

Introduction

This Manual of Policies and Procedures, as authorized in Article V. (E) of UUCT Bylaws, ***“shall detail the responsibilities of individual members of the Board, the composition and responsibilities of the committees of the church, and shall include such other matters as are necessary or desirable to define the organization of the church and to conduct the business and implement the programs of the church. Changes to the Manual of Policies and Procedures shall require an affirmative vote by at least eight members of the Executive Board. Within three months of the beginning of the fiscal year, the Executive Board shall make copies of a revised Manual available to the Congregation.”*** A copy of the most current Bylaws can be found in Appendix 1 of this manual.

Policies relating to ongoing organizational matters provide more detail than what is outlined in the Bylaws, so as to respond to changing circumstances and specific situations with the flexibility required for optimum management.

The Executive Board may pass policies appropriate to the purposes of this Manual of Policies and Procedures at any time during the year. Therefore the Board Secretary will flag such policies in Board Minutes so that a list of ongoing revisions to the Manual may be maintained in Board Minutes and the church office records by the church Office Administrator, and thus made available upon request for church officers and members.

Since this Manual is aimed primarily toward guidance for those who conduct the business and implement the programs of the church, note that the Table of Contents is organized around the eight major categories of the UUCT Strategic Plan and related duties of church officers, and those interested in church business and programs.

Section A

Shared Ministry: Lay and Professional Leadership

The Bylaws specify the composition, means of election, terms of office, eligibility, and general responsibilities for the ten voting members of the Executive Board and for certain adjunct officers and church committees. Additional detail relating to individual roles in our shared ministry of lay and professional leadership is outlined in the sections below.

1. Position Descriptions – Executive Board

President

Purpose of Position

To lead the Executive Board as the governing body of the church, and to function as chief officer in congregational affairs.

Responsibilities

1. Prepare agendas for Executive Board meetings and chair scheduled and called meetings.
2. Chair official congregational meetings and discussion sessions, prepare written materials as needed to assure that the congregation is informed on all issues to be discussed or voted on, and follow up on congregational decisions and requests for information relating to official church business.
3. Be available for counsel and support to the minister, as requested and as needed; support the work of other staff, as needed.
4. Consult with and work with minister on major congregational issues, decisions, policies and initiatives.
5. Oversee the work of assigned committees, distribute “Gifts of Self” lists as appropriate, and appoint or approve and support assigned chairpersons.
6. Nominating Committee: Advise Nominating Committee Chair of schedule for identifying nominees for Board and Nominating Committee members, and assist process as needed to assure that work begins and is done in time for congregational elections in May. Make sure that any vacated Board and Nominating Committee positions are filled by Board appointment until official elections are held, and included on the Nominating Committee’s slate. (Nominating Committee is directly responsible to congregation.)
7. Personnel Committee: Advise Personnel Committee of need for advice and actions relating to paid staff, and assist as requested.
8. Capital Improvement Committee: Support and stay informed as needed.
9. Bylaws Committee (when needed).
10. Be informed about all agreements and contracts entered into by the congregation, such as annual working agreements with staff, equipment leasing contracts, and contracts for professional services, and sign off as required.
11. Assist in annual review and update of the UUCT Policy and Procedures Manual.
12. Be responsible for seeing that any UUA reports and surveys sent to the attention of the church president are completed.
13. Participate in New Member Recognition Ceremonies and be available as needed to speak with new members.
14. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
15. Rotate responsibility with other Board members for locking up church on Sundays.

16. Serve on the Supervisory Team of the Office Administrator, along with the Vice President for Management, the Membership Committee Chair, and the Meridian Editor.
17. When the Office Administrator position becomes vacant, the President requests Board authorization to advertise for the position, serves as chair of the search committee, and recommends members to be on that committee. If unable to serve as chair, the President may appoint someone in his/her place.

Qualifications

Membership in the Church for at least one year, and experience in other leadership positions as determined appropriate by the Nominating Committee, and approved by the Executive Board.

