

# Unitarian Universalist Church in Eugene, Oregon

## Board Policies

### As of 8/10/06

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#### ACCESSIBILITY

(adopted 5/8/97)

ACC.1 As far as possible, the church and its staff shall make reasonable accommodation in its programs and facilities to make all aspects and areas of the church accessible to members and others with disabilities. These accommodations may include facilities enhancements, alternate materials and publications, adaptive equipment and/or accommodations by staff.

#### ARCHIVES COMMITTEE

(adopted 4/06)

ARCH.1 The Archives Committee shall be a standing committee whose charge is to collect and preserve documents regarding the history of the church, including minutes

and other materials from the Board, committees and individuals. The committee will sort and organize the material and make decisions regarding material that is to be kept. At suitable times, this committee may be asked to update the church history.

ARCH.2 The Archives Committee will encourage members of the congregation to turn material over to the committee. The board and many committees should forward minutes, correspondence, pamphlets and any other written materials produced by the group. Some of these items may be forwarded electronically. Recordings of the Sunday services should be preserved, and the Minister may supply scripts of sermons or other material. All members of the congregation are encouraged to forward newspaper and magazine clippings of members, photos of church activities, etc. Whenever possible, items should be clearly dated and the source should be identified, e.g., a committee, newspaper, or magazine. Photos should include the names of the people and their connection to the church, the date, and the event.

ARCH.3 Original church materials are to remain in the church. Copies will be made, when possible, of items needing to be circulated, e.g. building blueprints. Requests for access to the archives will go through the Archives Committee.

### **BOARD OF TRUSTEES, GENERAL**

(adopted 5/9/96)

[Bylaw reference 060]

BOT.1 There shall be an Executive Committee consisting of the four officers of the Board who shall be authorized to act for the Board between Board meetings in such matters as are delegated to them within these policies or by other action of the Board.

(There are no Policies BOT.2 or BOT.3)

BOT.4 If a motion passes by an affirmative vote of less than six (6) votes, any Board member may request that the motion be reconsidered at the next Board meeting. (revised 6/12/03)

BOT.5 When a meeting of the Board is impractical and the President deems that a matter must be decided upon immediately, a telephone poll of all available members of the Board may be made. An affirmative vote by a majority of the Board members will fulfill the requirements of Bylaw 060.3 for a special meeting of the Board.

BOT.6 It shall be the policy of the Board to provide child care for Congregational meetings. Details of the arrangements shall be published in the newsletter in advance of the meeting.

BOT.7 No person shall hold more than one elective church office at a time. No member of the Board of Trustees shall serve as a committee chair except as required by the Bylaws.

**BOT.8 VOTING BY EMAIL POLICY:**

Routine or non-controversial motions may be brought to the Board by email. Any member of the Board may offer such a motion to the President, who shall have the Secretary circulate the motion to the Board and tally the votes. Members may vote "aye" or "defer" (meaning defer until the next meeting), and they may change their votes after voting. Members should share their votes and accompanying remarks with all Board members. If more than one Board member votes to "defer," then the motion will be deferred. Otherwise, if the motion receives at least six "aye" votes, the motion passes. (adopted 8/9/01)

The Secretary shall follow the following procedures.

1. The Secretary will set a deadline. probably 6-9 days, for votes to be received. Two votes will be possible, "aye" or "defer" (meaning defer to the next meeting).
2. If any two Board members vote to "defer," then the motion will be deferred until the next meeting.
3. If, after a Board member has voted "aye," another Board member votes to "defer," the first Board member may reconsider his/her vote and vote to "defer." (The assumption here is that the second Board member has indicated that the motion deserves fact-to-face discussion and the first Board member now agrees.)
4. If at most one Board member votes to "defer," and if at least six members of the Board vote "aye," then the motion shall have passed.

**BOOKKEEPING**

(adopted 4/06)

BOOK.1 The Finance Committee may engage bookkeeping services, which will be under the direction of the Treasurer. Generally, those services will include payroll, bill paying, processing cash advance and reimbursement requests, and regular monthly financial reporting and payroll tax compliance.

**BUDGET EXPENDITURES**

(adopted 6/13/96)

[Bylaw references 090, 090.4, 090.5.  
See also Board Policy "Finances."]

BUDG.1 The Executive Committee shall oversee administration of the budget.

BUDG.2 Church members, committees, and employees may commit church funds only by authorization of the Board or Congregation. Approval of committee expenditures is generally the responsibility of the committee chairperson or, in the absence of a chairperson, of the Treasurer. The committee chairperson is responsible for keeping committee expenditures within the approved budget. Expenditures beyond the budget must be approved by the Executive Committee or the Board of Trustees. The Treasurer

shall have a signed voucher approving payment before reimbursing anyone for expenditures from any budget category. (revised 7/18/02)

BUDG.3 Funds from the Lay conference and Travel budget shall be allocated by the Board to official denominational conference delegates (RE, Youth, GA, PNWD, etc.) prior to the event.

BUDG.4 The Reserve Fund shall be managed as follows:

1. At the end of a fiscal year, excess General Fund income shall be transferred to the Reserve Fund. Any pledge payments received after the Treasurer closes the books for a given year shall also be placed in the Reserve Fund.

2. If a deficit arises in the General Fund during the fiscal year the Board may transfer money from the Reserve Fund only to pay: a) staff salaries and payroll taxes; b) mortgage payments, and c) costs of repairs for major damage to church property not covered by insurance.

3. Any deficit in the General Fund at the end of the fiscal year may be covered by transferring money from the Reserve Fund.

