups currently meet once a month, typically for two hours. Each group has the option to meet more often, if the group so chooses. Groups decide for themselves where to meet. One popular pattern is for members to take turns hosting the meetings in their homes. This creates an intimate, homey environment for the meetings and divides the

work involved in hosting. Another possibility is for groups to meet at the church, which may be a more central location than any member's home. If your group does plan to meet at the church, make sure to call the office and reserve a room. It is advisable to divide the roles of facilitator and host, so that the facilitator can give full attention to the discussion without worrying about the coffee running out.

The Format of an SGM Session:

Opening Words: A short reading that provides a transition from the pre-meeting milling around period to the meeting itself. This may be coupled with a simple ritual such as chalice lighting.

Check-in: Each participant is given the opportunity to tell the group what is going on in his or her life. Each person is encouraged to speak but has the option to pass. Groups and their facilitators have a lot of leeway in deciding how much of their meeting time to allot to check-in. Check-in may vary from a few sentences to a few minutes per person. It may take a group several meetings to decide how it wants to handle check-in, but clear expectations should be established and upheld, with allowance for exceptional situations. In some groups an egg-timer is passed around the circle while each member shares. Some groups rely on the facilitator or a designated time-keeper to help participants know when their time is up. Participants need to realize that consistently lengthy check-ins become a major cause of friction in SGM groups. By using more time for check-in than anyone else, you are making an implicit claim that your life is more important or more interesting than the lives of the other participants. Groups should establish their own norms concerning the level of interaction that is appropriate during check-in. In some groups there is no interaction; only the person checking in speaks. Other groups allow questions or expressions of concern during check-in. In no circumstances should check-in degenerate into uninvited advice-giving, problem-solving, or (worst of all) passing judgment.

Introduction of the Topic: The facilitator reads a word, phrase, or paragraph that introduces the topic. Typically the reading will conclude with a series of questions that invite the participants to relate the topic to their personal experiences.

Discussion of the Topic: The discussion is a group activity through which the participants get to know each other. It is not a debate or an argument, and should never be a monologue. The group is not trying to find an answer or reach consensus about the topic. See the "Ground Rules of Discussion" section. Not all of the questions raised need to be answered by all of the participants, but everyone should contribute something. The questions are a launching point for the discussion, not a quiz. The group and its facilitator need to strike a balance between letting the energy of the discussion flow and maintaining a focus on the topic.

Check-out: This part of the meeting may be called "Likes and Wishes" to emphasize the positive. You are invited to comment on your experience of the meeting, or to say how the meeting has affected your mood or overall emotional state. This is the time to express gratitude for the things you liked about the meeting, or concerns about how the meeting

your options. The basic rule, which motivates all the other guidelines, is: Show respect for others. Don't assume that others are less intelligent or less informed, or that their experiences are less valuable than yours. Don't abuse or denigrate people who disagree with you. Instead, try to stretch your imagination in a positive direction by picturing how good-hearted, intelligent people could say and think and believe the things you're hearing.

SGM Group Discussion Guidelines:

Be clear about issues of confidentiality. What is said in the group remains in the group. If you want the group to keep something confidential, say so. If you are wondering whether you can tell people something that you've heard in the group, ask.

Listen carefully. Don't be too quick to assume that another participant is saying something you've heard and rejected in the past.

Participate, but share speaking time with others. Don't jump into every gap in the conversation; silence allows people time to introspect and collect their thoughts. But do share your ideas and experiences, even if they don't seem as impressive as those of other participants.

Address your remarks to the group, not to the facilitator.

Suspend judgment. You'll get to know other participants much more quickly and deeply if you listen to them non-judgmentally. No decisions are resting on the outcome of the discussion, so it's not important who's right and who's wrong.

Speak for yourself. When possible, express yourself in first-person statements ("I didn't follow what you just said."), rather than universal pronouncements ("The world doesn't work that way.") or second-person statements ("You're talking nonsense.")

Speak to people, not about people. If you have a conflict with a group or church member, discuss it directly with them.

Don't give unsolicited advice. Not everyone who mentions a personal problem wants the group to offer a solution. Those who do want advice can ask for it.

Communicate your needs. If some aspect of the group is not working for you, say so at an appropriate time. We include time in each session during "Likes and Wishes" for you to offer a constructive suggestion for changes in your group. Either tell the group as a whole or discuss it with the facilitator privately. Don't assume that people know what you're thinking or that they don't care -- give them a chance to do well by you.

Be ready to begin at the appointed time. In order to do this, you may need to arrive early to greet others and get some coffee. By beginning and ending on time, a group shows respect for its members.

Groups Leaving the SGM Program:

Occasionally a SGM group may find that the rules and procedures of the SGM program are too constraining. Perhaps the group wants to choose its own topics, or stop accepting new members, or avoid a split, or organize its meetings in some way that is radically different from the SGM program. The SGM Steering Committee does not impose discipline on such a group. The group's participants are free members of a free church, and they can meet together in any way they choose. We do ask, however, that a group which (by consensus) decides not to be bound by the process described in this handbook should leave the SGM program and stop calling itself "Small Group Ministry". In making this decision, the group is not leaving First UU.

UUCPB has plenty of room for support groups, affinity groups, study groups, or any other kind of gathering that is consistent with Unitarian-Universalist principles. For example, many of our members enjoy participating in our Book Club; the "Creativity Circle"; "HATS", a women's support group; "The Men's Group"; and the "International Issues Group". In addition, new, special interest, small group opportunities are born in our Congregation whenever two or more of our members are inspired to create them. If you desire more information about any of these opportunities, contact one of the coordinators or the minister.

FIRST UNITARIAN UNIVERSALIST CHURCH OF THE PALM BEACHES

CHARTER

Membership Committee

General Purpose:

The Membership Committee is charged with the responsibility to develop and maintain systems and programs that provide visitors and guests with a welcoming and positive experience and that will lead prospective members through the membership process. This committee will also be charged to work with the Board of Trustees and the Minister to develop programs and systems on an as needed basis to vitalize the current membership.

Leadership and Membership:

The Board of Trustees appoints the Membership Committee Chair who will select 3 to 5 members to implement the Path to Membership program, develop, implement and monitor welcoming and greeting systems, staff the welcoming table in the Narthex and Minister's Hall, and facilitate at least two special events for prospective members.

Specific Duties:

Sunday-related tasks:

1. Staff the welcoming table in the Narthex.
2. Provide nametags, brochures, and a guest book at the table in the Narthex. Keep adequate supplies of nametags and sign-in sheets available.
3. Have a supply of Guest Packets available to give to guests on Sunday mornings.
4. Motivate the congregation to be open and friendly to all guests.
5. Make four copies of Guest sign-ins after services. One for sending of cards, one for membership, one for Communication Team.
6. Write follow up letters, email, or make telephone calls to guests as appropriate
7. Provide webmaster/eBeacon with names of members who need permanent nametags.

Other tasks:

1. Provide New UU orientation classes for potential new members and encourage attendance.
2. Work with the Minister to schedule .Have New Member Recognition during Sunday services one or more times a year.
3. Keep the pictures in the narthex up-to-date.
4. Keep the membership list up-to-date. Check with the minister and/or President before removing anyone from the membership rolls due to an inability to make a financial contribution to the church.

5. Working with the administrator, help to compile a members' directory that is current both online and in print.
6. .Recruit and train committee members to help with all duties of membership.
7. The chair is responsible to track committee expenditures and monitor budget line items and status.
8. The chair, or designee, attends the monthly Council, an submits a written report for the annual report to the President.
9. Purchase and maintain adequate membership supplies.

FIRST UNITARIAN UNIVERSALIST CONGREGATION OF THE PALM BEACHES

MUSIC COMMITTEE CHARTER

General Purpose: The Music Committee's primary purpose is to provide leadership in and coordination of our Congregation's music ministry. To this end this committee will advise and support our music program and the Music Director, nurturing, educating, and inspiring our 1st UU musicians to create dynamic and transformative music ministries.

Leadership and Membership: The Board of Trustees appoints the Music Committee Chair who is a member of our Congregation, and that chair recruits the additional members. The membership of the Music Committee is to reflect different segments of our Congregation (for example, not just the choir). Membership of the Music Committee shall consist of:

the Music Committee Chair, two members of the choir, one or more instrumentally talented members, preferably from the 1st UU jazz band, two or more members of the Congregation at large, preferably one an RE parent the Music Director, ex officio

Specific Duties:

The Music Committee Chair will recruit the other members of the Music Committee, conduct regular meetings of the Music Committee, provide regular email reports of our music ministry to the Council, represent the Music Committee at meetings of the Council and the Sanctuary Services team, prepare an annual report of our music ministry to the Congregation in the spring, maintain an annual Congregational membership in the UU Musicians Network to keep us aware of UU musical resources and information, and share this information with appropriate Congregational members. See <http://www25.uua.org/uumn/index.html>

The entire Music Committee will serve as advisors on all musical activities in the Congregation, work in harmony with the Minister and other staff members to assure a collaborative worship environment. serve as a liaison between the Congregation and the Music Director, conduct an annual evaluation and assessment of the Music Director and of the music program, and provide that assessment to the Personnel Committee at the time asked, provide oversight of our summer music program, serve as the search committee when a Music Director vacancy occurs, if so requested by the Board,

Duties for the music program and personnel: nurture and support our Music Director and our other musicians, work with the Music Director to develop and implement our music program, balancing quality and economy advise and assist the Music Director and Minister in developing our Congregation's skill and pleasure in singing a canon of UU hymns, encourage appropriate diversity in the special music for our worship services, both in performers and in selections, assist in coordinating with UU jazz band for occasional Sunday services, look for, and utilize in our services, the musical talent of members of our Congregation as well as of area musicians, encourage ad hoc choirs or other musical groups to expand the musical experiences available to adult musicians, find ways to nurture our children's music program.

Miscellaneous tasks: assist the Music Director with time-saving tasks such as putting sheet music in choir binders and filing music in appropriate filing cabinets, work with the Music Director in building and maintaining an inventory of the church's music library, upholding the ethic that it is illegal to copy any music in order to avoid purchase, periodically assess the quantity and quality of our Congregation's hymnals, making appropriate recommendations when desirable, periodically assess our musical instruments--primarily our pianos, making appropriate recommendations when desirable.

Annual Objectives: Unitarian Universalists consider music to be an important component of spiritual practice. The MCC's annual goal is to provide music for our Sunday services that complement the sermon, inspire and uplift our members and friends, and reflect our commitment to diversity.

Outcome Measurements: Numbers in choir and other musical groups, satisfaction levels as measured in Congregational discussions and surveys.

Annual Budget and Spending Authorities: This committee provides oversight, along with the Music Director, of the Music Budget, which-- in addition to the MD's salary-- contains funds for supplies, guest musicians, piano tuning and maintenance, and our summer music program.

Authorities Reserved to the Board: The allocation of the Music budget is reserved to the purview of the Board.

Reporting requirements: The Music Committee Chair regularly attends Council meetings, provides written reports to the Council when requested, and submits an Annual Report to the Congregation.

Relationship to Professional Staff: The Music Committee works in harmony with the Music Director, the Minister, the DRE, and the Office Administrator to provide smooth operation of our Congregation's music ministry.

PERSONNEL COMMITTEE CHARTER

General Purpose: Personnel Committee (PC) PC is responsible for developing and overseeing all personnel policies.

Leadership and Membership: The PC committee consists of 2 board members: the PC Chair (appointed by the Board) and the Treasurer. The committee could be expanded if a member of the congregation with relevant background in Human Resources was identified and needed. The Chief of Staff and the President of the Board of Trustees serve as ex-officio members.

Specific Duties:

The Personnel Committee works with the Chief of Staff to:

- develop and review annually all job descriptions* for paid and volunteer personnel.
- review/revise the corresponding performance reviews* based on the contract for all personnel.
- develop and maintain a Personnel Manual which details the policies and procedures for hiring, completing background checks, terminating, supervising, evaluating, and maintaining personnel and includes sections on benefits, sick time, vacation time, grievance procedures, supervision, and evaluation procedures for all personnel*.
- maintain confidential files for all personnel*.
- maintain a "Personnel Resource Documents" notebook (electronically filed) that will contain all relevant policies, forms, check-lists, reports, etc.
- update and file an emergency contact form for all personnel; as well as a current personnel roster.
- work with the Board to establish and follow personnel policies relating to who is eligible for employment (Example: Members of the Congregation are not eligible to become employees.)
- actively seek evaluative feedback from relevant committee chairs, congregational leaders, and from the various parties who interact with the personnel member to conduct the performance review process and provide a report to the Board (refer to time line); a professional self-evaluation component shall be included as part of the review process.
- inform the Board periodically, as necessary, and annually regarding personnel performance based on job performance reviews.
- assist, as needed, the search committee in the case of a vacancy.
- assist the Board with the Holiday Bonus collection.
- keep up-to-date with state and federal employment policies and strives to conform with national and state equity laws and fair employment practices, consistent with UU recommendations, and advise the Board on these matters.

PC Annual Time Line:

December- the Chief of Staff coordinates the comprehensive performance review process, in accordance with our policies, on all personnel and the PC gives a report to the Board.

January- the PC makes recommendations to the Board and the Finance Committee (FC) regarding possible compensation adjustments (salary and/or benefits, or bonuses) for inclusion in annual budget.

February/March- (after Pledge Drive) the Finance Committee makes recommendations to the Board regarding raises or bonuses and builds a budget that is both fair and realistic.

March- the PC reviews/updates MOU's for the next fiscal year for the Board's approval. Note: The updated MOU's are not completed until after the results of the Pledge Drive are known and the Finance Committee has built a realistic budget.

March/April- The Board sets compensation rates based on fairness and affordability, consistent with job expectations/descriptions. MOU's will not be finalized or offered until the Board has made final determinations based on the FC's recommendations of what is possible. The Chief of Staff holds a conversation with each employee separately regarding the updated MOU. Updated MOU's are negotiated and signed prior to the Annual Meeting.

Periodically- PC meets with the Chief of Staff and committee chairs periodically or as needed to insure that conversations regarding performance issues are on-going and that the Board is kept fully informed.