Amount of Time Required

Attendance at regular Board meetings and other meetings and meeting preparation as needed. (Approximately eight to ten hours per month.) Board president normally schedules at least one informal meeting per month with the minister. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

When Ministry is Performed

Board meetings at least once per month and other meetings as scheduled; informal contacts as arranged or as convenient; email and telephone contacts, and document review and preparation.

Length of Commitment

One year.

Training Provided

Training while President Elect; Florida District Leadership School and ongoing training opportunities at Florida District workshops and conferences; Board retreats and training sessions.

Responsible To

Board and Congregation.

Support Provided

Office Administrator; other current and former Board members; the Minister; UUA (Boston) and Florida District Office personnel

Committee and Task Oversight Responsibilities

Bylaw Revision Committee
Capital Improvement Committee
Executive Board
Mountain Scholarship Committee
Mountain Ambassador
Nominating Committee
Strategic Plan and Long-range Planning

Secondary Shared Responsibilities

Manual of Policies and Procedures
Personnel Committee

Adopted 6/5/03; Revised 10/20/04

President-Elect

Purpose of Position

To assist in the administrative leadership of the Executive Board, and prepare for service as Board President.

Responsibilities

1. Attend Board and congregational meetings and chair meetings as needed.
2. Be available to the President for advice, consultation, and assistance.
3. Chair and facilitate the work of the Church Council.
4. Provide oversight and liaison for assigned committees and tasks, and distribute “Gifts of Self” lists as appropriate to help in matching volunteers to appropriate ministry areas:
 - a. Denominational Affairs Committee
 - b. Partnership Church Committee
 - c. Coordinate discussions and decisions relating to conduct of Two Services.
5. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
6. Rotate responsibility with other Board members for locking up church on Sundays.

Qualifications

Membership in the Church for at least one year, and experience in other leadership positions as determined appropriate by the Nominating Committee, and approved by the Executive Board.

Amount of Time Required

Attendance at regular Board meetings, and other meetings and meeting preparation as needed (six to eight hours per month) and informal meetings and contacts. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

When Ministry is Performed

Board meetings at least once per month and other meetings as scheduled; informal contacts as arranged or as convenient; email and telephone contacts, and through document review and preparation.

Length of Commitment

One year.

Training Provided

Florida District Leadership School and ongoing training opportunities at Florida District workshops and conferences; Board retreats and training sessions.

Responsible To

Board and Congregation.

Support Provided

Office Administrator; other current and former Board members; the Minister; UUA (Boston) and Florida District Office personnel

Committee and Task Oversight Responsibilities

Church Council
Denominational Affairs

Adopted 6/5/03; Revised 10/20/04

Immediate Past President

Purpose of Position

To provide continuity in leadership by remaining a voting member of the Board and available for consultation and leadership after serving as President Elect and President.

Responsibilities

1. Attend Board and congregational meetings and chair as requested.
2. Be available to the President for advice, consultation, and assistance.
3. Provide oversight for the Committee on the Ministry for ongoing activities, and assist the Committee on the Ministry in the process for recommending a new Committee on Ministry member to the Board.
4. Oversee the work of the Shared Ministry Committee (if active).
5. Assist in the work of the Personnel Committee as needed.
6. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
7. Rotate responsibility with other Board members for locking up church on Sundays.

Qualifications

One year each as President-Elect and President.

Membership in the Church for at least one year, and experience in other leadership positions as determined appropriate by the Nominating Committee, and approved by the Executive Board.

Amount of Time Required

Attendance at regular Board meetings, other meetings and meeting preparation as needed (six to eight hours per month); and informal meetings and contacts in person. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

When Ministry is Performed

Board meetings twice per month and other meetings as scheduled; informal contacts as arranged or as convenient; email and telephone contacts, and document review and preparation.

Length of Commitment

One year.

Training Provided

Training while President Elect and President; Florida District Leadership School; ongoing training opportunities at Florida District workshops and conferences; Board retreats and training sessions.

Responsible To

Board and Congregation.

Support Provided

Office Administrator; other current and former Board members; the Minister; UUA (Boston) and Florida District Office personnel.

Committee and Task Oversight Responsibilities

Committee on Ministry
Shared Ministry
Personnel Committee

Adopted 6/5/03 Revised 10/20/04; 7/30/06

Secretary

Purpose of Position

Provide administrative support to the Executive Board by maintaining current records of Board proceedings and policies and other duties.