BUDG.5 Any deficits in the General Fund which remain after the provisions of the Reserve Fund given above have applied shall be handled as follows:

1. During the fiscal year, if the remaining deficit exceeds two percent of the total budget and the Board does not believe the deficit can be made up in the following month, a special meeting of the membership shall be called with at least 14 days written notice to deal with the situation.

2. At the end of the fiscal year, if the remaining deficit exceeds one percent of the total budget, a special meeting of the membership shall be called with at least 14 days written notice to deal with the situation.

### **CHURCH PROGRAM CHILD CARE**

(adopted 4/10/97)

[See also RE Policies]

CHILD.1 All child care will have a qualified supervising person who is 18 or older. Aides who are under age 18 must be supervised by an adult (revised 6/12/03)

(There are no Policies CHILD.2 or CHILD.3)

CHILD.4 All paid childcare workers must have a Red Cross Baby Sitting class, or equivalent training/experience, and must be approved by the Director of Religious Education. (revised 6/12/03).

## **CHURCH BUILDING USE AND RENTALS**

(adopted 5/9/96)

[See also Procedure, "Rental Policies and Guidelines."

See also Use of Church Name]

CHUS.1 All requests for use of church premises must be cleared through the church office, under the supervision of the Minister and/or the President. If the appropriateness of the proposed use is in question, it will be referred to the Executive Committee. In case of conflicting requests for church use, the following priorities apply:

1. Regularly scheduled church functions
2. Members
3. Rentals

CHUS.2 All users of the church building shall pay the required fees as set forth in the current Rental Fee Schedule and shall abide by the Rules and Regulations for use of the church premises with the following exceptions:

1. Church members of UUCE may have rental fees waived for the following life passages of immediate family members: weddings and ceremonies of unions, and memorials. Rental fees also may be waived or reduced by the Executive Committee for other UUCE member occasions, but a request must be received at least 30 days prior to the event. (revised 3/13/03)

2. Upon approval of the Executive Committee, rental fees may be reduced by 35% for recognized charitable, educational, social service organizations, non-profit, all-day meetings or on-going classes. (revised 3/13/03)

CHUS.3 Any uses of the premises will require a fee for the services of the custodian.

CHUS.4 When church facilities are leased or rented over an extended period of time to another institution, that institution shall be required to carry its own liability insurance and the Unitarian Universalist Church in Eugene named as an additional insured in such policies.

CHUS.5 NO SMOKING shall be permitted inside the church building.

CHUS.6 Alcoholic beverages, limited to beer and wine, may be served at official church functions only. Exceptions, such as champagne for toasting at weddings, may be granted by the Executive Committee.

CHUS.7 All church users shall abide by the Eugene City Sound ordinance which prohibits intrusive noise after 10:00 PM.

CHUS.8 No animals, except for service animals, are permitted in the building unless authorized by the Board or the Executive committee. (revised 6/12/03)

CHUS.9 Use of church property (interior and exterior) is restricted to the time-frame

specified in the Lease Agreement.

CHUS.10 All child care providers must be 18 years of age or older.

CHUS.11 A current Rental Fee Schedule and Lease Agreement along with the RENTAL POLICIES AND GUIDELINES of the Unitarian Church shall be an addendum to the Policies.

### **COMMERCIAL USE OF THE CHURCH**

(adopted 5/9/96)

[See also "Use of Church Name" policy below]

CMUS.1 Any items to be sold, the methods for sale of such items, and any potential remuneration to the church from such sales, are to be approved by the Executive Committee of the Board of Trustees.

CMUS.2 Exhibitors of items of value for purposes of sale or display of said items must sign a Waiver of Responsibility form. (revised 5/8/97)

### **COMMITTEES, GENERAL**

(adopted 5/9/96)

[Bylaw references 100.4, 100.5]

COMM.1 Committees not listed as standing committees in the Bylaws may be established by the Board of Trustees as needed.

COMM.2 Unless membership on a committee is specified in the Bylaws, a committee may be made up of any interested members and friends of the church. However, the chairperson must be a church member.

COMM.3 Chairs of committees shall be approved by the Board of Trustees. (revised 6/12/03).

COMM.4 Committee chairpersons shall be responsible for keeping expenditures within the approved committee budget and will present or have presented a signed voucher to the church Treasurer before a request for reimbursement from any budget category will be honored.

COMM.5 Charges to committees as approved by the Board of Trustees shall be included in the Policy Manual as addenda to the Board Policy, "Committees." Committee charges will be generally construed as the job description of each committee in order to provide clarity and continuity as to the function of the committee. (adopted 4/10/97)

## **COMPUTER POLICY**

(adopted 1/9/97)

COMP.1 Computer programs will not be loaded on the hard drives of the office computers without permission of the Office Administrator and/or the Computer Committee which will consult with the Office Administrator before any program is loaded. All work done by committees shall be saved on disk, rather than hard drive, unless approval is given by the Office Administrator or the Computer Committee. The Office Administrator shall maintain a list of such approved exceptions. The Office Administrator or Computer Committee may remove unauthorized programs and files at their discretion to enhance proper computer use.

## **CONFIDENTIALITY**

(adopted 5/9/96)

See also Safe Congregation Policies, and Volunter Policies

CONF.1 The Board of Trustees affirms the official Guidelines of the Unitarian Universalist Ministers Association regarding confidentiality between the Minister and members. A copy of these guidelines is on file in the church office.

CONF.2 The confidentiality of private communications between members of the Board of Trustees acting in their official capacity and other members of the church community shall be respected absolutely.