Authorities Reserved to the Board:

- The Board hires, disciplines, and terminates personnel.
- The Board has a role in the evaluation process and will approve completed evaluations.
- Salaries and/or bonuses will be reserved to the purview of the Board.
- The Board sets compensation rates based on fairness and affordability, striving toward operating within UUA Fair Compensation Guidelines, and consistent with job expectations/descriptions.
- The Board submits preliminary salary recommendations to the Finance Committee mid year, and final recommendations after the canvass is complete.
- Job Descriptions, corresponding performance evaluations, and MOU's must be approved by the Board.

Reporting Requirements:

The PC Chair reports to the Board.

Relationship to Professional Staff:

The PC works with the Chief of Staff and personnel to promote harmonious relationships between personnel and the congregation.

The minister, as Chief of Staff, assumes leadership of Human Resources (HR) responsibilities with regards to all personnel and the regular volunteers who work with our youth. He works with the PC to develop preliminary salary recommendations for the next fiscal year for the Board's consideration.

* Issues related the minister are described elsewhere.

Revised, January 2014

FIRST UNITARIAN UNIVERSALIST CONGREGATION OF THE PALM BEACHES

SANCTUARY SERVICES CHARTER

General Purpose: As Unitarian Universalists, we seek to promote respect for one another and to create a congregation of love and acceptance. This committee shall work with the minister and professional staff to create rich, inspiring, and thoughtful worship services that reflect the diversity to which Unitarian Universalists are committed. The Sanctuary Services Committee serves to coordinate all components of the Sunday service to meet these general objectives. The specific components include the following elements of Sunday services: speaker recruitment and vetting, identifying and training lay leaders and Worship Associates, coordinating music with sermons, providing flowers and candles, scheduling ushers and narthex greeters.

Leadership and Membership: The Board of Trustees appoints the SSC Chair. Membership of the SSC consists of: the SSC Chair, the Music Chair, the Flowers and Candles Chair, the Ushers and Narthex Greeters Coordinator, the Worship Associates, and the Minister.

Specific Duties:

The SSC Chair schedules SSC meetings and puts the dates on the congregation's calendar. The SSC Chair, in conjunction with the committee and the minister, prepares an annual calendar of services including lay leadership and guest speakers as needed. The SSC Chair and/or the Minister informs the Office Administrator, in a timely manner, of information needed for the Order of Service, the church calendar, the E-Beacon, the church sign, and other related publications for the appropriate Sundays. The SSC Chair collects suggestions from the committee for speakers, contacts potential speakers, and provides their contact information to the designated lay leader. The SSC will coordinate with the Religious Education Committee and the Social Action Committee for two services a year each. The SSC will co-ordinate with the DRE and RE Chairs to involve our youth in our Sunday Services, as appropriate, as greeters, ushers, chalice lighters, etc. The Music Chair will liaison with the Music Director to facilitate theselection of appropriate music for our guest speakers. The Flowers and Candles Chair shall recruit volunteers willing and able to provide flowers and candles on a weekly basis. The Ushers/Narthex Greeters Coordinator will recruit and schedule ushers and Narthex greeters for Sunday services and provide their names to the Office administrator for the OoS with a copy to the SSC Chair.

The SAC Chair serves as lay leader for invited speakers suggested by the SAC, approximately twice a year. The SSC will establish policies and procedures, as needed, for its operation, such as the current policies of using members of the congregation in the pulpit only during the summer months, and limiting staff members to two Sundays per year in the pulpit. The minister identifies and trains Worship Associates to create and present worship services. The minister supports the SSC lay leaders in their efforts to

provide quality worship services by providing professional guidance to the committee for all services. The minister conducts Sunday Services twice a month (in months with five Sundays the minister will be responsible for the fifth Sunday) and conducts Christmas Eve Service.

Annual Objectives: To create Sunday services that inspire and uplift our members and friends, represent our UU values, highlight our commitment to diversity, and inform and attract new members.

Outcome Measurements: Attendance numbers, membership numbers, satisfaction levels as measured in cottage meeting discussions or surveys.

Annual Budget and Spending Authorities: The annual budget is set by the Board, in consultation with the SSC, and is based on the costs associated with obtaining Sunday speakers when the minister is not in the pulpit.

Reporting Requirements: The SSC Chair attends monthly Council meetings, provides a monthly written report to the Council, and submits an Annual Report to the Congregation. **Authorities Reserved to the Board:** The allocation of the SSC budget is reserved to the purview of the Board.

Relationship to Professional Staff: The Sanctuary Services Committee works closely with the Minister, the Music Director, the DRE, and the Office Administrator to insure that our Sunday services reflect our congregation's values.

Adopted 10/17/12

Social Action Committee Charter

General Purpose: The Social Action Committee (S.A.C.) encourages individual members and groups in the congregation to foster social action projects.

Leadership and Membership: The Board of Trustees appoints the S.A.C. Chair who leads the committee in soliciting, screening, scheduling social action projects consistent with Unitarian Universalists principles.

Specific Duties:

The S.A.C. Committee:

works with the S.A.C. Chair to recruit, screen, and implement social action projects that meet the committee's purpose

assists the S.A.C. Chair with all the tasks required to insure success of the committee's general purpose

informs the congregation of social action projects and how members can participate

recruits, screens, awards, and monitors the S.A.C. Community Grant Program and

provides an annual report of the rewards to the congregation

submits requests to the Adult Programs Committee to offer educational programs that broaden our knowledge and understanding of social issues from a Unitarian Universalist perspective

attends S.A.C. sponsored programs on a regular basis to insure quality control

submits requests to the Board and works with the Minister to take Issues of Conscience to the Congregation for adoption

takes action on issues of Conscience which are supported by the UUA

insures that each project has a dedicated leader and several members before it is deemed a project of the committee

Outcome Measurements:

Increased participation in S.A.C. projects, events, and meetings; and increased number of congregants supporting the UUSC.

Annual Budget and Spending Authority: The allocation of the S.A.C. budget is reserved to the purview of the Board.

Relationship to Professional Staff:

Committee chair shall collaborate with the Minister to meet the purpose and objectives of the committee, with the Board to bring Issues of Conscience to the congregation for adoption; with the Office Administrator to schedule and publicize programs, and with the Sexton when special furniture arrangements are needed.

Adopted 2/5/14

First Unitarian Universalist Congregation of the Palm Beaches

Thrift Shop Committee Charter (March 2015)

General Purpose: The Thrift Shop Committee's primary function is to provide financial support for the Congregation's annual budget. Additionally, The Committee designates a portion of the funds raised to non-profit organizations selected by the Committee.

Leadership and Membership: The Board of Trustees appoints the Thrift Shop Chair (or co-chairs.) The Chair of the Committee is responsible for recruiting members and non-members of the Congregation to serve on the Committee. Committee members staff the Thrift Shop. The Chair is a member of the Church Council.

Specific Duties:

Set the financial goal for the Shop in conjunction with the Board of Trustees and Finance Committee.

Purchase any equipment or supplies that are required for the shop. The cost of these supplies will be deducted from the monies generated by the Shop.

The Chair or a designated member of the Committee is responsible for pricing sale items.

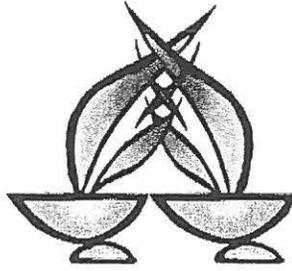
Staff the Shop on scheduled days. Changes in the schedule, either days or hours is the responsibility of the Chair and Committee. The schedule for 2014/15 is Wednesday through Friday (10 am to 2 pm) and Saturday, 9am to 1 pm). On Sunday the Shop is open during coffee hour.

Participate in the annual Committee Fair, the purpose of which is to recruit members and non-members as Shop volunteers.

Submit monthly reports to the Church Council regarding monies raised and any issue that is relevant to the success of the Shop.

Committee members are responsible for opening the shop, displaying the outside Thrift Shop sign, act as cordial and welcoming representatives of the Congregation to the community who frequent the Shop, handle the daily shop receipts and turn in the proceeds to the office at the end of each daily shift.

Keep the Shop clean and presentable. Responsibility for floor washing, window washing, electrical issues such as lighting and air conditioning is the responsibility of the Church.



MISSION *The mission of the First Unitarian Universalist congregation of the Palm beaches is to transform lives through liberal religious community.*

VISION *Our vision is to develop a community that consciously provides support for one another's personal and spiritual development through putting our principles into action at home, in our neighborhood, and beyond. We provide a variety of opportunities to explore our own theology and spirituality, support each other's spiritual development and practice, and to jointly engage in community projects that allow us to put our compassion into action, at home and beyond.*

We welcome all who share our vision of a peaceful and just world to join us in our endeavors to create heaven on earth.

Church Council and Committees (Article 14)

1. **Authority** - Standing committees shall be established by the board and functions and duties shall include, *but not necessarily be limited to*, those stated in the Congregational Manual. Other committees may be established by the board as deemed necessary.
2. **Chairs**- All committee chairs shall be Voting Members and shall be appointed by the President and approved by the Board. They shall serve for a one-year term or until their successors are appointed.
3. **Committee Members** - Committee members shall be selected by the Chair to serve for a one-year term.
4. **Church Council** - The Council shall be comprised of each Chair of the standing committees and a representative of each of the Auxiliary organizations. The Vice-President shall preside at all meetings of the Council and shall report to the Board on all recommendations and requests of the Council and all matters and questions raised by the Council which are of impact and concern of the Church. The Council shall function as a coordinating body for the standing committees and shall meet monthly except for July and August. The President shall be an ex-officio member of the Council.

***In addition to specific duties of Committee Chairs, it is the responsibility of the Chairs of those committees that have expenses to prepare the budget and monitor the spending of those monies, keeping within the stated budget.**

**Note: Article reference from the Church bylaws is included in parenthesis next to the pertaining Committee where applicable.*

Administration Committee

1. Assure the efficient running of the church office by recruiting volunteers as requested by the office administrator to staff the office when the administrator is absent.
2. Preparation of large distributions.
3. Assist with assembling and distribution of the Congregation Directory.
4. Proofreading of all printed matter that will go before the Congregation.
5. Assist in preparation of the budget for administrative costs to submit to the Finance Committee for the coming year.
6. Help to process rentals and present them to the Council or Board of Trustees as needed.
7. Prepare and present the monthly report to the Council.

Buildings and Grounds

1. Oversee cleaning, maintenance, and improvements to the Congregation's building and grounds.
2. Establish a program for routine upkeep of the buildings and grounds, including special cleaning (carpets, windows, etc.) and structural repairs.
3. With the *Personnel Committee*, periodically review the performance of employees and contractors.
4. In conjunction with the Décor Chair, propose capital improvements, which improve or enhance the interior of the buildings. Board approval might be necessary for possible expenditure of capital funds.

Décor

1. Help to maintain the aesthetic appearance of the buildings.
2. Provide displays for the Minister' Hall.
3. In cooperation with Buildings and Grounds, initiate, obtain Board approval, and oversee any needed capital improvements as appropriate.

Denominational Connections (article 5)

1. The chair is the contact person for the Unitarian Universalist Association, Unitarian Universalist Service Committee, Florida District UUA, and other denominational groups, including but not limited to, The Mountain Retreat and Learning Center.
2. S/he distributes pertinent information to various committees and posts information of general interest.
3. S/he coordinates denominational activities by facilitating registration to various events and collecting monies for approved requests from UUSC, for example, Guest at Your Table and various relief efforts.

The Endowment Committee (article 11& 12) ~ duties are outlined in the Congregation's bylaws. Committee Members are elected by the Congregation. The committee selects its own Chair.

The Finance Committee (article 10) ~ composition and duties are outlined in the Congregation's bylaws. The Board president appoints the finance chair.

Communications:

Web page Editor

1. Design and maintain the Congregation's web page.
2. Develop content appropriate to web page publication.
3. Establish and maintain both formal through the UU listserv, and informal contact with other church web page editors.

Public Relations/Advertising

1. Oversee media coverage including paid advertisements, publicity releases, and reporting special events.
2. Work with Committee Chairs to publish and promote any special programs.

The Committee on Ministry (*article 14.5*) ~ is established in accordance with the bylaws.

The Nominating Committee (*article 7.3-7.5*) ~ is selected and charged with duties as established in the bylaws.

Religious Education

1. Assure a relevant religious education experience for the children and youth of the congregation by overseeing the activities and working closely with the director of Religious Education to plan curricula and recruit and train teachers.
2. Prepare the RE budget to submit to the Finance Committee.
3. Assist in planning special events, ceremonies, worship services, etc., as appropriate.

Social Action

1. Bring matters of social concern in the community, the national, and the world to the attention of the Congregation. Encourage open discussions, appropriate actions, and programs addressing such concerns.
2. Encourage involvement in appropriate public activities addressing social concerns that the Congregation supports.
3. Maintain relationships with other organizations that address areas in which we are concerned e.g. PEACE, the Funeral Society, Floridians for Health Care. Update the congregation on activities of such organizations.
4. Maintain a bulletin board to promote awareness of issues of social concern to the Congregation's members.
5. Involve the Congregation in denominational stands that fall under Social Action concerns.

Special Activities

1. Organize activities of a social nature for the Congregation such as the First Friday Film Festival, holiday parties, or other special events.
2. Be responsible for all aspects of these activities including publicity, accounting for monies, set-up, and clean up, with the help of volunteers or employees as appropriate.

Scheduling of Events

- The committee chair is responsible for providing the office with an **Event Form** that includes meeting dates, times and the rooms(s) required. Information should be communicated with as much notice as possible.
- The Committee Chair or scheduling party, is responsible to make sure there are no conflicts created. Should there be a conflict with other scheduled or known events, communication and co-ordination with the other event coordinator(s) is required.
- Any changes in scheduling should be provided to the office by the Committee Chair or scheduling party as soon as they become known.
- **All** Calendar entries are made by the Office Administrator.

The Committee Manual is a resource for information related to the duties of the various committees. It is located on the bookshelf in the office.

Anything you have found helpful in making your committee work is appropriate for this manual. Please keep it updated as new material becomes available to you.

100

PERSONNEL
POLICIES

Policy # 101 Hiring

Policy Domain: Personnel

Date Adopted: 1/14/14

Date Reviewed/Revised:

Scope: This policy applies to applicants who wish to be considered for employment or as an independent contractor at First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

The Board of Trustees, as per bylaws, acts as the employer and has the sole authority to hire and develop contracts on behalf of the congregation.