Responsibilities

1. Attend Board and congregational meetings and record decisions and other proceedings as necessary.
2. Provide a draft copy of Minutes of Board and Congregational meetings to Board members in timely fashion (within one week or less of a meeting if possible). Make corrections as authorized by Board action, and provide a copy of corrected Minutes to all Board members, the Minister, the Church Office, and others as requested. (Email copies are acceptable unless otherwise requested.)
3. Maintain all records of the church, including the safety deposit box, which is to contain all important documents such as deeds and insurance policies. Copies of the documents will be kept in the church office.
4. Keep signature files for bank and other records up to date.
5. Make a record in the Board Minutes of any new or revised policies adopted by the Board, and assure that the Manual of Policies and Procedures is updated annually as mandated in the Bylaws. The actual maintenance and publication of the Manual of Policies and Procedures may be delegated by the Secretary to another person
6. Provide oversight, liaison and assistance to the Membership Committee.
7. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
8. Rotate responsibility with other Board members for locking up church on Sundays.

Qualifications

Membership in the Church for at least one year, and experience in related leadership positions as determined appropriate by the Nominating Committee, and approved by the Executive Board.

Amount of Time Required

Attendance at regular Board meetings, other meetings, preparation of minutes, and policy updates as needed (three to six hours per month); and informal meetings and contacts in person, Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

When Ministry is Performed

Board meetings at least once per month and other meetings as scheduled; informal contacts as arranged or as convenient; email and telephone contacts, and document review and preparation.

Length of Commitment

Two years.

Training Provided

Training opportunities at Florida District workshops and conferences; Board retreats and training sessions; orientation by previous officers

Responsible To

Board and Congregation.

Support Provided

Office Administrator; other current and former Board members; the Minister; UUA (Boston) and Florida District Office personnel

Committee and Task Oversight Responsibilities

Board Minutes
Congregational Meeting Minutes
Annual Revision of Manual of Policies and Procedures
Management of Policies and Records
Membership Committee

Adopted 6/5/03; Revised 10/20/04; 8/28/05; 7/30/06

Vice President for Church Community

Purpose of Position

To share in general decision-making and other leadership tasks, with special attention to matters relating to Church Community

Responsibilities

1. Attend meetings of the Executive Board regularly as an active participant and voting member, and chair meetings when so assigned.
2. Provide support, coordination, and liaison with Executive Board for assigned committees, and distribute "Gifts of Self" lists as appropriate to help in matching volunteers to appropriate ministry areas: Caring Committee; Publicity and Publications Committee; Social Activities Committee; Hospitality and Kitchen Kontroller; and Audiotape Distribution and Management. Also, assist with Campus Ministry and YRUU.
3. Attend congregational meetings regularly and preside or assist when so assigned.
4. Participate in leadership or other specialized training.
5. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
6. Rotate responsibility with other Board members for locking up church on Sundays

Qualifications

Meet UUCT Bylaw requirements. Be committed to UU principles. Have experience coordinating groups in volunteer organizations. Be committed to furthering the ministry of the UUCT. Experience as leader and member of one or more church committees. Experience with other major aspects of UUCT church life, such as religious education, and social justice.

Amount of Time Required

At least one Executive Board meeting per month, about two hours in length. Meetings with Shared Ministry and other committees, and assigned tasks as needed, usually 2-4 hours per month. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

When Ministry is Performed

During Board, committee and congregational meetings; during informal meetings with Board and committee members; in personal contacts with church members and friends; in formal and informal contacts with denominational leadership; in formal and informal contact with members of the community; and as needed in carrying out other church-related tasks and activities.

Length of Commitment

Two years.

Training Provided

On-job experience with Board, committees and clergy; Leadership School, workshops, and consultation provided by The Mountain, the Florida District or other denominational auspices.

Responsible To

Board and Congregation.

Support Provided

Advice, encouragement, and technical assistance from other UUCT Board members (past and present), clergy, Florida District, UUA staff, and other denominational groups. Information from UUA and Florida District publications.