CONF.3 The church shall keep on file only personal information specifically provided by members and friends such as directory and pledge information. Records of pledges and other donations will be shared only on a "need to know" basis unless specific permission is given by the donor.

## **CONSCIENTIOUS OBJECTOR STATUS**

(adopted 5/9/96)

COS.1 The Unitarian Universalist Church in Eugene affirms and supports its members and friends who, as a matter of conscience, feel that they must refuse to serve their country in military service. (Adapted closely from a policy adopted by the Congregation on May 18, 1980.)

## **CONTRIBUTIONS TO THE CHURCH**

[Bylaw references 090.5, 095.  
See also Memorial and Other Gifts"]

Undesignated Gifts Policy (adopted 11/8/01)

CONTR.1 Any bequest, or gift described as "In memory of..." or with similar wording, of any amount, is considered a donation to the Endowment Fund.

CONTR.2 Any undesignated gift of \$500 or more will be transferred to the Endowment Fund, after any outstanding pledge balance is satisfied.

CONTR.3 Any undesignated gift under \$500 will be transferred to the General Fund, after any outstanding pledge balance is satisfied.

## **DIRECTORY AND MAILING LIST**

(adopted 5/9/96)

DIR.1 Active members and contributing friends will receive one copy of the directory free each year. Additional distribution will be determined by the Membership Committee.

DIR.2 The directory is intended for personal use only. Any use of the directory for commercial purposes or by any organization other than The Unitarian Universalist Church in Eugene is prohibited. This disclaimer is to be published in the front of every edition of the directory.

DIR.3 As a general rule, the church mailing list will not be provided to anyone outside the denomination. Only the Board of Trustees can override this rule should such a request for use be made.

## **ENDOWMENT FUND**

(adopted 7/8/99)

[Bylaw reference 095]

### **Plan of Operation**

ENDOW.1 The purpose of this Fund is to enhance the of the UU Church in Eugene. No part of the income generated by the Fund is intended for the annual operating budget of the congregation.

ENDOW.2 The bylaws provide for three Trustees to administer the Fund. The Trustees shall be voting members.

Duties of Trustees

ENDOW.3 Assuming full authority and ultimate responsibility for the management and safe keeping of endowment funds. Deciding how to invest money received and how to dispose of real or personal property received. Recommending to Board or Congregation disposition of income from the Fund as provided in bylaws. Keeping records and reporting to Congregation annually.

ENDOW.4 (See PLAN.1)

**Duties of Planned Giving Committee**

ENDOW.5 (See PLAN.2)

Structure of the Fund

ENDOW.6 True Endowment Fund objective is to provide for long-term health and survival of the Congregation. Generally funded by charitable bequests, proceeds from charitable trusts, gift annuities, the UUA Pooled Income Fund, and other special accounts. Invested conservatively in a balanced, diversified portfolio designed to meet goals: long-term growth of principal to keep up with or out-pace inflation, and, if needed, to yield income for current purposes. Principal held virtually inviolate. All such funds shall be held in accounts separate from all other accounts of the Church.

ENDOW.7 Special Purpose Funds can expend principal and fund earnings on approved projects according to the wishes of the donor. May be funded by special fund drive for major gifts. Contributes to building and site development. Matching funds in new gifts from congregation may be required for any major development project. Some funds are invested with short-term needs in mind.

**Other Provisions**

ENDOW.8 All assets of the Endowment Fund are to be held in the name of the Endowment Fund of the Unitarian Universalist Church in Eugene Endowment Fund.

ENDOW.9 Decisions to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the Fund, including stocks, bonds, debentures, mortgages, notes, or other securities, as in their judgment and discretion they deem wise and prudent, are to be made by the Trustees.

ENDOW.10 Trustees and members of the Committee shall not be liable for any losses which may be incurred upon the investments of the assets of the Fund except to the extent such losses shall have been caused by bad faith or gross negligence. No Trustee or member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each Trustee and member shall be liable only for his/her own willful misconduct of omissions, and shall not be liable for the acts or omissions of any other member. No Trustee or member shall engage in any self dealing or transactions with the Fund in which the trustee or member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the Fund.

### **Amendments**

ENDOW.11 Any amendment to this plan of operation which will change, alter or amend the purpose for which the Fund is established shall be adopted by a two-thirds vote of the members present at an Congregational Meeting called specifically for the purpose of amending this plan of operation.

### **Disposition**

ENDOW.12 In the event the Unitarian Universalist Church in Eugene ceases to exist either through merger or dissolution, disposition or transfer of the Fund shall be at the discretion of the Board in conformity with the church bylaws and in consultation with the Unitarian Universalist Association. Consultation with the UUA may also be desirable for continuation of Endowment Fund obligations to grantors of gifts.

## **EQUIPMENT POLICIES**

(adopted 12/13/07)

EQUIP 1. Materials, equipment, supplies and furnishings belonging to the Church should not be borrowed nor lent nor removed from the Church property for other than Church activities.

## **FACILITIES COUNCIL**

(adopted 4/06)

(revised 4/13/06)

FAC.1 The Facilities Council is charged with maintaining the church's building and property, including equipment, electrical and plumbing systems and furnishings. These guidelines empower the Facilities Council to make decisions whenever possible. At the same time, in the spirit of a church community, the impact of Facilities Council's work on other church members will be kept in mind.

FAC.2 (a) Proposed work to be done, including repairs, which will not materially change the facility, and which can be done within the Facilities Council budget, can be undertaken by the Facilities Council without delay.

(b) Proposed projects which will not materially change the facility, but cannot be done within the Facilities Council budget, must be approved by the Executive Committee. Then the Facilities Council and Executive Committee will work together to determine a time-table and to work out how the project will be financed.