The Board of Trustees, as a matter of policy, will decline consideration for employment if the potential employee/contractor is a member of the congregation, is related to a member of the congregation, is the spouse or significant other of a member of the congregation, or has participated in the activities and services of the church for the past two (2) years as a former member or friend of the congregation.

Policy # 102 Interview and Hiring Process **Policy Domain:** Personnel

Date Adopted: 1/14/14

Date Reviewed/Revised:

Scope: This policy guides the process of hiring applicants who wish to be considered for employment at First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

The Board of Trustees, as per bylaws, acts as the employer and has the sole authority to hire and develop contracts on behalf of the congregation.

When a position for employment is identified as available the Board of Trustees will consult the Minister and associated Committee Chairs to develop and post an advertisement to recruit applicants which will list the job title, overview of responsibilities, and salary.

Applicants will respond and forward any materials requested to the Board of Trustees President to be considered by the full Board of Trustees for consideration.

The Board of Trustees, in consultation with the Minister and associated Committee Chairs will identify viable applicants and schedule interviews within fifteen (15) days. Applicants not being considered will receive a letter from the Board within 10 (ten) days of application advising the applicant that they will not be considered.

Interviews will be conducted by two (2) Board members, the Minister, and one (1) Committee Chair as a group interview. During this interview the group will gather relevant experience and work history, outline the job description, and ask relevant questions. The Board President will request three (3) personal references and check these references within ten (10) days following the interview.

Once references have been checked for applicants being considered the Board President will convene the group conducting the interview to make final recommendations to the Board of Trustees. The Board of Trustees will then make a decision to accept or decline the recommendation within seven (7) days of its receipt. If declined the applicant will be notified of the Board's decision by the President within three (3) days and the group will begin the hiring and interviewing process for a second round. If accepted the applicant will be notified of the Board's by the President decision within three (3) days and schedule a time to participate in orientation. The President will follow-up with a letter of hire detailing start date, job description, naming the direct supervisor, salary, and benefits if applicable within three (3) days of notifying the applicant.

Policy # 103 Termination

Policy Domain: Personnel

Date Adopted: 1/14/14

Date Reviewed/Revised:

Scope: This policy guides the process of terminating employees/contractors of First Unitarian Universalist Congregation of the Palm Beaches with exception of the Minister.

Policy/ Procedure:

The Board of Trustees, as per bylaws, acts as the employer and has the sole authority to terminate employees/contractors on behalf of the congregation.

Employees/contractors are considered at will employees, with exception of the minister by which the by laws will be consulted, and the Board of Trustees may terminate employment with due cause at any time. The employee/contractors may negotiate a resignation and terminate their employment with a two week notice.

Committee Chairs who collaborate with employees/contractors and the Minister may make recommendations for termination to the Board of Trustees for consideration.

Employees/Contractors may be afforded the following disciplinary process, although this process is not necessary for termination:

Step One: A verbal warning will be given to the employee/vendor regarding their performance during a face to face interview with their direct supervisor and a member of the Board. A note that a verbal warning was given will be entered into the personnel file of the employee/contractor.

Step Two: A written warning will be given to the employee/contractor regarding their performance during a face to face interview with their direct supervisor and a member of the Board. The employee/contractor must sign that s/he has received this written warning and the warning must document that further performance issues will result in further disciplinary action. The original must be kept on file.

Step Three: A written counseling will be given to the employee/vendor regarding their performance during a face to face interview with their direct supervisor and a member of the Board. The employee/contractor must sign that s/he has received this written counseling and the counseling must document that this/her performance issues will be brought to the Board as a recommendation for termination. The original must be kept on file.

The Board of Trustees will only consider recommendations if they are accompanied by documentation of a verbal warning, a written warning, and a written counseling provided by the direct supervisor of the employee/contractor.

The Board will determine if termination is appropriate. If so the employee/contractor will be notified by the President immediately followed by a letter of termination that outlines the disciplinary steps taken,

the Board's decision, and a termination date within two (2) days. The president will require the employee/contractor to return all church property such as keys etc.

If the Board determines that termination is not appropriate the President and the direct supervisor must meet with the employee/contractor within two (2) days to review the job description, the disciplinary process, and an agreement developed by the Board documenting timelines for expected improvement that will result in termination if not satisfied. This is a face to face meeting and the employee/vendor must sign this agreement and the original will be kept on file.

Policy # 104 Discipline

Policy Domain: Personnel

Date Adopted: 1/14/13

Date Reviewed/Revised:

Scope: This policy applies to employees and contractors of the congregation and guides the process for disciplinary action.

Policy/ Procedure:

Church employees and contractors may be disciplined as provided herein. The type of discipline shall include: verbal warning, written warning, written counseling, and termination of employment.

Types of Discipline:

1. Verbal Warning. Either the Minister as Chief of Staff or the Board of Trustees may issue to any employee or contractor a verbal warning. This warning must be documented that it was given and entered into the personnel file of the employee or vendor. There shall be no grievance or appeal of a verbal warning.
2. Written Warning. Either the Minister as Chief of Staff or the Board of Trustees may issue to any employee or contractor a written warning. If the employee disagrees with a written warning, he/she has the right to prepare a written rebuttal which shall be attached to the Memo in the personnel file. There shall be no grievance or appeal of a written warning.
3. Written Counseling. Employees and vendors may be reprimanded in writing upon the concurrence of the Minister as Chief of Staff and the Board of Trustees. If the employee or contractor disagrees with a Written Counseling, he/she has the right to prepare a written rebuttal which shall be attached to the Written Counseling in the employee's personnel file. If an employee or contractor receives this level of discipline a recommendation for termination will be considered. There shall be no grievance or appeal of a written reprimand.
4. Termination. All employees and contractors, except the Minister, are at will employees and contractors. Termination may be considered at any time.

Policy # 105 Employee Evaluation

Policy Domain: Personnel

Date Adopted: 1/14/14

Date Reviewed/Revised:

Scope: This policy guides the process of evaluating employees and contractors of First Unitarian Universalist Congregation of the Palm Beaches with exception of the Minister.

Policy/ Procedure:

Schedule. Employees and contractors shall receive at least monthly face to face supervision by the Minister as Chief of Staff. Employees and contractors will participate in a performance evaluation process to be completed in January/February of each year before a new contract is considered for May.

1. Effect of completion. Satisfactory completion of the evaluation process shall not alter the at-will status of employment.

2. Job description. In connection with the annual evaluation, the employee or vendor, the Minister, or the Board of Trustees, may request a review of an employee/contractor's job description. The Minister as Chief of Staff shall conduct the review with input from the Board of Trustees, related committees, and the employee/contractor whose position is undergoing review.

B. Procedure for Review. Each employee/contractor employed longer than 10 months shall be subject to a performance review by the Minister as Chief of Staff with the input of the Board of Trustees and congregation members with whom the employee/contractor works on a regular basis.

1. Written evaluations. All evaluations shall be in writing. A copy of each evaluation shall be reviewed with, signed by and given to the employee/contractor. The evaluation shall then be forwarded to the Board of Trustees which shall review, may comment upon, and shall sign the evaluation. A copy of the evaluation shall be filed in the Personnel File.

2. Disagreement with evaluation. If the employee/contractor disagrees with an evaluation, he/she may write a rebuttal which shall be attached to the evaluation and become a part of it

Policy # 106 Background Check/Code of Ethics

Policy Domain: Personnel

Date Adopted: 1/14/14

Date Reviewed/Revised:

Scope: This policy guides the process of meeting the requirement of background checks of employees and contractors of First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

All employees/contractors are expected to participate in a background check prior to their being offered employment.

Purpose: The First Unitarian Universalist Congregation of the Palm Beaches is a not-for-profit religious organization. Our commitments as Unitarian Universalists to the inherent worth and dignity of every person and to the values of justice and compassion compel us to create a safe environment that protects children and adults from harm and promotes spiritual growth.

Policy: The FUUCPB shall conduct criminal background checks of all current and potential employees/contractors. All new employees/contractors will be hired on a provisional basis pending the outcome of the criminal background check.

Procedure:

All persons seeking employment at the FUUCPB shall:

1. complete an application or resume detailing their relevant experience and education
2. complete a "Sexual Misconduct and Abuse Questionnaire for Employment" including the authorization and release of information
3. review and sign "The Code of Ethics for Working with Children and Youth"
4. The authorized individual/committee will screen the applications, contact references, conduct formal interviews with the candidates, and select the final candidate for the position
5. The authorized individual/committee will extend an offer of employment to the final candidate as per related policies.
6. The offer of employment shall include information regarding the provisional nature of the hire pending the outcome of the criminal background check
7. Upon accepting the offer, the new hire will sign the code of ethics.

Based upon the Criminal Offender Record Information (CORI), the Minister shall make a final

decision regarding retention of the employee/contractor. The employee/contractor, the appropriate committee and the board shall be informed in writing of the decision.

Policy #107 Job Descriptions

Policy Domain: Personnel

Date Adopted: 1/14/14

Date Reviewed/Revised:

Scope: This policy provides direction to staff/contractors who require written descriptions of their job responsibilities and as a condition of employment.

Policy/ Procedure:

As a condition of employment a written job description and Memo of Understanding, as prepared by the Supervisor in consultation with the Board of Trustees, shall be maintained in the Personnel file for each employee/contractor's position as prepared by the Board of Trustees in consultation with the Minister.

Policy # 108 Supervision

Policy Domain: Personnel

Date Adopted: 1/14/14

Date Reviewed/Revised:

Scope: This policy guides the supervision process for all staff and vendors except for the Minister.

Policy/ Procedure:

The responsibility for staff/contractor supervision falls to the Minister as Chief of Staff.

Supervision of staff and contractors will be scheduled face to face and at least once per month.

Supervisions will be used for collaboration, review and feedback of responsibilities and the creation of work plans.

Issues raised in supervision related to performance will be shared with the Board of Trustees as deemed necessary by the minister.

Supervision does not include hiring, termination, or contract review.

Policy # 109 Conditions of Employment

Policy Domain: Personnel

Date Adopted: 1/14/14

Date Reviewed/Revised:

Scope: This policy defines job classification and conditions of employment.

Policy/ Procedure:

EMPLOYEE CLASSIFICATIONS

A. Exempt Employees. Exempt employees are those who are paid an annual salary. The employee and supervisor shall establish a mutually acceptable work schedule.

B. Hourly Employees/Contractors. Hourly are paid by the hour for work performed and shall schedule and perform work in accordance with the schedule set by the Supervisor in consultation with the Board of Trustees. The employee and Supervisor shall establish a mutually acceptable work schedule.

CONDITIONS OF EMPLOYMENT

A. Employment terms. Each employee, contractor's terms and conditions of employment, including benefits and grievance procedure, shall be as provided in these policies.

B. Duties. A written job description and Memo of Understanding, as prepared by the Supervisor in consultation with the Board of Trustees, shall be maintained for each employee/contractor's position.

C. Equal Opportunity Employer. The First Unitarian Universalist Congregation of the Palm Beaches is an equal opportunity employer.

Policy # 110 Personnel Files

Policy Domain: Personnel

Date Adopted: 1/14/14

Date Reviewed/Revised:

Scope: This policy guides the implementation, maintenance, and access to personnel files.

Policy/ Procedure:

- A. File. Each employee/contractor shall have a personnel file maintained by the Minister.
- B. The personnel file of the Minister shall be maintained by the Board of Trustees President.
- C. Contents. The personnel file shall include a copy of the job description, a copy of past and present MOU's, a copy of each written evaluation, letters of commendation, records of disciplinary actions, and other appropriate documents.
- D. Review of files. Each employee/contractor may review his/her own personnel file upon request and in the presence of the Minister or the President of the Board of Trustees. Access is granted only to the Minister and the President of the Board of Trustees. Access by other persons shall be only upon authorization of the Minister or the President of the Board of Trustees.

Policy # 111 Compensation and Salary Review

Policy Domain: Personnel

Date Adopted: 1/14/14

Date Reviewed/Revised:

Scope: This policy guides the process to compensate employees/contractors, with exception to the Minister, of the First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

A. Amount. Each employee/contractors's compensation shall not exceed the amount budgeted for the position by Congregational vote at the time of approval of the church budget. The compensation shall be stated in the budget prepared by the Board upon the recommendation of the Minister, the Board of Trustees, and Finance Committee.

B. Employees/contractors shall be paid every two weeks.

C. Salary Placement/Advancement. The Minister, Board of Trustees, and finance committee shall rely on UUA compensation guidelines, which describe a basis for the minimum, middle, and maximum ranges. The guidelines state that the minimum range is appropriate for employees new to the position with little or no experience in the job. The recommendations further state that, presuming satisfactory evaluations, an employee could expect to move to the middle range after approximately five years in the position. The employee could expect to move to the maximum range after approximately ten years in the position. The Minister submits salary recommendations on each employee/vendor he/she supervises, based on job evaluations, longevity, realistic budget allowances, and other relevant factors to the finance committee in March of each year. If the finance committee differs with the supervisor regarding the recommendation, it shall present the supervisor's recommendation along with a rationale for their concern. Note: Meeting UUA guidelines is a high priority, but not a guarantee, as compensation is subject to budgetary limitations.

The committee on ministry will follow the same guidelines regarding the minister.

The finance committee will then present compensation recommendations to the board as part of the proposed annual budget, stating the recommendations made by the Minister (for non-ordained Employees/contractors) and the committee on ministry (for the minister).

Once approved compensation will be clearly described in the renewal of MOU's at the beginning of each fiscal year.

Employee's/contractors will receive tax documents by February 1of each year.

Policy # 112 Leaves and Benefits

Policy Domain: Personnel

Date Adopted: 1/14/14

Date Reviewed/Revised:

Scope: This policy guides the process of allocating leaves and benefits for employees not including the Minister and vendors.

Policy/ Procedure:

A. Leaves.

1. Definitions.

a. Day: For purposes of leaves, a "day" shall mean the number of hours an employee regularly works in a day. In the case of employees without fixed, daily schedules, "day" shall mean, during the preceding three months, the average number of hours an employee worked per week, excluding overtime, divided by 5. For example, for an employee working or averaging 25 hours per week, a day shall consist of 5 hours.

b. Church year: The church year for leave purposes begins May 1 of one year and ends April 30 of the following year.

c. Month: For the purposes of leaves, an employee accrues benefits if the employee begins employment on or before the 15th day of the month. Therefore, if the employee begins employment after the 15th day of the month then the employee accrues no leave benefits in that month.