Committee and Task Oversight Responsibilities

Caring Committee

Social Activities Committee

Hospitality and Kitchen Kontroller

Publicity and Publications Committee

Audiotape Distribution and Management

Adopted 6/5/03; Revised 10/20/04; 8/28/05; 7/30/06

Vice President for Worship

Purpose of Position

To share in general decision-making and other leadership tasks, with special attention to matters pertaining to Sunday Service and Worship.

Responsibilities

1. Attend meetings of the Executive Board regularly as an active participant and voting member, and chair meetings when so assigned.
2. Provide support, coordination, and liaison with Executive Board for assigned committees, and distribute "Gifts of Self" lists as appropriate to help in matching volunteers to appropriate ministry areas: Program, Music, Buddhist Fellowship; Freethinkers Forum; Sanctuary Set-up and Sound System.
3. Attend congregational meetings regularly and preside or assist when so assigned.
4. Participate in leadership or other specialized training.
5. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
6. Rotate responsibility with other Board members for locking up church on Sundays.

Qualifications

Meet UUCT Bylaw requirements. Be committed to UU principles. Have experience coordinating groups in volunteer organizations. Be committed to furthering the ministry of the UUCT. Experience as leader and member of one or more church committees. Experience with other major aspects of UUCT church life, such as religious education, and social justice.

Amount of Time Required

At least one Executive Board meeting per month, about two hours in length. Meetings with Shared Ministry and other committees, and assigned tasks as needed, usually 2-4 hours per month. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours/week.

When Ministry is Performed

During Board, committee and congregational meetings; during informal meetings with Board and committee members; in personal contacts with church members and friends; in formal and informal contacts with denominational leadership; in formal and informal contact with members of the community; and as needed in carrying out other church-related tasks and activities.

Length of Commitment

Two years.

Training Provided

On-job experience with Board, committees and clergy; Leadership School, workshops, and consultation provided by The Mountain, the Florida District or other denominational auspices.

Responsible To

Board and Congregation.

Support Provided

Advice, encouragement, and technical assistance from other UUCT Board members (past and present), clergy, Florida District, UUA staff, and other denominational groups. Information from UUA and Florida District publications.

Committee and Task Oversight Responsibilities

Program Committee
Music Committee
UU Buddhist Fellowship
Freethinkers Forum
Sanctuary Set-up
Sound System

Vice President for Religious Education

Purpose of Position

Enhance lifespan Religious Education programs by supporting RE staff and serving as liaison between RE committees and church leadership.

Responsibilities

1. Attend meetings of the Executive Board regularly as an active participant and voting member, and chair meetings when so assigned.
2. Remain current on happenings in all RE Committees, and distribute “Gifts of Self” lists as needed to match volunteers with appropriate committees and tasks.
3. Maintain open lines of communication between Board, RE staff, and all RE Committees.
4. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
5. Rotate responsibility with other Board members for locking up church on Sundays.
6. Serve on the Supervisory Team of the Director of Religious Education, along with the Youth RE Committee Chair, and the Adult RE Committee Chair.
7. When the Director of Religious Education position becomes vacant, the Vice President for Religious Education requests Board authorization to advertise for the position, serves as chair of the search committee, and recommends members to be on that committee. If unable to serve as chair, the VP for RE may appoint someone in his/her place.
8. Serve on the Supervisory Support Team of the Campus Ministry Coordinator, along with the Chair of the Campus Ministry Committee.
9. When the Campus Ministry Coordinator position becomes vacant, the Vice President for Religious Education requests Board authorization to advertise for the position, serves as chair of the search committee, and recommends members to be on that committee. If unable to serve as chair, the VP for RE may appoint someone in his/her place.

Qualifications

Member of UUCT at least one year; commitment to and concern for lifespan religious education; ability to work as part of a team; able to balance many needs against limited funds – creativity problem solving a plus!

Amount of Time Required

At least one Executive Board meeting per month, about two hours in length; Youth RE, Campus Ministry, and Adult RE meetings, when called, about 2 hours per meeting. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

When Ministry is Performed

Board meetings; during Board, committee and congregational meetings; during informal meetings with Board and committee members; in personal contacts with church members and friends; in formal and informal contacts with denominational leadership; in formal and informal contact with members of the community; and as needed in carrying out other church-related tasks and activities.