(c) Proposed work which will change the facility materially, or will be apparent to members of the church, requires that the interests of other stakeholders be taken into account. Such changes may include repairs, changes in appearance such as painting the church, disposal of items, and substantial changes in the grounds. The Facilities Council should take the proposal, including a suggested list of possible stakeholders, to the Executive Committee. If the Facilities Council is in doubt whether the Executive

Committee should be consulted, then the Facilities Council is advised to consult the Executive Committee. If no action is needed by the Executive Committee, then the Facilities Council will be promptly notified so that it can proceed.

FAC.3 The Facilities Council has the authority to approve essential work for the church. By "essential work" is meant work needed for safety or to maintain the integrity of the building and grounds. Non-essential work may include, but is not limited to, work that would improve the church aesthetics and work requests received by the Facilities Council from other groups in the church. (adopted 4/06)

The Leadership Council has the authority to approve non-essential changes after all stakeholders have been consulted. Non-essential work should be prioritized jointly by the Facilities Council and the Leadership Council. Projects that cannot be done within the Facilities Council budget need to be taken to the Executive Committee. Projects approved by the Facilities Council and the Leadership Council, whose costs will exceed \$500, should be taken to the Executive Committee for approval; the Executive Committee may take them to the Board for approval. (adopted 2/10/05)

FAC.4 The coordinator of the Facilities Council shall call regular meetings. The coordinator will be the primary contact person on the Facilities Council. Someone on the Facilities Council should watch the budget and be in contact with the church Treasurer when questions of the budget occur. Also, this person should take the lead when the Facilities Council creates a budget for the next fiscal year. (adopted 04/13/06)

## **FINANCES**

(adopted 6/13/96)

[Bylaw reference 090. See also Budget Expenditures above.]

FIN.1 There shall be one checking account to handle money for the immediate needs of the General Fund. Money not needed to meet the immediate needs of the church and other Fund money should be deposited in financial instruments for the purpose of earning a prudent level of return consistent with our investment goals.

FIN.2 The Treasurer's responsibility includes the regular function of moving money between the checking account and other financial instruments in order to obtain a prudent level of return while retaining necessary funds on hand to pay church obligations. The Treasurer should consult with the Finance Committee to obtain assistance as may be necessary in identifying the most appropriate financial instruments.

FIN.3 Out-of-pocket expenses and donations to -or purchases at any fund-raisers will not be considered pledge payments. (revised 5/8/97)

## **FUNDS AND FUNDRAISERS**

(Adopted 3/09/06)

**FUND.1** The Board of Trustees (or EC acting on behalf of the board) can authorize the creation of a new special fund. In this case, the following steps need to be taken: Specify the name and purpose of the fund. Authorize the treasurer to create an account for the fund. Make it clear who is authorized to spend the money in the fund. If the fund is a "one-time" restricted fund, then there needs to be a sunset clause indicating that the fund will terminate on a certain date, or when certain goals are met. Any monies remaining at the termination of the fund will be transferred to the General Fund unless otherwise specified.

**FUND.2** All fundraising requests will go first to the Fundraising Committee, which will consider the request and take into account the calendaring. Requests must include the purpose and nature of the fundraiser and the people responsible for it. If it is a fundraiser with proceeds designated for the General Fund, the Fundraising Committee has authority to approve the request and so inform the EC. The Fundraising Committee will take other requests to the Executive Committee for approval. If the proceeds are to go to an existing fund, this should be noted. If they are not to go to an existing fund, then a special fund should be created following the procedure outlined in FUND.1.

Proposals for special-purpose fundraisers will be submitted to the Fundraising Committee for review and, if approved, will be forwarded to the Executive Committee for final approval. The proposal will include the purpose of the fundraiser, the anticipated amount to be raised, the termination date of the campaign and disposal of funds raised in excess of the goal less expenses. If this last is not specified, the excess will revert to the church General Fund.

**FUND.3** The Finance Committee will make an annual review of all special funds and will recommend continuation, consolidation or termination of funds, especially in cases of no action in or out of any fund for a year.

## **KEY/SECURITY**

(adopted 6/13/96)

**KEY.1** A key to the church or any part thereof may be lent to church members who have an on-going need to use them to perform their duties in a timely and efficient manner. Persons who have a temporary need for a key (e.g., for access for a rental or other special event), may also be lent a key for a limited period of time. The office Administrator shall keep a record of all keys that are in circulation. Every key holder shall be provided a copy of the procedures: "The Responsibilities of Being a Keyholder of the Unitarian Universalist Church in Eugene". (revised 6/12/03)

## **LAY MINISTRY**

(adopted 5/9/96)

LAY.1 There shall be a Lay Ministry program. It shall operate under guidelines attached to this policy manual and be subject to review whenever the church calls a settled minister. [See the Procedure, "Lay Ministry Function Statement.]

## **LEADERSHIP COUNCIL**

(adopted 4/06)  
(revised 3/23/06)

LEAD 1. The Leadership Council is made up of the chairpersons or their designees of all the working groups in the church, including committees, affinity groups, etc. The meetings of the council are quarterly or as needed, and all church members interested in leadership process are welcome to attend. The meetings provide a forum for cross-program communication and collaboration, as well as for leadership development and selective problem solving.