2. Vacation.

Vacation shall be available to employees working 25-40 hours per week. Employees working 25-34 hours per week shall receive ten (10) days of paid vacation per calendar year. Employees working 35-40 hours per week shall receive fifteen (15) days vacation per calendar year.

a. Carryover. Employees are encouraged to use their vacation time in the year in which it is earned. Employees may carry over from one calendar year to the next up to five days of vacation.

b. Scheduling. Vacation shall be scheduled at a time convenient for the church and with the permission of the Minister and concurrence of the Board of Trustees. Employees shall give reasonable notice to the Minister of a request to take vacation.

c. Cash out. Vacation time must be used as time off. There is no provision for payment in lieu of vacation time. If a two week notice of resignation is offered accrued vacation time may be paid. If an employee is terminated accrued time will not be paid.

d. Usage. Vacation time may be used in increments of not less than one (1) day for employees.

3. Sick Leave.

a. **Accrual.** Sick leave shall be available to employees working 25 or more hours per week. Employees working 25-34 hours per week shall receive 3 days of sick leave per calendar year. Employees working 35-40 hours per week shall receive 5 days of sick leave per calendar year.

b. **Carryover.** Employees who work 25 or more hours per week may not carry over from one calendar year to the next. Any additional accrued time on the books at the end of the calendar year or in the event of termination shall be forfeited.

c. **Usage.** An employee who must be absent due to illness shall notify the Minister or church office as soon as s\he is aware of the need to be absent.

4. Compensation Time.

Although the employer cannot compel an hourly employee to work more hours than the employee's regular schedule, should the periodic need arise, the employer may offer time off as compensation for time worked over and above the employee's regular hours. No more than 30 hours of compensation time shall be exchanged in any one year. Furthermore, compensation time shall only be accrued and used with the supervisor's prior approval, and shall be used as soon as possible at the employer's discretion and convenience. Hourly employees who earn compensation time must document and report its accrual and use on their time sheets

5. Personal Time Off

a. **Accrual.** Employees shall be entitled to personal time off in an amount not to exceed eight (2) days per year.

b. **Usage.** Personal time off may be used as the employee sees fit and with approval of the employee's supervisor. Personal time off is to be used in increments of not less than one day.

c. **Carryover.** Unused personal time off may not be carried over from year to year and will be forfeited in the event of termination.

6. Holidays.

a. **Designated days.** The following days shall be observed as paid holidays for employees working 25-40 hours per week. Employees working 1-24 hours per week may take these days off but will not be compensated. If a day off cannot be taken on the actual holiday, the employee and the Minister shall designate another day off.

New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day

7. Bereavement Leave.

If an immediate family member of an employee dies, the employee shall be eligible for up to 5 days of bereavement leave and compensated for 2 of those days. The determination as to immediate family member status shall be made by the Minister.

8. Leave of Absence.

Leave of absence without pay may be granted at any time at the discretion of the Minister and the Board of Trustees.

9. Emergency Leave.

At the discretion of the Minister employees may be granted leave in situations involving emergencies within the immediate family. Such time off shall be deducted from sick and personal leave. In the event there is no sick or personal leave accrued the employee will not be compensated.

10. Other leaves.

Church employees shall be entitled other leaves as may be required by state or federal law.

B. Benefits.

1. Retirement.

Employees who meet eligibility requirements shall be enrolled in the UUA retirement plan, and are subject to plan requirements.

2. Disability insurance.

Employees may choose to be enrolled in Disability Insurance plan. Employees pay the Disability Insurance premiums via payroll deductions.

3. Health insurance.

a. Employee eligibility: After the first three months of employment employees who work 40 or more hours per week, are eligible for group health insurance benefits as described below.

b. The church shall pay 80% of group health insurance premium for each eligible enrolled employee, for the base group medical plan selected by the church. Employees shall pay for any balance of the premium exceeding this amount, including additional amounts for selection of an enhanced medical plan.

c. Employees may elect to cover their eligible dependents (as defined by the health insurance policy) at their own expense.

d. Employees who have attained the age 65 or more, are enrolled in Medicare and work 40 hours per week may opt to waive participation in the group health insurance plan.

Policy # 113 Grievance Procedure

Policy Domain: Personnel

Date Adopted: 1/14/14

Date Reviewed/Revised:

Scope: This policy guides the process of an employee or contractor filing a grievance.

Policy/ Procedure:

Any employee or contractor of the congregation may file a grievance and shall proceed as follows:

1. Level 1. Within 15 calendar days after the cause of the grievance, the employee/contractor shall informally discuss the problem with the Minister and shall identify the problem as a grievance or potential grievance.
2. Level 2. If the employee/contractor is not satisfied with the outcome of the discussion with the Minister, then the employee may, within 15 calendar days of the discussion with the Minister, submit a written statement of the problem and the requested solution to the President of the Board of Trustees, with a copy to the Minister.
3. Level 3. The Board shall grant the employee time on the next Board meeting agenda to present his/her grievance. The Board shall respond to the grievance presentation of the employee/contractor. After the presentation and response, the Board may meet in closed session to discuss the grievance and the Board's decision. Within 15 calendar days of the meeting at which the presentation is made, the Board shall render its written decision on the grievance. The Board's decision is final.

Policy # 114 CORI Procedure

Policy Domain: Personnel

Date Adopted: 1/14/14

Date Reviewed/Revised:

Scope: This policy guides the dissemination, retention, and storage of managing background check and CORI records.

Policy/ Procedure:

The overall responsibility for administration of Criminal Offender Record Information (CORI) rests with the Minister. In accordance with Department of Justice regulations, shall be fingerprinted and a background check conducted before he/she begins administering CORI. This is part of the Ministerial Fellowship Process.

A. Record Security: Questions regarding the release, security and privacy of Criminal Offender Record Information (CORI) are to be resolved by the Minister.

B. Record Storage: CORI shall be under lock and key and maintained by the Board of Trustees President who is committed to protect CORI from unauthorized access, use or disclosure.

C. Record Dissemination: CORI shall be used only for the purpose for which it was requested.

D. Record Destruction: Upon termination of the employee/contractor, the CORI will be maintained for a minimum of seven years thereupon the CORI shall be destroyed. .

E. Record Reproduction: CORI may not be reproduced for dissemination.

F. Training: The Minister is required:

1. to read and abide by this policy,
2. to be fingerprinted and to have a background check completed.

G. Penalties: Misuse of CORI is a criminal offense. Violation of this policy regarding CORI may result in suspension, dismissal, and/or Criminal and /or Civil prosecution.

Policy # 115 Bonus

Policy Domain: Personnel

Date Adopted: 1/14/14

Date Reviewed/Revised:

Scope: This policy guides the process for gifting a bonus to employees and contractors.

Policy/ Procedure:

A special collection will be taken in December to provide a bonus for the Minister, Office Administrator, Sexton, RE Coordinator, and Music Director. The Board supports having an announcement of this collection made in a letter form from the Board President. All staff/contractors will receive equal bonuses as part of the special collection in December for bonuses.

Policy # 116 Equal Employment Opportunity

Policy Domain: Personnel

Date Adopted: 1/10/06

Date Reviewed/Revised: 1/14/14

Scope: This policy applies to applicants who wish to be considered for employment or as a contractor at First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

The congregation affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, compensation, benefits, and all similar employment decisions must be made in compliance with federal, state, and local laws and without regard to race, color, gender, sexual orientation, national origin, age, disability or any other class protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

Employees/contractors who have questions about discrimination in the workplace, or who believe this policy has not been honored, should report their concerns immediately to the Minister or a member of the Board of Trustees.

Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy.

Policy # 117 Harassment

Policy Domain: Personnel

Date Adopted: 1/10/06

Date Reviewed/Revised: 1/14/14

Scope: This policy applies to applicants who wish to be considered for employment or as a contractor or are currently employed at First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

The employer prohibits conduct that shows hostility or an aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability or any other protected class, and that has the purpose or effect of creating intimidating, hostile, or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects and individual's employment opportunities.

Some examples of conduct which may constitute harassment, depending on the circumstances, include, but are not limited to, the following: epithets, slurs, threatening or intimidating acts, or written or graphic material, oral or physical acts that purport to be jokes or pranks, repeated and unwelcomed gestures, unwelcomed physical proximity, physical contact that is sexual in nature or is sexually motivated, use of sexual connotations

Every report of harassment should be reported to and will be investigated by the supervisor or President of the Board of Trustees. Harassment by employee/contractors will not be tolerated and the employee/contractor may receive disciplinary action up to and including termination.

Policy # 118 Separation from Employment

Policy Domain: Personnel

Date Adopted: 1/10/06

Date Reviewed/Revised: 1/14/14

Scope: This policy applies to employees, with exception to ministry, and contractors employed at First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

Employees and contractors who resign are requested to give at least two weeks' notice in writing in order for the congregation to find a suitable replacement. Any employee/contractor who is absent for three consecutive work days without notifying his/her supervisor will be deemed to have resigned.

Allocation of benefits will depend on the employees/contractors decision to give notice as described above.

Policy # 119 Confidentiality

Policy Domain: Personnel

Date Adopted: 1/10/06

Date Reviewed/Revised: 1/14/14

Scope: This policy guides the commitment to confidentiality of our staff, members, and friends at First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

Some employees/contractors have access to confidential information about the employer, members, friends, and other staff members.

Such information must remain confidential and may not be released, removed from the premises, copied, transmitted, or in any other way used for any purpose by employees/contractors outside the scope of their employment.

All requests for information concerning past or present employees/vendors from other organizations or individuals should be directed to the Minister.

Policy # 120 Conflict of Interest

Policy Domain: Personnel

Date Adopted: 1/10/06

Date Reviewed/Revised: 1/14/14

Scope: This policy guides employees/contractors of the First Unitarian Universalist Congregation of the Palm Beaches related to conflict of interest.

Policy/ Procedure:

Employees/contractors are expected to avoid conflict of interest define as any situation where an employee might attain personal gain or which might serve as a detriment to the employer, either monetarily or to its public image, because of the use of information or personal contact that is not generally available except employment with the employer.

Employees/contractors shall not engage in any business transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the employer.

Employees/contractors who have questions about whether an activity violates this policy should discuss the matter with the Minister.

Policy # 121 Safety and Accidents

Policy Domain: Personnel

Date Adopted: 1/10/06

Date Reviewed/Revised: 1/14/14

Scope: This policy applies to employees and contractors at First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

The safety of employees/contractors, as well as members and visitors, is of paramount concern. All employees and contractors are expected to abide by accepted safety standards at all times. They should know the whereabouts of fire extinguishers and the first aid kit.

Any unsafe condition, equipment or practice observed by an employee/contractor should be reported immediately to the Minister or President of the Board of Trustees. All on the job accidents or injuries to employees and contractors, no matter how minor, should likewise be reported immediately to the Minister or President of the Board of Trustees and the appropriate forms must be completed which are available in the church office. In the event of a fire or other emergency, first responders should be called immediately, and all staff and members should be notified to evacuate.

Failure to comply with health and safety standards will result in disciplinary action as outlined in these policies.

Policy # 122 Personal Property

Policy Domain: Personnel

Date Adopted: 1/10/06

Date Reviewed/Revised: 1/14/14

Scope: This policy applies to employees and contractors at First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

The employer cannot be responsible for damage, theft, or loss of personal property, including loss or damage to vehicles or other property in or on church property. Employees/contractors should report any lost or stolen items to the Minister so that the item can be returned if it is found. If an employee or contractor finds an item it should be immediately turned in to the Minister.

Staff and contractors are responsible for their personal property and will not store their personal property on campus.

Policy # 123 Workplace Threats and Violence

Policy Domain: Personnel

Date Adopted: 1/10/06

Date Reviewed/Revised: 1/14/14

Scope: This policy applies to employees and contractors at First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

Threats, threatening behavior, or acts of aggression or violence against persons by anyone on campus will not be tolerated. Any employee or contractor who verbally or physically threatens another, exhibits threatening behavior, or engages in violent acts may be removed and will remain off campus without pay pending the outcome of an investigation. If the Board of Trustees as employer determines that a violation of this policy has occurred the Board may take disciplinary action up to and including termination and may take legal action as appropriate.

All employees/contractors shall inform the Minister or the President of the Board of trustees of any behavior that they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job related or is connected to employment.

Policy # 124 Inspection Rights

Policy Domain: Personnel

Date Adopted: 1/10/06

Date Reviewed/Revised: 1/14/14

Scope: This policy applies to employees and contractors at First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

The congregation has on its premises storage facilities such as desks, file cabinets, closets, and storage areas for the use of employees/contractors, however, the Board of Trustees makes no representations that they are secure. The storage of any unauthorized alcohol, illegal drugs, or drug related paraphernalia is prohibited on campus. The Board of Trustees, and Minister as designee, reserves the right to open and inspect any desk, file cabinet, storage closet, or storage area at any time and without prior notice or consent.

Employees and contractors may not use personal locks on any storage area, closet, cabinets or desks.

Policy # 125 Employment Authorization

Policy Domain Personnel

Date Adopted: 1/10/06

Date Reviewed/Revised: 1/14/14

Scope: This policy applies to employees and contractors at First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

Federal law requires that perspective employees/contractors must show proof of eligibility to work in the United States in the position for which they are applying. Employees/contractors must provide an original document or documents to the Board of Trustees, Office Administrator as designee, that establish identity and employment eligibility from the date employment begins.

Presenting false or misleading documentation will result in immediate termination.

Policy # 126 Credentials

Policy Domain Personnel

Date Adopted: 1/14/14

Date Reviewed/Revised:

Scope: This policy applies to employees and contractors at First Unitarian Universalist Congregation of the Palm Beaches with the exception of Ministry.

Policy/ Procedure:

Employees/contractors must provide documentation, specifically a resume, to the Board of Trustees and the Minister that documents professional work experience, academic degrees, and certifications from the date employment begins.

Presenting false or misleading documentation will result in immediate termination.