Length of Commitment

Two years.

Training Provided

Experienced Board Members available for guidance

Responsible to

Board and Congregation

Support Provided

Camaraderie with other Board members, resources from UUA and District Office; appreciation of myriad population involved in lifespan R.E.

Committee and Task Oversight Responsibilities

Nursery	Campus Ministry
Youth RE	Adult RE
YRUU	Spiral Scouts Program

Adopted 6/5/03; Revised 10/20/04; 7/30/06

Vice President for Social Justice

Purpose of Position

To share in general decision-making and other leadership tasks, with special attention to matters pertaining to Social Justice.

Responsibilities

1. Attend meetings of the Executive Board regularly as an active participant and voting member, and chair when so assigned.
2. Provide support, coordination, and liaison with Executive Board for committees on Social Justice, Racial and Cultural Diversity (RCDC), Green Sanctuary, LGBT/Welcoming Committee, Partnership Church, The Shelter Meal Coordinator, Adult Forum, Multicultural Families, TEAM and Muslim Student Group.
3. Attend congregational meetings regularly and preside or assist when so assigned.
4. Participate in leadership or other specialized training.
5. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
6. Rotate responsibility with other Board members for locking up church on Sundays.

Qualifications

Meet UUCT Bylaw requirements. Be committed to UU principles. Have experience coordinating groups in volunteer organizations. Be committed to furthering the ministry of the UUCT. Experience as leader and member of one or more church committees. Experience with other major aspects of UUCT church life, such as religious education, worship, and social justice.

Amount of Time Required

At least one Executive Board meeting per month, about two hours in length. Meetings with Shared Ministry and other committees, and assigned tasks as needed, usually 2-4 hours per month. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

When Ministry is Performed

During Board, committee and congregational meetings; during informal meetings with Board and committee members; in personal contacts with church members and friends; in formal and informal contacts with denominational leadership; in formal and informal contact with members of the community; and as needed in carrying out other church-related tasks and activities.

Length of Commitment

Two years.

Training Provided

On-job experience with Board, committees and clergy; Leadership School, workshops, and consultation provided by The Mountain, the Florida District or other denominational auspices.

Responsible To

Board and Congregation.

Support Provided

Advice, encouragement, and technical assistance from other UUCT Board members (past and present), clergy, Florida District, UUA staff, and other denominational groups. Information from UUA and Florida District publications.

Committee and Task Oversight Responsibilities

Social Justice Committee	Green Sanctuary
Religious and Cultural Diversity (RCDC)(inactive)	Adult Forum
Partnership Church	Multicultural Families (currently inactive)
The Shelter Meal Coordinator(s)	Tallahassee Equality Action Ministry(TEAM)
LGBT Welcoming Committee (currently inactive)	Muslim Student Group

Adopted 6/5/03; Revised 10/20/04;8/28/05;7/30/06

Vice President for Management

Purpose of Position

To share in general decision-making and other leadership tasks, with special attention to matters pertaining to the operation and management of the buildings and physical facilities of the Church.

Responsibilities

1. Attend meetings of the Executive Board regularly as an active participant and voting member, and chair meetings when so assigned.
2. Provide support, coordination, and liaison with Executive Board for committees and coordinators on Buildings and Grounds, Workdays, Technology, Landscaping, Aesthetics, Archives and Library, and Memorial Garden, with support for and liaison with the Capital Improvement Committee and the Green Sanctuary Committee, and with other committees as needed in matters relating to church buildings and facilities.
3. Oversee matters relating to rental and unpaid use of church facilities, and provide guidance to the Office Administrator when requested and changes in church policy relating to these matters.
4. Participate in leadership or other specialized training.
5. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
6. Rotate responsibility with other Board members for locking up church on Sundays.
7. Serve on the Supervisory Support Team of the Office Administrator, along with the Board President, the Meridian Editor and the Chair of the Membership Committee.