LEAD.2 The Leadership Council shall have the authority to review changes in aesthetic elements or fixtures of the church suggested by committees or individuals. The Council may approve or deny the change, or it may choose to allow the congregation a comment period, or other process for approving or denying the change. The Leadership Council will work with the Facilities Council on non-essential changes to the building. As in FAC.3, costs exceeding \$500 should be taken to the Executive Committee for approval; the Executive Committee may take them to the Board for approval. (adopted 3/23/06)

## **LEGAL REVIEW OF CONTRACTS**

(adopted 4/10/97)

LEGAL.1 All contracts to be entered into by the church may be referred, at the discretion of the Board, President, or Minister, to legal counsel, and reviewed by the counsel to the extent counsel deems appropriate. The Board will take counsel's advice into consideration prior to approving the contract.

LEGAL.2 Contracts to be reviewed will include, but are not limited to, contracts with: the Minister, other contract-based employees, consultants, professionals and contractors employed by the church for long-term or on-going renters of church space; any contractors whose activities may have a significant impact on church liability insurance; and others as deemed appropriate by the Board from time to time.

## **MEMBERSHIP**

(adopted 6/13/96)

[Bylaw references 040.2, 040.3, 040.6, 100.1

MEMB.1 The only requirement of membership under the current Bylaws is signing the Membership Book. To facilitate integration into the church, new members will be requested to:

1. complete a New Member Information Sheet,
2. attend an orientation series conducted by the Membership Committee, and,
3. participate in an official welcoming ceremony at a worship service.

MEMB.2 New members are to have read the "Principles and Purposes of Unitarian Universalism."

MEMB.3 New members are to be informed about opportunities for participation in church activities and for volunteering time to maintain church operations. The general financial condition of the church and the cost to the church of each membership is to be explained clearly to new members.

MEMB.4 A member of the Board of Trustees or the Minister will help in welcoming a new member in the above ways and by emphasizing that the primary value of each new member to the church is the gift of their personhood and not their tangible contributions. (revised 6/12/03)

MEMB.5 Bylaw 40.2 includes the requirement "who annually makes a pledge of money and/or time, thus reaffirming membership in the church." Specifically, members shall be regarded as voting members for an election if they have pledged money and/or time and reaffirmed their membership within the previous fifteen months. (adopted 6/12/03)

MEMB.6 In connection with bylaw 40.5, "for cause" refers to serious violations of the purposes of the church. (adopted 6/12/03)

MEMB.7 The annual count of voting members is taken by the chair of the Membership Committee. The names on the membership database kept by the Church Administrator will be compared with the names on pledge cards on file at the time of the count. Any discrepancies between the two lists will be reconciled by the chair of the Membership Committee to determine the final count. This count will take effect on December 31 of each year. (adopted 6/12/03).

## **MEMORIAL AND OTHER GIFTS**

(adopted 6/13/96)

[Bylaw reference 095. See also "Contributions to the Church."]

MEM.1 The Board of Trustees encourages the contribution of unrestricted memorial gifts and bequests. Gifts with specified restriction will be accepted only after the Board of

Trustee's review. When the gift is landscape material or an art object, the Board of Trustees, or an appointed committee, will consider the compatibility of such a gift with long-range plans, its preferred location, and general suitability. All gifts will be acknowledged and careful record shall be kept of all gifts and acknowledged each year in the Annual Report.

### **MINISTER/EMPLOYEE CONTRACTS**

(adopted 5/9/96)

[Bylaw reference 110

See also "Legal Review of Contracts" above and "Personnel" below]

MECON.1 The Minister's contract and all employee contracts shall be on file in the church office and available to members.

### **NOMINATING COMMITTEE**

(adopted 7/18/02)

(revised 8/10/06)

[Bylaw references 050.2, 070.1, 080, 100.1, 100.3]

NOM.1 The Nominating Committee shall provide the congregation slates of officers and at-large members of the Board of Trustees, as outlined in bylaws 080.1-080.6. The Board of Trustees may also ask the Nominating Committee to provide similar slates for key church committees such as the Strategic Planning Committee and for ministerial search committees.

NOM.2 In determining slates of nominees, the Nominating Committee should consider criteria beyond basic eligibility, for example: problem-solving styles, prior experience, balance in gender and age, term limits, and potential conflicts of interest. Potential nominees should be made aware of time and attendance requirements (e.g., the importance of board members attending the Board Retreat)

NOM.3 The recommended procedures for the committee may include:

(a) Announce the opening of nominations via newsletter, Sunday service announcements, and invite interested candidates to contact Nominating Committee members.

(b) Meet with the Board president and the Minister regarding potential candidates and the Board's needs, as specified in bylaw 080.4.

(c) Consult Board members and committee chairs concerning potential candidates and specific talents needed.

(d) Prior to interviews, review job descriptions and consult with officers whose terms are ending regarding specific requirements for their key positions. Also review and update prospective candidate questionnaire, which forms the basis of the candidate interview.

(e) Set up information table in the social hall to increase dialogue about the nomination process and to encourage candidates. Also, use the church website to explain the process and invite candidates to apply.

(f) Consider holding an open forum so that anyone can speak directly to members of the Nominating Committee about its process.

## **PERSONNEL**

(adopted 6/13/96)

[See also Personnel Policies document, Legal Review of Contracts, and Minister/Employee Contracts]

PERS.1 Personnel policies and procedures for all ministerial and non-ministerial personnel shall be included in a Personnel Policies and Procedures Manual which will be maintained in the church office and available to any employee. (revised 6/12/03)

PERS.2 The Personnel Committee shall recommend Personnel Policies and Procedures to the Board of Trustees and carry out the same.

PERS.3 The Personnel Committee shall:

1) Review the Personnel Policies and Procedures Manual (at least annually) and recommend changes, if any, to the Board of Trustees.