200

ACTIVITIES,
BUILDING USE,
SPONSORSHIP,
SECURITY

Policy #205 Rentals and Building Use

Policy Domain: Building Use

Date Adopted: May 2012

Date Reviewed/Revised:

Scope: This policy guides the governing of facilities use.

Policy/ Procedure:

It is important for all groups and individuals who rent space to remember that they are sharing space with a non-profit religious organization run primarily by volunteers and used as a sanctuary for its members. As such, be mindful of noise level, cleaning and picking up after oneself, and keeping the restrooms clean. They are asked adhere to the time they have agreed upon for their event and not come earlier or stay later than agreed upon. This allows our congregation full use of the space accordingly.

1. MINISTER'S SERVICES: If the services of our minister are requested and agreed to, that fee will be set at the minister's discretion. If the services of a guest minister are requested, the responsible party must arrange with our minister to issue a joint invitation.

2. PIANIST'S SERVICES: If the services of our pianist are requested and agreed to, that fee will be set at the pianist's discretion. Use of the 1stUUCPB piano is under the jurisdiction of the music director. Conditions for its use are spelled out in the Facilities Rental Agreement.

3. WHERE TUITION/DONATIONS ARE REQUESTED: Arrangements for congregational sponsored classes, concerts, lectures, or other programs where tuition or donations are requested, must be made through 1stUUCPB Administrative Committee and/or the Board of Trustees.

4. SOUND SYSTEM: Use of the sound system in the Sanctuary and/or the Ministers' Hall must be coordinated with the Buildings & Grounds Committee prior to the date of the event. Additional fees may apply.

5. ADDITIONAL PARKING: On weekends and evenings, we have use of the parking lot north of our property (Village of NPB Public Services Buildings). Parking is allowed on the concrete driveway leading into the field. Do not block access to dumpster and do not park beyond chain across concrete drive. Additional parking is also available on the grass west of the sanctuary terrace. Parking attendants are the responsibility of the renter.

6. SIGNERS/KEY PRIVILEGES: The Facilities Rental Agreement must be signed by the financially responsible person of the group and approved by 1stUUCPB Administrative Committee and/or Board of Trustees member. For ongoing renters, we require a list of those people who will be responsible for securing the building, setting up and cleaning up. This designated person is responsible for turning off the lights, returning the AC to its original position and locking the door(s) after all participants have left the building. Keys may be given to these designated few. A deposit may be required. Keys MAY NOT be duplicated.

7. FAILURE TO COMPLY: Failing to lock and secure the building, abuse of the facilities, or rules outlined herein may result in your group being charged an additional fee, forfeiture of deposit(s), and/or cancellation of the rental agreement.
8. The Tenant must provide the Congregation with a Certificate of Insurance issued by an insurance company licensed to do business in the State of Florida, confirming that the Tenant has in effect a General Liability Insurance policy providing coverage of at least \$1,000,000 and listing the Congregation as an additionally named insured.
9. AUTHORIZATION: This rental agreement authorizes the use of agreed upon rooms only. Use of other rooms requires prior written authorization from 1stUUCPB Board of Trustees.
10. HOLD HARMLESS: 1stUUCPB assumes no responsibility for injuries suffered while on the premises. Renter is expected to carry his/her/their own insurance to cover any liability claim involving said group/activity/event. Renter and associated participants uses 1stUUCPB facilities at his/her/their own risk .. Children under 18 are to be supervised by and the responsibility of the renter.
11. LOSS/THEFT/DAMAGE: 1stUUCPB is not responsible for any items lost, stolen, or damaged while on 1stUUCPB property.
12. SET-UP / CLEAN-UP: Renters must do their own set-up and clean-up (for major events, set-up may be done ahead of time with prior authorization subject to availability). Renters must leave room in same or better condition (Le. restack chairs, turn off lights, take trash to dumpster, return air conditioning t-stats to prior setting, lock exterior doors, etc.):
13. FOOD AND BEVERAGES: No food or beverages shall be served without prior 1stUUCPB authorization. No food or beverages may be consumed in or carried through the sanctuary. Food can be consumed on the terrace adjacent to the sanctuary.
14. PETS: With the exception of service animals, no pets are permitted in the Sanctuary or Minister's Hall.
15. RESERVATION OF RIGHT TO USE DEMISED PREMISES: Occasionally, 1stUUCPB will hold an event that will conflict with your use of the demised premises. When this happens, 1stUUCPB will have the use of the demised premises for the duration of its event, provided, however, that reasonably comparable meeting facilities on 1stUUCPB's property will be made available to the renter. The exercise of this right of preemption shall not entitle any diminution in rent.
16. Anyone using the buildings or grounds must complete and sign an agreement with our office.

300

HEALTH
AND
SAFETY

Policy #301 Hurricane Preparedness

Policy Domain: Health and Safety

Date Adopted: March 2013

Date Reviewed/Revised:

Scope: This policy guides the process for preparing for and responding to a significant weather event.

Policy/ Procedure:

1st Unitarian Universalist Congregation of the Palm Beaches

In July of 2005, the Florida District Office of the UUA, with the help of eight members from congregations in various parts of the District, created a Hurricane Preparedness Manual, Best Practices: A Living Document. The following policy, as proposed for First Unitarian Universalist Congregation of the Palm Beaches, incorporates procedures from their document as well as providing policy and procedural guidelines for areas of concern that are uniquely ours.

The Forecasts:

Several websites offer particularly good information about the paths of tropical depressions, storms and hurricanes. These are the ones we'll rely on for making decisions at FUUCPB. wunderground.com/tropical/ (weather underground site) NOAA.com/ (A bit more technical) weather.com/newscenter/tropical/ This is the weather channel's site.

On-going Preparedness

As matters of ongoing preparedness, the Office Administrator, along with the Building and Grounds Chairperson(s) will:

Know where the insurance policy is and what it includes. Know the Policy number, the agent's phone number, any "800" claims numbers. These are on file in the office.

Complete and update annually the "Disaster Preparedness Congregational Information Sheet" (See Appendix 1)

Keep an up-to-dated list of vendors the congregation has used in the past. (See Appendix 2)

Pre-hurricane Action Plan

The Hurricane Preparation Team will consist of members of the Building and Grounds Committee, the Sexton, Board members and other willing and able members of the congregation.

- Armour Roll-up Shades for the Sanctuary should be installed early in summer and remain in place, rolled up, through hurricane season. If necessary, the Team will unroll and secure the shades when a hurricane is deemed imminent.
- Cost permitting, the work of installing hurricane shutters on Ministers' Hall will be completed by a contracted company when a hurricane's approach appears imminent. If not contracted, members of the Preparation Team and other willing and able members of the congregation will install the aluminum panels on Ministers' Hall.
- Volunteers from the congregation will assist the Sexton and B&G in removing patio furniture and securing any other items on the premises. Recycling bins will be moved to the back of the trash enclosure or into the garage.
- If possible, the preparation team will wrap our First UU lighted sign (perhaps using bubble wrap or quilted canvass) to prevent breakage.

Emergency Phone Tree – Prepared by a Task Force appointed by the Board and updated annually.

Prior to the hurricane season, collect emergency contact information from members of the congregation, including names, addresses and phone numbers. Include directions to the home, plus names and phone numbers of a family member outside the area, someone we may contact.

Several days (if possible) before a hurricane is predicted to hit the area, implement the Emergency Phone Tree to gather specific planning information:

- Do you need help getting your home ready for the hurricane or for getting supplies?
- Are you able to provide help to others? What kind?
- Are you planning to stay in your home during the hurricane?
- Do you have anyone staying with you or would you like to be paired with someone else to ride out the storm?

Pre-hurricane Action Plan

- If buildings sustain damage, secure the building and cover the leaks with Tarps as soon as possible. Contact the insurance company immediately to report damage.
- Allow only experienced persons to use chain saws or other power equipment.
- Operationalize the Phone Tree again to check on the well-being of members

Policy # 302 Cooling and Heating

Policy Domain: Health and Safety

Date Adopted: 11/19/13

Date Reviewed/Revised:

Scope: This policy applies to employees/contractors, members, friends, visitors, and renters of the First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

The Building and Grounds chair, or designee, are the authorized members to program the cooling systems on campus. All others must not program the cooling systems.

It shall be the policy to operate the facilities at a comfortable temperature, thereby providing a welcoming place for members, staff, guests, and renters. At the same time the church recognizes the need to be a "green" facility and operate the air conditioning and heating only as required. Therefore, the temperature shall be maintained at approximately 75 degrees for cooling and 68 degrees for heating, but only for those times during which the sanctuary, ministers hall, offices, classrooms, or other rooms are scheduled for use. Persons or groups desiring to use the church's facilities should contact the church office staff to schedule events in advance to assure that rooms will be comfortable at the scheduled times.

It may be necessary to operate the heating or air conditioning systems well in advance of a meeting so that the meeting area will be at the proper temperature at the time of the meeting; this should not be construed as wasting power.

The actual temperature in offices may be adjusted slightly, to improve the comfort level, by changing the temperature on the thermostats. This can be done by anyone. However, the air conditioning can not be lowered below 72 degrees and the heat can not be raised above 68 degrees.

Policy # 303 Food Storage

Policy Domain: Health and Safety

Date Adopted: 11/19/13

Date Reviewed/Revised:

Scope: This policy applies to employees/contractors, members, friends, visitors, and renters of the First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

In order to ensure health and safety the following guidelines will be implemented when storing food.

Pantry/Cupboards

Conditions should be dry, cool and dark. Always store foods in the coolest cabinets away from the range, oven, water heater, dishwasher or any hot pipes. Although many staples and pantry items have a long shelf life store only what you expect to use within the recommended storage times.

To prevent foods from deteriorating in the pantry, store them in metal, glass or plastic containers. Keep these containers, as well as commercially canned foods, clean and free of dust, which can drop into them when opened. Treat storage areas for pests and clean the pantry periodically to remove food particles.

Refrigerator

Maintain the refrigerator temperature at 40 °F or below. Always store the most perishable items, including meats, poultry, fish, eggs and dairy products, in the coldest sections of the refrigerator. Do not overload the refrigerator, which can reduce the temperature inside. Air must be able to circulate freely to cool foods adequately. Clean the refrigerator to remove spills and spoiled foods. These provide a medium for bacteria to grow in and possibly contaminate other foods. Refrigerator temperatures only slow bacterial growth; they do not prevent it. To maintain the quality of refrigerated foods, store them in airtight wraps or containers. This prevents foods from drying out, and odors or flavors from transferring from one food to another. Avoid using plastic bags or containers not made for storage. Do not reuse plastic bags that originally contained raw meats, poultry or fish. Store raw meats, poultry and fish so that juices do not drip onto and contaminate other foods. Wrap them securely. Therefore, it's also a good idea to set them on a plate or other container.

Freezer

Maintain a freezer temperature of 0 °F or below. Monitor the temperature with an appliance thermometer. Remember: Freezer temperatures stop or prevent bacteria from growing, but do not kill them. Thus, as foods thaw, they can become unsafe because bacteria that cause food-borne illness may be able to grow. Therefore, it's best to thaw foods in the refrigerator. Package items for the freezer in moisture- and vapor-proof wraps or containers. Use only freezer-grade foil, plastic wrap or bags, or use freezer paper or freezer containers. If necessary, use freezer tape to make sure the package is air tight. If the packaging is torn or develops holes, freezer burn may result. Label all freezer foods with the date,

type of food. Partially thawed food may be refrozen as long as it still has ice crystals. Refreezing, however, may lower the quality. Do not refreeze combination dishes such as stews, soups and casseroles.

EGGS

Buy eggs before the expiration date and use them within 30 days. After 30 days, discard the eggs.

Leftovers

To prevent food-borne illness, it is important to prepare and handle foods properly: Wash your hands before handling foods, and use clean utensils and surfaces. Refrigerate or freeze foods in covered, shallow (less than 3 inches deep) containers within 2 hours after cooking. Leave air space around the containers or packages to allow cold air to circulate and to help ensure rapid, even cooling. Label food storage containers with the date so that the foods can be used within a safe time. Before serving, cover and reheat leftovers to 165 °F. Reheat soups, sauces, gravies and other "wet" foods to a rolling boil. If in doubt, throw it out.

The refrigerator and freezer will be checked weekly and food that is not stored and labeled properly will be discarded. Cupboards will be routinely checked for expired items and these items will be discarded.

Policy # 304 Animals

Policy Domain: Health and Safety

Date Adopted: 11/19/13

Date Reviewed/Revised:

Scope: This policy applies to employees/contractors, members, friends, visitors, and renters of the First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

In order to maintain hygiene standards, animals, with exception to service animals, are not allowed inside of any buildings on campus where food is being served. Members and friends are asked to rely on the event leader for direction when considering being accompanied by a pet .

Policy # 305 Alcohol Use

Policy Domain: Health and Safety

Date Adopted: 5/17/12

Date Reviewed/Revised: 1/14/14

Scope: This policy governs the use and sale and of alcohol on campus and the purchase of alcohol using congregational funds.

Policy/ Procedure:

As per the congregation's insurance policy no alcohol will be sold on the property or at functions on the property.

Alcohol use is allowed at designated events or dinners as a matter of sharing with friends.

Donations will not be charged or accepted for alcoholic beverages by members, friends, or those renting our building s and space.

No dollar amount shall be charged for alcoholic beverages.

Money that is collected as a donation or admission to an event are considered the congregation's funds. These funds will not be used to purchase alcohol. Members and friends may not requisition for funds and will not be reimbursed for the purchase of alcohol using congregational or personal funds.

Policy # 306 Smoking

Policy Domain: Health and Safety

Date Adopted: 11/19/13

Date Reviewed/Revised:

Scope: This policy applies to employees/contractors, members, friends, visitors, and renters of the First Unitarian Universalist Congregation of the Palm Beaches.

Policy/ Procedure:

Smoking, cigarettes, cigars, pipes, etc., is not allowed inside of any buildings on campus. Smoking must be done in designated areas.

Policy # 307 Personal Safety

Policy Domain: Health and Safety

Date Adopted: 10/9/12

Date Reviewed/Revised: 11/19/13

Scope: This policy guides the process of ensuring personal safety while on campus.