Qualifications

Meet UUCT Bylaw requirements; be committed to UU principles; have experience coordinating groups in volunteer organizations; be committed to furthering the ministry of the UUCT. Experience as leader and member of one or more church committees. Experience with other major aspects of UUCT church life, such as religious education, worship, and social justice.

Amount of Time Required

At least one Executive Board meeting per month, about two hours in length. Meetings with Shared Ministry and other committees, and assigned tasks as needed, usually 2-4 hours per month. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

When Ministry is Performed

During Board, committee and congregational meetings; during informal meetings with Board and committee members; in personal contacts with church members and friends; in formal and informal contacts with denominational leadership; in formal and informal contact with members of the community; and as needed in carrying out other church-related tasks and activities.

Length of Commitment

Two years.

Training Provided

On-job experience with Board, committees and clergy; Leadership School, workshops, and consultation provided by The Mountain, the Florida District or other denominational auspices.

Responsible To

Board and Congregation.

Support Provided

Advice, encouragement, and technical assistance from other UUCT Board members (past and present), clergy, Florida District, UUA staff, and other denominational groups. Information from UUA and Florida District publications.

Committee and Task Oversight Responsibilities

- Buildings and Grounds Committee
- Aesthetics, Archives and Library
- Technology Committee
- Landscaping Committee
- Workdays
- Memorial Garden Committee

Adopted 6/5/03. Revised 10/20/04; 8/28/05; 7/30/06

Vice President for Finance

Purpose of Position

To share in general decision-making and other leadership tasks, and to provide leadership for managing the financial affairs of the church.

Responsibilities

1. Attend meetings of the Executive Board regularly as an active participant and voting member, and chair meetings when so assigned.
2. Provide support, coordination, and liaison with Executive Board for committees on Finance, Endowment, Fundraising, Canvass, Planned Giving, and Capital Campaign.
3. Provide oversight and assistance to the Treasurer, Assistant Treasurer, Collecting Treasurer and other Adjunct Officers, and recommend appointments to these positions as required.
4. Report regularly to the Board on fiscal matters, and facilitate the preparation and presentation of periodic reports from the Treasurer.
5. Provide copies of the budget to the Minister, the staff and to committee chairs who have budgetary responsibilities at the beginning of each fiscal year.
6. Fulfill other duties as outlined in the section on Financial and Fiscal Policies and Procedures in this Manual.
7. Participate in leadership or other specialized training.
8. Be knowledgeable about Board policy and interpret Board decisions to congregation members when requested.
9. Rotate responsibility with other Board members for locking up church on Sundays.

Qualifications

Meet UUCT Bylaw requirements. Be committed to UU principles. Membership in the Church for at least one year, and experience in related leadership and financial management positions as determined appropriate by the Nominating Committee, and approved by the Executive Board.

Amount of Time Required

At least one Executive Board meeting per month, about two hours in length. Meetings with Finance and other committees, and assigned tasks as needed, usually 4-8 hours per month. Periodic review and response activities via telephone, print materials, and e-mail, usually one to two hours per week.

When Ministry is Performed

During Board, committee and congregational meetings; during meetings with Board and other committees; in personal contacts with church members and friends; in formal and informal contacts with denominational leadership; in formal and informal contact with members of the community; and as needed in carrying out other church-related tasks and activities.

Length of Commitment

Two years.

Training Provided

On-job experience with Board, committees and clergy; Leadership School; workshops, and consultation provided by The Mountain, the Florida District or other denominational groups.

Responsible To

Board and Congregation.

Support Provided

Advice, encouragement, and technical assistance from other UUCT Board members (past and present), clergy, Florida District, UUA staff, and other denominational groups. Information from UUA and Florida District publications.

Committee and Task Oversight Responsibilities

Finance Committee	Planned Giving Committee
Canvass Committee	Capital Campaign/Building Fund
Fundraising Committee	Endowment Committee

2. Position Descriptions – Adjunct Officers

Treasurer

Purpose of Position

Maintain accurate financial records for the church, and manage expenses of church.

Responsibilities

Pay church bills, keep track of accounts, pay staff salaries, pay taxes, fill out tax forms, watch cash flow to maintain solvency; and prepare monthly and annual reports for the Finance Committee and the Board.