2) Review the job performance of non-ministerial employees (at least annually) and report results to the Executive Committee of the Board of Trustees.

3) Recommend a proposed salary for each non-ministerial employee to the Budget Committee prior to the setting of the annual proposed budget.

PERS.4 The Personnel Committee shall act as the selection committee to fill vacant, non-ministerial staff positions and recommend them to the Executive Committee of the Board of Trustees.

PERS.5 As needed, the Personnel Committee will recommend any reduced, expanded or new staff positions to the Board of Trustees.

## **PLANNED GIVING COMMITTEE**

(adopted 3/09/06)

PLAN.1 (replaces ENDOW.4) The Board of Trustees has authorized a Planned Giving Committee. It shall consist of three to five voting members appointed by the Board for three-year staggered terms. The Board shall appoint the chair. The committee shall elect a secretary from its membership.

PLAN.2 (replaces ENDOW.5) The Endowment Fund should be advertised and promoted. A procedure for identifying prospective donors should be developed. A plan for accepting donations and recognizing donors and their bequests should be created.

PLAN.3 The committee should become knowledgeable about the various ways persons may give gifts. The committee may organize workshops and seminars on estate planning and planned giving with outside consultants. It may also organize workshops to inform church members about wills, deferred giving, etc.

### **POLICY ON POLICIES**

(adopted 5/9/96)

POP.1 These Policies are established by the Board of Trustees of the Unitarian Universalist Church in Eugene and are subject to change by the majority vote of this Board. These policies in no way alter the Bylaws of the church.

POP.2 These policies will be reviewed annually by two members of the Board of Trustees between June and November.

POP.3 New policies shall be:

1. Reviewed at one Board meeting.
2. Announced in the next copy of the church newsletter with a contact person listed.
3. Approved or rejected at a following Board meeting.
4. Announced as a final action in the church newsletter indicating changes, if any, from the previous announcement. It also should be added to the policy manual within two weeks following passage, and approval of Board Minutes. (revised 4/10/97 and 6/12/03)

POP.4 A copy of the policy manual shall be available in the church office at all times. Policies will be grouped together in general categories in this manual and the categories will be arranged and numbered in a manner determined and revisable by the Executive Committee. Two items will be included in some fashion with each policy, possibly parenthetically at the end of the policy: (1) the date of enactment of the policy and the dates of any revisions to it, and (2) a reference to the number of any bylaw(s) to which the policy is specifically linked. (revised 9/12/02)

### **POLITICAL ACTIVITIES**

(adopted 5/9/96)

POL.1 Candidates for public office shall not be invited to speak in church to promote their candidacy except as part of a public forum to which all candidates for the same post have been invited

POL.2 The following are acceptable political activities: Voter Registration. Collecting signatures for non-partisan ballot initiatives. Promoting non-partisan ballot measures.  
(adopted 6/8/00)

POL.3 The following are unacceptable political activities: Promoting a political party. Promoting an individual candidate. (adopted 6/8/00)

**UUA GUIDELINES & IRS REGULATIONS ON POLITICAL ACTIVITY**

The IRS regulations on the political activities of congregations include the following restrictions. There is a total limit on partisan political activity. Congregations and their representatives can do nothing that advocates for or against candidates for public office or political parties. This includes fundraising on behalf of candidates and donating meeting space, among other things. Election-related activities such as candidate questionnaires and forums are acceptable so long as all major candidates are invited to participate and they cover a broad range of issues. The restrictions against partisanship described here apply only to a congregation as a legal entity, or to a person or group speaking in the name of the congregation. A minister or congregation member may freely make partisan statements as an individual. However, if they are identified by or likely to be associated with the congregation, they should make it clear that they are speaking only in their name. This is from page 4 of the following 16-page website: [http://www.uua.org/uuawo/pdf/the\\_real\\_rules.pdf](http://www.uua.org/uuawo/pdf/the_real_rules.pdf)

**PUBLICATIONS**

(adopted 6/12/03; replaces PUBLICITY-NEWSLETTER which was adopted 5/9/96)  
[See also "Use of Church Name" policy]

PUBL.1 The content, editing, and format of each issue of the newsletter are the responsibilities of the appointed Newsletter Editor.

PUBL.2 The Publications Committee will regularly review Newsletter policy and practices, and shall serve in an advisory capacity to the Editor. The committee will regularly review UU publications on the web, and shall serve in an advisory capacity to the Webmaster. The committee shall also oversee various UU email lists and the UU news information that is provided on email. (revised 6/12/03)

PUBL.3 Committee chairs are responsible for the publicity of matters within their jurisdiction, and for submission of news items relative to their committees to the Newsletter Editor and the Webmaster. On behalf of the Board of Trustees, the Secretary shall provide a summary of Board actions for inclusion in the newsletter and copies of the Board minutes for the web. (revised 6/12/03)

(There is no Policy PUBL.4)

PUBL.5 Priority for inclusion of items in the newsletter shall be:

- (1) Announcements of future church events
- (2) News of church programs, events, members, and summary of Board of Trustees actions,
- (3) A column by the Minister,
- (4) Comments and suggestions submitted by members and friends of the church,

and,

(5) Brief notices of community events of probable interest to the church.

PUBL.6 The Publications Committee and/or editor shall set the schedule for the newsletter.

PUBL.7 Other public relations issues, including church-related advertising, that are not delegated elsewhere may be handled by the Publications Committee. (revised 6/12/03)

### **SABBATICAL LEAVE**

(adopted 6/13/96)

[Bylaw reference 110]

SABB.1 The Minister will be entitled to sabbatical leaves based on years of service to accrue at one month for each year of service.