Policy/ Procedure:

We ask the ushers to lock the front door of the Sanctuary immediately after the service, having checked the bathrooms first. We know that we as a congregation would like to help people in whatever way we can. Some people come to us for food; others come for money. We will not give anyone cash.

Because we cannot address individual needs at this location, we ask that you not engage in conversation with anyone who shows up on our property. If after answering twice "no I'm sorry we cannot help with this" does not send them away, and any aggression occurs, please do one or all of the following:

- Move toward other people in the area
- Find someone who can help (minister, other congregation member)
- If the person is "non-compliant", call the non-emergency police number. That number is: 561-848-2525.
- If a situation escalates and you are threatened physically, do not hesitate to dial 911.

Please be sure that no one is left alone in the buildings at night after an event, meeting, program. Walk out in twos. Look out for each other. Park in lighted areas. Contact the office or Building & Grounds to report any lights out in the parking lot.

Our building and grounds security relies heavily on the members who assume responsibility for such tasks as checking doors before and after events and making sure lights are off before leaving the premises. By defining security needs, this written security policy emphasizes that security is everyone's responsibility.

Person in charge of an event is responsible for making sure ALL doors are locked and lights are off after the event. If you cannot stay until the end of the event, arrange for a designated person to take responsibility. Tenants using our facilities must have a designated person responsible for checking the building. This should be addressed in their contracts.

If you are alone in the building, keep all outside doors locked. Don't open the door for anyone you don't know. Answer questions and provide information through the locked door.

There should be at least two volunteers working in the Thrift Shop. Report any suspicious activity to the North Palm Beach Police Department at their non-emergency number, 561-848-2525. · Do not leave the cash box unattended. Window blinds should be open when children are present in the R.E. rooms. Doors to the playground area should be locked from the outside during class times. Report any suspicious activity outside in the play area by calling the NPB non-emergency number: 561-848-2525.

Policy #308 Child Safety

Policy Domain: Health and Safety

Date Adopted: 4/8/13

Date Reviewed/Revised:

Scope: This policy relates to the safety of children and youth in the congregation and on the property.

Policy/ Procedure:

All children who come to the First Unitarian Universalist Congregation of the Palm Beaches have the right to feel safe and to be so. The congregation is committed to the safety and wellbeing of all children and young people who rely on our programs. The welfare and safety of those children is a priority. We aim to create an environment where children may have fun and feel safe. Our commitment is a reflection of our Principles, most notably

- the inherent worth and dignity of every person
- justice, equity and compassion in human relations
- acceptance of one another and encouragement to spiritual growth in our congregations

This policy has been developed in collaboration with the congregation's employees, volunteers and the children who rely on our services as well as their families.

Children's rights to safety and participation

The First Unitarian Universalist Congregation's employees and volunteers encourage children to express their opinions, to make suggestions, especially on matters that directly affect them. We actively encourage children who rely on our services to have their say about things that are important to them. We value diversity and do not tolerate any discriminatory practices. We teach children about what they can do if they feel unsafe. We act on the concerns children and parents raise with us.

Recruitment of employees and volunteers

The congregation applies to best practice standards in the recruitment and screening of employees and volunteers. We interview and conduct referee checks of employees and volunteers and require criminal history reports for staff positions.

Reporting and responding to suspected abuse and neglect

We will not tolerate incidents of child abuse. Abuse and neglect includes:

- Physical abuse – when a person purposefully injures or threatens a child or young person
- Emotional abuse – an attack on a child or young person or that person's self-esteem as by bullying, name calling, threatening, ridiculing, intimidating or isolating the child.
- Sexual abuse – any sexual act or threat imposed on a child.
- Neglect – when a child is harmed by the failure to provide basic physical or emotional necessities.

Employees and volunteers must notify the Religious Education Coordinator or a designated member of the Board of Trustees as soon as practicable if they have a reasonable suspicion that a child has been abused or neglected.

The Board of Trustees will be responsible for the overall welfare and wellbeing of employees and volunteers.

Employees will

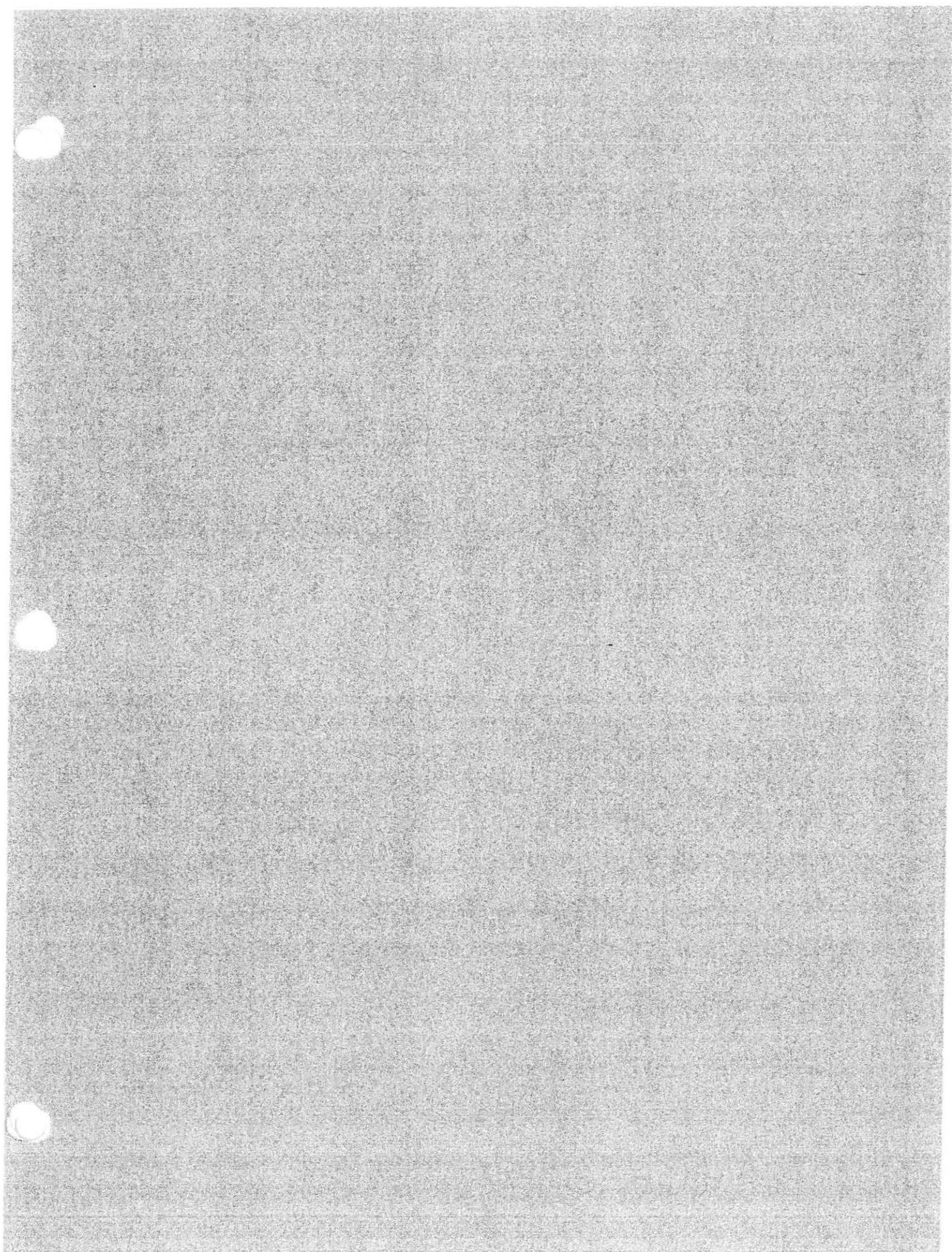
- Be responsible for the administration and programs of the congregation
- Establish and maintain a child safe environment

Employees and volunteers will

- Be fair, considerate and honest with others
- Treat children and young people with respect, listen to their ideas and opinions and protect their wellbeing
- Be professional in their actions through their use of language presentation, manner and punctuality
- Resolve conflicts fairly and promptly then report on any breaches of these standard of behavior through established procedures
- Respect the privacy of children and their families and only disclose information to people who have a need to know
- Insure that each child remains in the classroom until greeted by the appropriate parent or guardian

They will not

- initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves
- Show favoritism through gifts or inappropriate attention



400

COMMUNICATIONS

Policy # 408 Email Directed from the Church Office

Policy Domain: Communications

Date Adopted: 7/17/12

Date Reviewed/Revised:

Scope: This policy governs the process of emails being sent from the church office to the membership.

Policy/ Procedure:

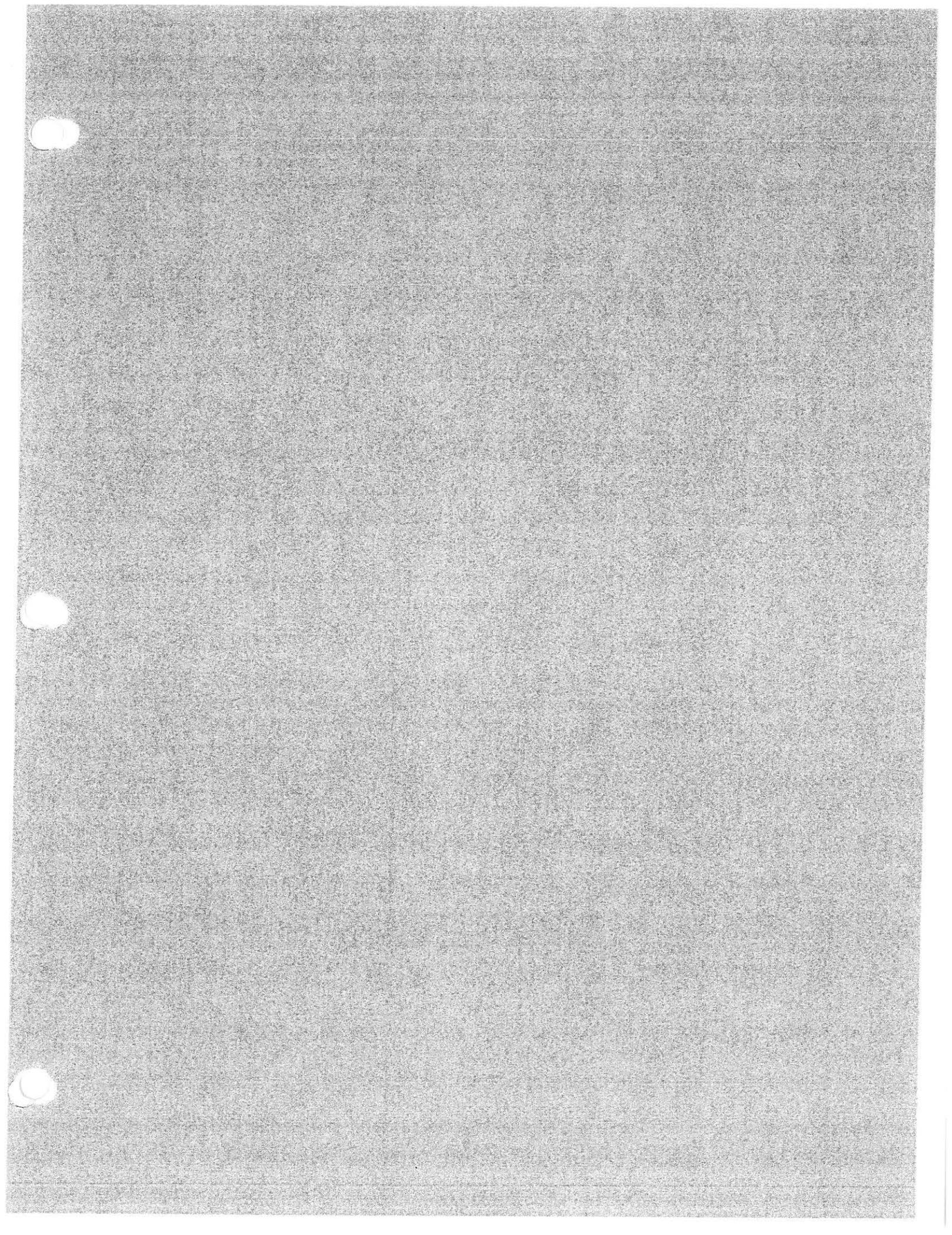
The intent of this policy is to reduce the number of email communication sent from the office to our membership.

- Official messages from the UUA, UUSC, the Board of Trustees and the minister are forwarded to the congregation through the weekly or monthly e-Beacons.
- Ongoing congregational activities such as Teaching Thursday, Yoga, men's group, and news talk will also routinely be forwarded through the e-Beacons.
- Board approved social action activities (PEACE, occupy NPB, universal health care, etc. will go out through the Social Action E-Newsletter.
- Any messages requesting charitable contributions from the congregation will be sent to the Social Action Committee for possible grant applications.
- Any group in which our members have an interest can apply to the Board to be added to the list of approved groups that may routinely forward their message to be included in our e-Beacons (Examples: Secular Humanists, Funeral Society).

Messages from political parties or from for-profit organizations should never be forwarded.