Qualifications

Accounting experience or aptitude determined as appropriate by the VP for Finance.

Computer literate and willingness to learn the software used by the church to track financial accounts.

Amount of Time Required

Twelve hours per week.

When Ministry is Performed

As convenient at the church or off-site, and as arranged during meetings and other activities involving others concerned with church finances.

Length of Commitment

Two years, or as arranged

Training Provided

From previous Treasurer, Assistant Treasurer, Vice President for Finance, and others as available.

Responsible To

Executive Board through Finance Committee and VP for Finance.

Support Provided

VP for Finance, Assistant Treasurer, Collecting Treasurer, Office Administrator; UUA and Florida District Office as requested.

Adopted 6/5/03

Assistant Treasurer

Purpose of Position

To assist the Treasurer in managing the church accounts, and to serve as Treasurer in that person's absence.

Responsibilities

1. Enter income and expenses into the church accounting and payroll software program (currently Church Windows);
2. Reconcile all bank and brokerage accounts;
3. Prepare and print the monthly Treasurer's reports and the Balance Sheet, and such other reports as may be requested by the Treasurer or the Board;
4. Perform such other duties as requested by the Treasurer.

Qualifications

Accounting experience or aptitude determined as appropriate by the Treasurer and VP for Finance.

Computer literate and willingness to learn the software program used by the church to track financial accounts.

Amount of Time Required

Twelve hours per week.

When Ministry is Performed

As needed to fulfill responsibilities

Length of Commitment

As arranged

Training Provided

From previous Assistant Treasurer, Collecting Treasurer, current Treasurer, Vice President of Finance, and others as assigned.

Responsible To

Treasurer and VP for Finance.

Support Provided

Treasurer, VP for Finance, and others as requested

Adopted 6/5/03

Collecting Treasurer**Purpose of Position**

To assist the Treasurer in the collection and deposit of monies received by the Church.

Responsibilities

1. Collect and keep account of all monies received by the Church from Sunday collections, pledges for the Operating Budget, and other recurring and non-recurring fundraising events and purposes.
2. Deposit received monies in the designated bank.
3. Report to the treasurer the amounts deposited and the purposes for which they were donated.
4. Report at least quarterly to each donor the amount of money donated during designated period.

Qualifications

Computer literate and willingness to learn the software program that the church uses to track financial accounts (currently Church Windows).

Amount of Time Required

Twelve hours per week.

When Ministry is Performed

After Sunday services; on bank days immediately following collections; following periodic fundraisers throughout the year, and during and following the annual canvass program.

Length of Commitment

As arranged

Training Provided

From previous Collecting Treasurer, current Treasurer, Vice President of Finance, and others as assigned.

Responsible To

Board through Finance Committee and VP for Finance.

Support Provided

Treasurer, VP for Finance, and others as requested.

Adopted 6/5/03

3. Summary of Board and Adjunct Duties Related to Strategic Plan And Administration

I. CHURCH COMMUNITY-- *VP Church Community* --

Committees: Stewardship - Caring Ministry - Social Activities - Hospitality & Kitchen Clean-up - Publications/Publicity

Tasks: Audiotape Distribution./Mgmt

Secondary Shared Responsibilities: *Campus Ministry * YRUU

II. WORSHIP --*VP Worship*--

Committees: Sunday Morning. Program - Music - CUUPS/Full Circle - UU Humanists – UU Buddhist Fellowship

Secondary Shared Responsibilities: Audiotape Distribution./Mgmt

III. MEMBERSHIP GROWTH --*Secretary*--

Committee: Membership

IV. LIFESPAN RELIGIOUS EDUCATION --*VP Religious Education*--

Committees: Nursery - Adult RE -Youth RE – YRUU - Campus Ministry

V. SOCIAL JUSTICE --*VP Social Justice*--

Committees: Social Justice- Racial & Cultural Diversity (RCDC) - Green Sanctuary -LGBT/Welcoming - Partnership Church – The Shelter – Adult Forum

VI. FACILITIES --*VP Management*--

Committees: Buildings & Grounds-Kitchen Improvement –Technology- Aesthetics-Landscaping-Workdays