SABB.2 A sabbatical may be taken after the fourth year of service, but accrued entitlement will not exceed six months.

SABB.3 When the Minister wishes to take sabbatical leave, he/she will submit a request in writing to the Board of Trustees three months in advance; the request shall be accompanied by a plan for the use of the sabbatical time.

SABB.4 The timing of the sabbatical will be negotiated with the Board of Trustees who will approve, in writing, and who will appoint a sabbatical committee to arrange for normal ministerial tasks during the sabbatical period.

SABB.5 The Minister shall receive all regular salary and fringe benefits during the sabbatical leave and this time shall be exclusive of normal vacation periods.

SABB.6 The Minister may accept any special funds from study grants, gifts, etc., but shall not accept any ministerial position during the sabbatical leave period.

SABB.7 The Minister shall agree in writing to return to this church for at least a year following sabbatical and the Congregation shall agree to maintain the ministerial contract for at least one year following a sabbatical.

SABB.8 Sabbatical funds or accrued time will not be a part of any termination package.

SABB.9 A copy of this policy shall be part of any contract (letter of agreement) with a called Minister of this church. Should this sabbatical leave policy be changed, the Minister's contract will be changed accordingly. (adopted 4/10/97)

**Sabbatical Covenant of Right Relations**

created by the Board  
on behalf of the congregation  
Fall 2003

- ~ To honor commitments, contracts and agreements that are already in place.
- ~ To support the minister and the church by maintaining a full ministry for church members and friends.
- ~ To hold decisions, which require the minister's input, until the minister returns.
- ~ To defer any conversations about the ministry or performance until the minister returns.
- ~ To educate the congregation about all of the above.
- ~ To call the minister if major events require it, and not otherwise.
- ~ To welcome the minister back with an open heart.
- ~ To inform the minister well on her return.

The Committee on the Ministry will be working with the minister and the various program areas of the church to ensure that ministerial needs are met during the sabbatical time. For questions, suggestions, or concerns, please feel free to contact a Committee on Ministry member (see the Committees page of the website)

**SAFE CONGREGATION**

(apparently adopted 5/8/97)

Bylaw reference 040.5. See also "Safe Congregation Procedures" document.]

SAFE.1 The Unitarian Universalist Church in Eugene is committed to promoting a safe and welcoming environment supportive of personal and spiritual growth. This church recognizes the right of its ministers, employees, contractors, members, and guests to have an environment free of interpersonal violence such as harassment and abuse. Violations would include abuse or harassment of a physical, psychological, or sexual nature.

SAFE.2 We believe that harassment and abuse are not the fault of the victim. A person who has been harassed or abused needs support, empowerment, and a structure which provides an effective, safe and prompt response to his or her complaint. We understand that harassment and abuse may not be intentional, but may, in fact, arise through miscommunication or lack of awareness.

SAFE.3 When uncomfortable and/or unacceptable behaviors occur, individuals can sometimes resolve the situation themselves through direct discussion with the responsible party. Since this direct approach is not always appropriate, a Safe Congregation Committee shall be formed to provide the church with a means of safely and effectively resolving such situations.

SAFE.4 We recognize the right of an individual who is accused of inappropriate behavior to respond to the allegations at least in a written form.

SAFE.5 This church supports the policies of the Unitarian Universalist Association and its Ministerial Fellowship Committee regarding professional behavior which are not part of this document. These Safe Congregation Policies and Procedures are also considered to include prohibitions against all criminal behaviors.

SAFE.6 Specific Safe Congregation Policies and Procedures which include specific guidelines for the formation and functioning of the Safe Congregation Committee are added as an important addendum to these policies. (See website or church office for full policies)

### **SCATTERING OF CREMAINS**

(adopted 5/9/96)

SCRE.1 On request, cremated remains of members and friends of the church may be appropriately scattered over church grounds, in accordance with applicable Oregon law.

### **STEWARDSHIP**

(adopted 6/12/03)  
(revised 8/10/06)

STEW.1 The Stewardship Committee is responsible for an annual canvass of all church members and friends. This shall be a standing committee with a chair and co-chair. The co-chair will become the chair the following year.

STEW.2 The Stewardship Committee will organize the canvass campaign, including the creation of a canvass team. Members of the team may include a communications chair, canvass chair (person who recruits and follows up on canvassers), events chair, advanced gifts chair, kick-off event chair, follow up chair, and a pledge secretary (see STEW.3).

STEW.3 There shall be a Pledge Secretary who assists the Treasurer in managing the pledges of the congregation. He or she will serve as an ex officio or regular member of the Finance Committee and make timely reports to that committee. The Pledge Secretary is responsible for keeping track of pledges and payments on pledges and for sending statements to pledge units on a regular basis.

STEW.4 The Stewardship Committee and Pledge Secretary are responsible for designing pledge cards for each annual canvass. All members of the congregation will be invited to sign a pledge card reaffirming their membership. The pledge cards should provide the opportunity for members to pledge their support of the church, including both a financial pledge and a commitment of time and service for the year. In addition, the pledge cards should include a brief statement of reaffirmation of membership, as described in Bylaw 040.2.

## **SUNDAY MORNING ANNOUNCEMENTS**

(adopted 5/8/97)

SUND.1 Announcements shall pertain to church-related activities.

SUND.2 Announcements shall be submitted to the church Office Administrator for inclusion in the Order of Service.