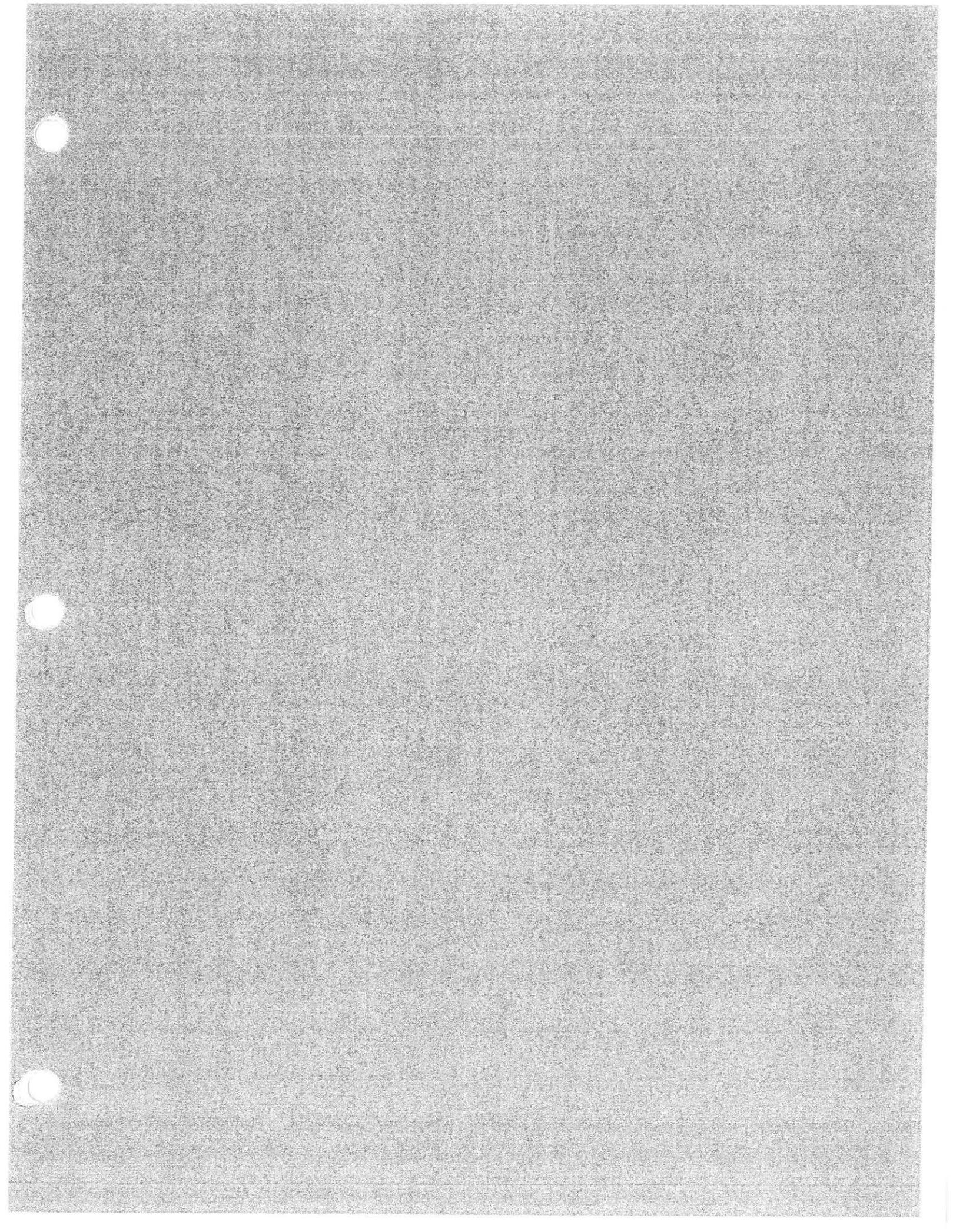
Needs Approval:

The gray areas include causes different groups in the congregation sponsor. The board, or the board president, needs to approve these messages the first time they are forwarded through any of the E-newsletters.



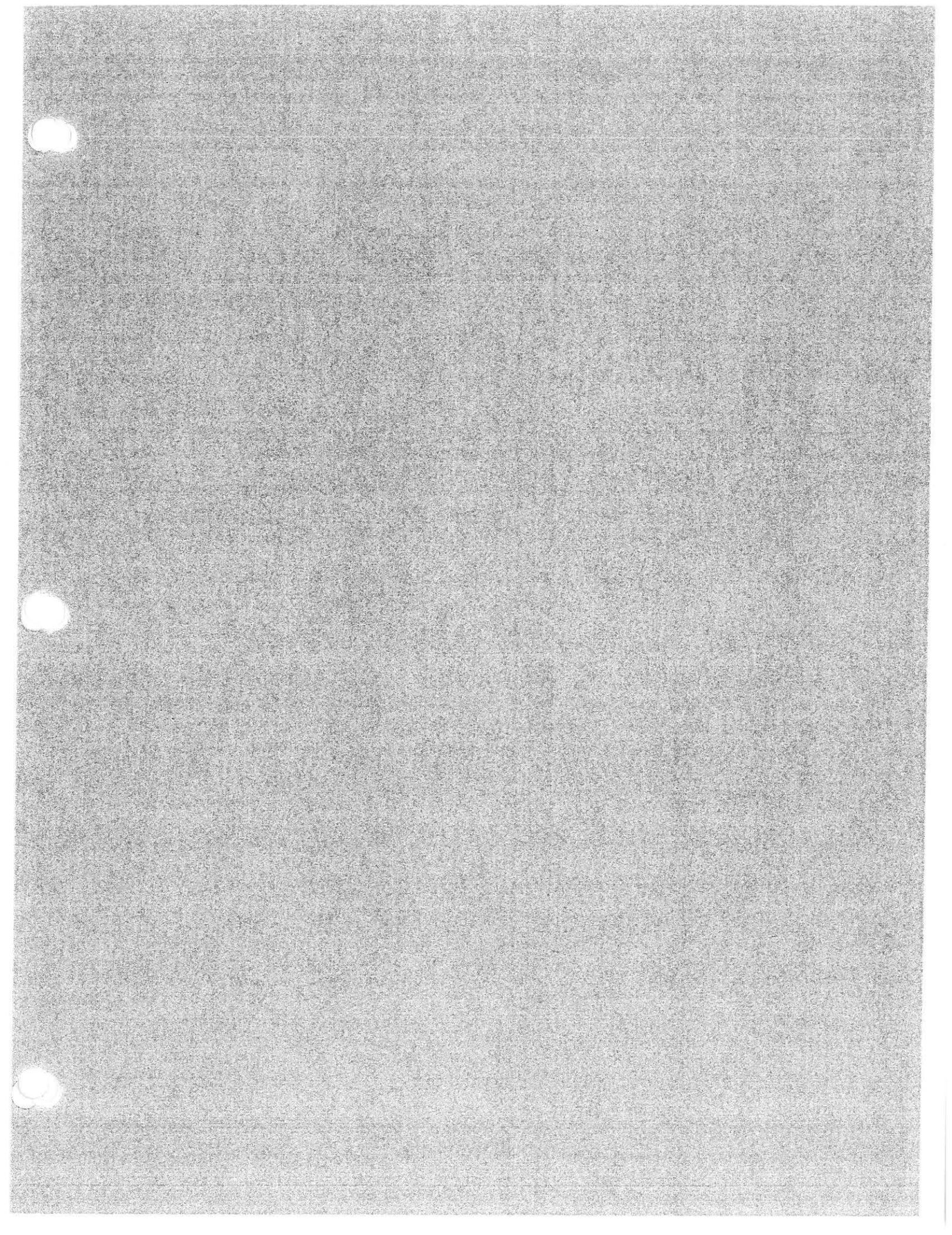
500

SANCTUARY,
SERVICES,
JUSTICE



600

MEMBERSHIP,
CARING,
RELATIONS



700

FINANCE

Policy #718 Special Collections

Policy Domain: Finance

Date Adopted: November 2009

Date Reviewed/Revised: *January 2011

Scope: This policy guides the process for special collections outside of the offertory/pledge.

Policy/ Procedure:

All requests for special collections must be brought to the Board for approval. It is anticipated that requests will be approved for the month following the month in which the request is made. The Board can deny requests based on financial situations in the congregation.

Special collections, except in the case of emergencies, must be announced in the newsletter and order of service at least one week prior to the collection.

A special collection will be taken in December to provide a bonus for our employees. The Board supports having an announcement of this collection made in a letter form from the Board President. All staff will receive equal bonuses as part of the special collection in December for bonuses.*

Policy #719 Events Collections

Policy Domain: Finance

Date Adopted: February 2009

Date Reviewed/Revised: 1/18/11

Scope: This policy guides the process for special collections outside of the offertory/pledge for events in Minister's Hall and elsewhere.

Policy/ Procedure:

Social events that take place immediately following worship, collection of money will not take place at the entrance of Minister's Hall. A basket should be placed in an appropriate location with a sign indicating a voluntary donation is requested. No one should feel obliged to pay if it poses a financial burden to them.

Monies collected should be counted and secured by the group requesting voluntary donations.

Policy # 720 Sending Delegates to General Assembly

Policy Domain: Finance

Date Adopted: 9/17/13

Date Reviewed/Revised: 11/19/13

Scope: This policy guides the process of selecting and funding delegates to send to the annual UUA General Assembly.

Policy/Procedure:

The congregation

- supports sending as many of our allotted number (three) of Delegates to General Assembly (G.A.) each year as possible, and
- supports financially supporting some of the costs associated with attendance, in years when the Congregational Budget can support the capital outlay.
- considers attendance at G.A. to be a broadening and desirable leadership training experience in general,
- recognizes the value to the Board and ultimately to the Congregation of the infusion of new ideas and enthusiasm for leadership and for our religion itself,
- recognizes the importance of being able to take part in voting on resolutions at G.A. to our leaders,
- believes that the ability to pay for attending G.A. should not be a factor in the decision of how delegates are chosen.

Funding:

When possible, within the Leadership Development category of our Annual Budget, a separate line item will be created to help defray the expenses incurred with serving as a Congregational Delegate.

An amount up to \$1,500 will be dedicated to this line item, which might be split equally among three delegates. Electronic participation is an less expensive option which would allow our congregation to participate in voting at our national conference.

Eligibility:

The Board desires to offer financial support systematically and equitably to the Officers of the Board, first; Trustees, second; and Committee Chairs of major committees, third.

If, however, in a given year, all but one Board Member declines to accept this stipend, then consideration may be given to paying an amount to cover registration, travel, room for that one Board Member who is willing to go. Also, the Board desires to insure that no one congregant shall receive congregational financial support to G.A. more than once. Furthermore, funding will not be provided for a spouse's or a partner's registration, room, or travel costs in the same year.

Policy # 721 Disaster Relief

Policy Domain: Finance

Date Adopted: 1/8/11

Date Reviewed/Revised:

Scope: This policy guides procedures for the congregation to respond relief actions.

Policy/ Procedure:

The role of the SAC in facilitating FUUCPB disaster relief actions in the future. The SAC believes that our congregation has an opportunity and responsibility to facilitate INDIVIDUAL financial contributions to support disaster relief projects of the UUA/UUSC.

Disaster Relief Policy:

We therefore propose the following procedure to be used each time that (a) a disaster occurs and (b) the UUA/UUSC calls for financial contributions to support a related disaster relief effort:

- a. A contribution basket will be prominently placed in the Sanctuary for the first two Sundays following the announcement of the UUA/UUSC relief project.
- b. The service leader on each of those Sundays will make an appropriate announcement. Guidelines for those announcements will be developed by the SAC (e.g. how the funds will be used, how to make out a contribution check, etc)
- c. The FUUCB office manager will take charge of placing the appropriate notices in the Order of Service; reminding the service leader to make the announcement; placing the contribution basket in the sanctuary; counting the contributions; and mailing the check to the UUA/UUSC

Policy # 722 Music and Speaking Guests Compensation **Policy Domain:** Financial

Date Adopted:

Date Reviewed/Revised:

Scope: This policy guides the Board of Trustees, Minister and Committees who wish to compensate a guest speaker or musician.

Policy/ Procedure:

The Board of Trustees, as a matter of policy, will decline consideration for compensation if the potential guest speaker or musician is a member of the congregation, is related to a member of the congregation, is the spouse or significant other of a member of the congregation, or has participated in the activities and services of the church for the past two (2) years as a former member or friend of the congregation.

The Board of Trustees will adjust and approve rates of compensation for guest services when preparing the proposed budget for the next fiscal year. The BOT has the ability to change the rates of compensation at any time and changes will appear in the minutes of the BOT meeting when changes are made.

These rates will be communicated to committee chairs, the Treasurer, the Minister, and the Coordinator of Sunday Music so they may invite and compensate guests accordingly.

There are three categories for compensation: (1) Guest Speakers Ordained and Non-ordained, (2) Summer Guest Speakers, and (3) Guest Musicians

Current Rates January 2016:

Guest Speakers:

Ordained \$200 plus approved mileage at the rate of .50 per mile

Non-ordained \$125 plus approved mileage at the rate of .50 per mile

Summer Guest Speakers

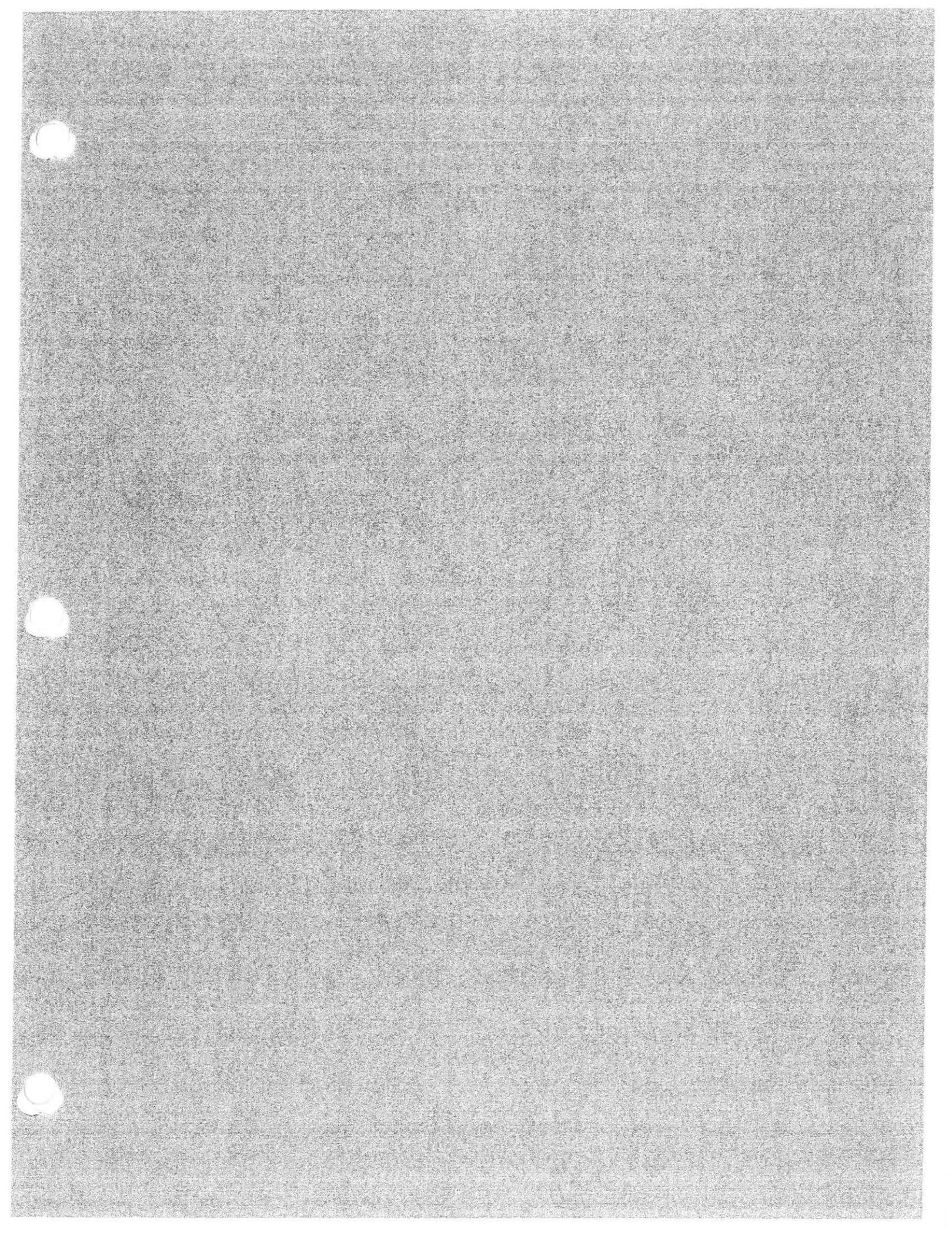
Ordained \$140 plus approved mileage at the rate of .50 per mile

Non-ordained \$100 plus approved mileage at the rate of .50 per mile

Guest Musicians

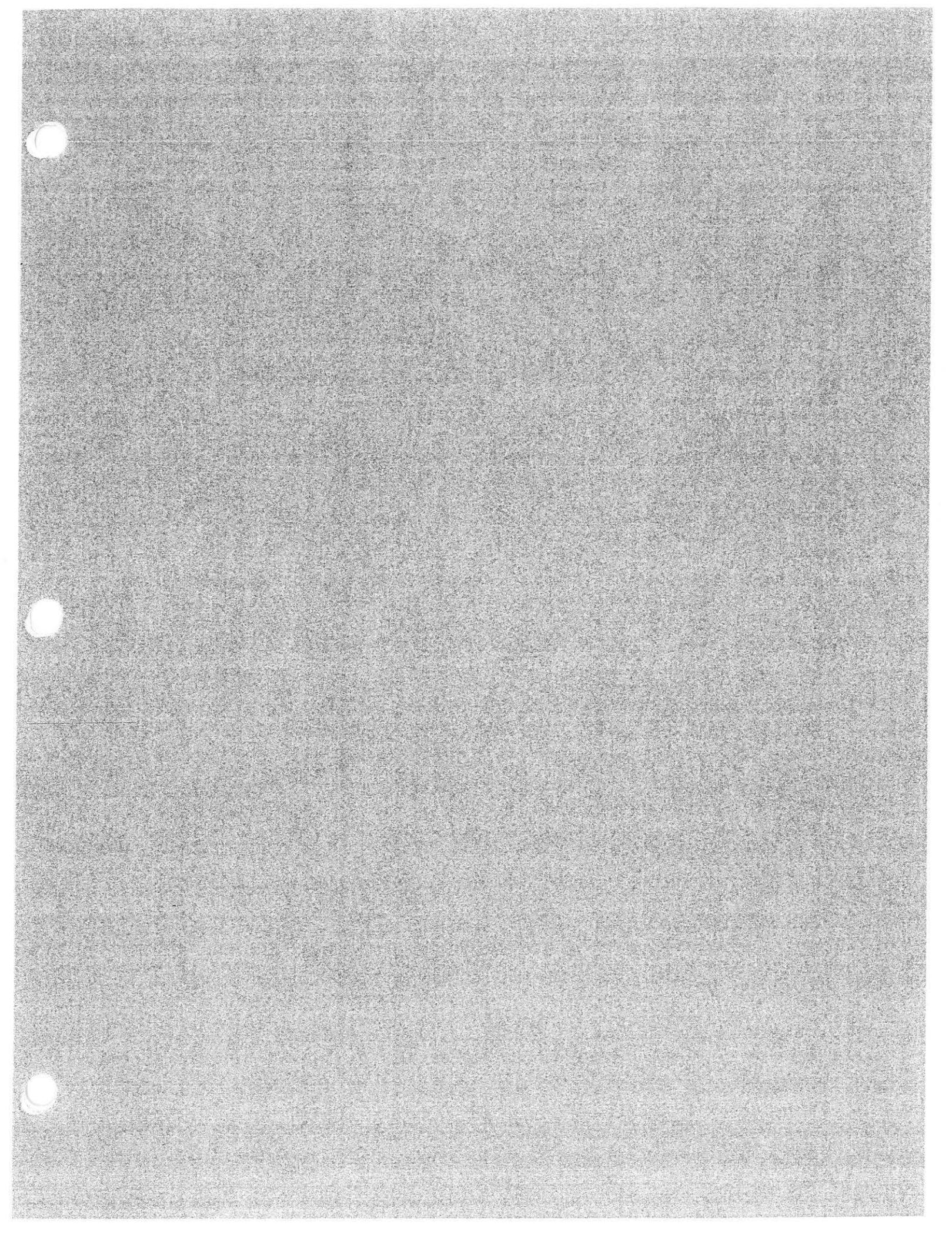
Pianist for hymns, prelude, postlude only \$50

Others \$45 per hour



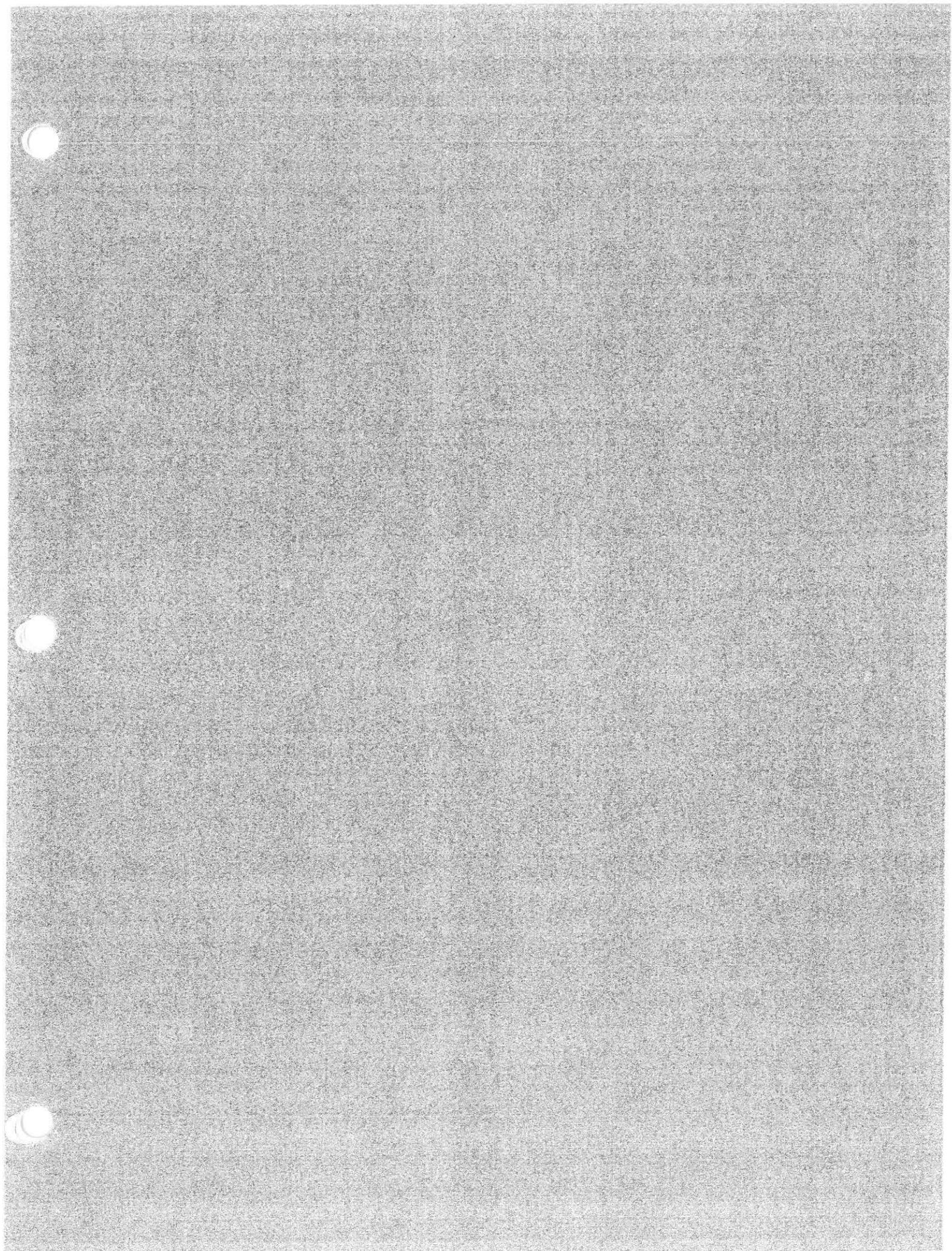
800

ADMINISTRATIVE



900

PROGRAMS



Unitarian Universalist Association
OFFICE OF CHURCH STAFF FINANCES

25 Beacon Street, Boston, MA 02108;
617/948-6456, FAX 617/742-0321

CLERGY TAX STATUS

The tax status of ministers in the US, and the tax withholding and reporting responsibilities of religious organizations, can be summarized as follows:

1. Tax status of ministers:

In the US, ordained, licensed, or commissioned clergy have dual tax status under the Internal Revenue Code: they are considered to be employees for purposes of income tax, and they are considered self-employed for purposes of Social Security and Medicare taxes. (See IRS Publication 1828, *Tax Guide for Churches and Other Religious Organizations*, and also Publication 517, *Social Security and Other Information for Ministers*.)

2. Income tax for ministers:

Unless they choose the option of voluntary withholding described in #9 below, ministers must pay their own estimated income tax on their salary, and their self-employment Social Security and Medicare tax on their salary and Clergy Housing Allowance. Such tax payments are made quarterly on form 1040ES by the 15th of April, June, September, and January. For example, by January 15, 2007, all taxpayers are expected to have paid an amount for 2006 that will be equal to the lesser of 90% of their tax obligation for 2006 or 100% of their tax obligation for 2005.

3. Two forms of salary

Ordained, licensed, or commissioned clergy may receive both a cash salary as do other employees, and a second form of salary known as a Housing Allowance – also received by military officers – that is exempt from US income tax. The titles of minister, pastor, priest, rabbi, imam, or interim minister are all included in the word "clergy" in the provision in the tax code restated by Congress in the *Clergy Housing Clarification Act of 2001*. The Clergy Housing Allowance should be established by the governing board in advance each January, and should include all the bona-fide expenses of maintaining a residence such as mortgage or rent payments, property tax, insurance, utilities, repairs, and furnishings. Ministers who are married or who have domestic partners may treat 100% of the cost of maintaining the residence as a Clergy Housing Allowance regardless of the presence of other wage earners in the household.

Payments received as a Clergy Housing Allowance are exempt from US income tax but must be reported by the minister on Schedule SE of their 1040 tax return in calculating their self-employment tax for Social Security and Medicare. It is not required that employer-congregations report payments for a Clergy Housing Allowance on the W-2 form, although this may be entered in box #14 as an option. We recommend that ministers receive their monthly compensation for salary and Clergy Housing Allowance in separate checks in order to have clear documentation for tax purposes.

Earnings that are exempt from US income tax are generally also exempt from state income taxes, but individuals should check with their state department of revenue to confirm this.

7. W-2 forms for ministers:

Since in almost all circumstances, ministers who serve local congregations are considered to be employees for purposes of income taxes, the minister's salary should be reported on form W-2, as are the earnings of all other employees. W-2 forms must be given to employees by February 1 and sent to the Social Security Administration by March 1 of each year.

On the minister's W-2 form, in box #1 "wages," enter the amount paid as cash salary, the "in lieu of employer's FICA" payment, plus any overages in moving allowances, the imputed value of an employer-owned auto, or payments for business expenses made in a "non-accountable plan" where the minister did not substantiate the expenses. In box #2 where it asks for income tax withheld, write the word "clergy" unless income taxes have been withheld by the employer-congregation and paid to the IRS, in which case enter that amount.

Health, dental, and term life insurance premiums paid by employers as personnel benefits are not reported on the W-2 form, except the amount of life insurance premiums for more than \$50,000 of face value. Monies reimbursed from Accountable Professional Expense Allowances are also not taxable as income to ministers or other employees, and do not appear on the W-2. This is the same as for employees of all other organizations.

8. Independent contractors and Form 1099:

An independent contractor is a self-employed person who provides a service for hire, who works independently, and over whom the employing organization exerts little or no control. Examples are attorneys, auditors, accountants, and consultants. Independent contractors pay their own business expenses such as travel costs and insurance premiums that are deductible on Schedule C or C-EZ.

Annual earnings of \$600 or more by independent contractors must be reported on form 1099 by the firms that have used their services. Musicians whose work for a church is incidental to their regular employment, who receive payment only for their Sunday performances, and who do not receive benefits might be considered self-employed independent contractors; their income would be reported on Form 1099.

9. The option of voluntary withholding for ministers

At the mutual agreement of the church and the minister, the employer-congregation may withhold taxes from the minister's cash salary and submit the amount to the IRS monthly with IRS form 941, as if the minister were a non-ordained employee such as a religious educator, secretary, administrator, custodian, etc. The amount withheld from the minister's salary is designated for income tax, but it should be sufficient to cover both the income tax and the Social Security and Medicare tax obligation. Most ministers pay 15% or 28% income tax on their cash salary, and 15.3% self-employment tax on their cash salary and clergy housing allowance.

This option saves the minister having to submit tax payments with a Form 1040ES every quarter, but it does not reduce the total tax obligation. Ministers are taxed at the same rate as other taxpayers on taxable income. Conversely, the advantage of the minister paying his or her taxes directly is that if the funds are retained in a savings account until due, she/he can earn interest on the money until it is paid out.