(There is no Policy SUND.3)

SUND.4 With respect to major church-wide events, i.e. Canvass, Christmas Faire, and the Spring Auction, representatives from the respective committees may be allowed to make special announcements from the lectern on Sunday mornings. These need to be arranged with the Minister and/or a Worship Associate. (revised 6/12/032)

## **USE OF CHURCH NAME**

(adopted 6/13/96)

See also Commercial Use of Church and Church Building Use above

UNAME.1 Individuals who wish to sponsor some event or support some view which is not directly part of the regular church functions or programs may do so in their own names, or in the name of the sub-group they represent, upon the endorsement of the sub-group.

UNAME.2 An individual or group who wishes the church as a whole to act as a sponsor or as a supporter of a particular secular view or matter of public policy must present the proposed action to the Board of Trustees. The Board of Trustees may decide to refer the matter to the membership for action or it may act for the membership. Any proposal to use the name of the church as sponsor or supporter of a position or action, which is referred to the public media, will be disseminated by the Publications Committee or a Board-appointed spokesperson and will specify the actual vote on the position or action. (revised 6/12/03)

## **UNDESIGNATED GIFTS POLICY**

(See Contributions to the Church above)

## **VOLUNTEER POLICIES**

(adopted 6/08/06)

(see also Confidentiality above)

VOL.1 Appropriate tools, materials, and a safe work environment should be provided, along with guidance, direction, and training for assignments. Volunteers should be treated

as colleagues.

VOL.2 It is the responsibility of volunteers to respect the confidentiality of staff and other church members.

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## **OFFICERS APPENDIX**

(adopted 4/13/06)

### **JOB DESCRIPTIONS FOR UUCE OFFICERS**

All Officers.

There shall be an Executive Committee consisting of the four officers of the Board who shall be authorized to act for the Board between Board meetings in such matters as are delegated to them within these policies or by other action of the Board. (board policy BOT.1)

#### **Job Description of the President of the Board of Trustees**

Duties from the Bylaws

The President shall preside at meetings of the Board of Trustees and meetings of the Congregation. She/He shall be an ex officio member without vote on all committees except the Nominating Committee and the Committee on Ministry (bylaw 050.2). She/He (and the Minister) will consult with the Nominating Committee (bylaw 080.4) to suggest candidates for Board and Nominating Committee positions. The President will also select new members for the Committee on Ministry, when there are vacancies, from a list agreed upon by the Minister and the Board of Trustees (bylaw 100.2).

Other Duties

The President and the Secretary, with the help of the Board of Trustees, are responsible for making sure the committees of the church are performing their duties. Specific examples include the following.

- a) See the Safe Congregation Policy.
- b) The Finance Committee and/or the Budget Committee must prepare for the Board a target budget for the next fiscal year prior to the spring canvass and following the canvass must prepare the actual budget to be presented for adoption at a congregational meeting.
- c) Written yearly reports must be solicited from all church committees in time to be included in the Annual Report which is distributed at the Annual Meeting in April. [It should be noted, though, that the "annual reports" have only been appearing every other year, for a variety of reasons.]

**Job Description of the Vice President**

The Vice President shall assist the President and shall preside at meetings of the Board of Trustees and of the Congregation in the absence of the President (bylaw 050.3). In addition, she/he or an at-large member of the Board will chair the meetings of the Leadership Council.

**Job Description of the Secretary**

The Secretary shall handle all official correspondence of the Board of Trustees, file all records and communication, and record all proceedings of meetings of the Board and membership (bylaw 050.4). This includes creating and distributing agendas and minutes for the Board of Trustees and for the Executive Committee, as well as preparing an agenda and election ballots for all congregational meetings. The Secretary submits to the newsletter (board policy PUBL.3) reports of meetings of the Board and the congregation.

- a) Committees not listed as standing committees in the bylaws may be established by the Board of Trustees as needed (board policy COMM.1). The Board shall approve of the chairs of committees (board policy COMM.3), who must be members of the church (board policy COMM.2). Charges for committees should also be approved by the Board (board policy COMM.5). With the help of the Leadership Council, the Secretary keeps committee lists, charges, etc. up to date.
- b) The Membership Committee should complete a review of the membership roll at the end of each calendar year so that the Secretary can report the official count to the UUA in January (board policy MEMB.7). This is the number used to compute the church's annual dues to the UUA and the PNWD.
- c) The Nominating Committee must be reminded to begin its work no later than the beginning of the calendar year in order to have a slate of candidates to publish in the newsletter at least 14 days in advance of the Annual Meeting in April as required by bylaw 080.2.
- d) The Secretary assists, with the help of the Board of Trustees, in scheduling and planning of an annual Board Retreat. She/he also assists with special events and workshops sponsored by the Board.
- e) The Secretary shall maintain a record of past motions and actions by the Executive Committee and the Board. Prior to meetings of these groups, the record should be consulted for actions to be taken at a specified time so that such action items can be included in the appropriate agendas.

**Job Description of the Treasurer**

The Treasurer, with the assistance of the Bookkeeper, shall receive and safely keep all money and other property of the church entrusted to his/her care, and shall disburse the same under the direction and to the satisfaction of the Board of Trustees (bylaw 050.5).

- (a) The Treasurer's responsibility includes the regular function of moving money between

the checking account and other financial instruments in order to obtain a prudent level of return while retaining necessary funds on hand to pay church obligations.

(b) The Treasurer shall submit a report at least monthly on the church finances for the EC and the Board, and a copy of the report shall be posted on the Board bulletin board.

(c) The Treasurer shall make an annual report to register the church with the Corporate Division of Oregon.

(board policy FIN.2) The Treasurer should consult with the Finance Committee to obtain assistance as may be necessary in identifying the most appropriate financial instruments.

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