Secondary Shared Responsibilities: *Capital Improvement *Green Sanctuary

VII. LAY & PROF. LEADERSHIP --*Past President*--

Committees: Committee on Ministry — Shared Ministry

Secondary Shared Responsibilities: *Personnel Committee

VIII. FINANCES --*VP Finance*--

Committees: Finance — Endowment — Canvass — Fundraising — Planned Giving

Oversight Responsibilities: Fiscal Reporting* Budget * Fund Mgmt * Treasurers

ADMINISTRATION

--*President*-- *Major Duties:* Chair Meetings—Board Oversight—Prepare Agenda—Strategic Plan Oversight — Nominating Comm. (VII) — Capital Improvement. Comm. (VI.)

Secondary Shared Responsibilities: *Policies & Procedures Manual *Personnel Committee

--*President-Elect*--*Major Duties:* Church Council — Denominational Affairs

--*Secretary*--*Major Duties:* Board Minutes— Policies and Procedures Management

--*Non-Voting Adjunct Officers: Treasurer, Assistant Treasurer, Collecting Treasurer*--

Major Duties: Funds Disbursement—Accounting—Fiscal Reporting—Budgeting —Fund Management

Adopted 6/5/03; revised 10/20/04

4. Section A Committee Descriptions

Bylaw Revision Committee (ad hoc)

Purpose

To develop and propose revisions to the UUCT Bylaws in response to changes in congregational size, organization and needs.

Responsibilities

5. Review current bylaws for sections already or soon to be out of date.
6. Research and write proposed new sections.
7. Write any procedures needed for transition to proposed revised bylaws.
8. With Board approval, present proposed revisions and transition procedures to congregation for discussion and approval.

Bylaws Article XI

Adopted 6/5/03

Capital Improvement Committee (CIC)

Purpose

To plan and oversee long-term capital improvements to UUCT physical facilities.

Responsibilities

Using professional technical and consulting services as needed, and with Board and congregational approval:

9. Research alternatives, gather information on needs, and make general recommendations to the congregation regarding long-term facility development.
10. Interview professionals and contractors and make recommendation to Board and congregation.
11. Oversee developments of specific building plans for facility development, securing Board and congregational approval at key decision points.
12. Oversee facility construction and any follow-up work required.

Adopted 6/5/03

Church Council

Purpose

To promote communication and cooperation among the various committees and lay ministries of the church.

Responsibilities

1. To share plans which reflect the activities and objectives of each church committee in order to promote effective coordination and mutual assistance.
2. To provide direct input to the Executive Board on budget and other policy decisions through scheduled meetings of committee chairs or other designated committee representatives with the President-Elect as chair.
3. To review the budgetary needs of each church committee, and help in setting priorities to assist the Finance Committee in preparing the annual budget.

Adopted 6/5/03

Committee on The Ministry (COTM)

Purpose

To share with the Minister the responsibility for:

1. Promoting effective congregational ministry (both lay and professional)
2. Educating the congregation about ministry
3. Promoting partnerships and trust necessary to strengthen our congregation's quality of ministry

Composition and Appointment

1. The Committee on The Ministry shall consist of three members selected for staggered three-year terms. Members shall be appointed by the Executive Board from among nominees recommended to the Board by the settled (or interim) minister and the sitting members of the Committee.
2. The Minister and the Committee shall jointly nominate to the Board at least two and no more than three individuals for each vacancy that arises on the Committee. In the absence of a settled or interim minister, the sitting members of the Committee shall nominate individuals to fill any vacancies. Upon the pending arrival of a newly called settled minister, at least one of the nominees shall be selected from among the members of the Search Committee or the Negotiating Team, if at all possible.
3. Members should be individuals who have the confidence of both the Minister and the congregation. Before appointment to the Committee, a candidate must have been a member of this church for a minimum period of one year immediately prior to appointment. No individual should serve on the Committee and on the Executive Board at the same time. Committee members may be appointed for no more than two consecutive terms.

Responsibilities

1. Promote healthy relationships between the congregation and the Minister by attending church activities, talking with members, friends, and visitors about their thoughts and wishes for the ministry in the church and community, and sharing these discussions with the Minister.
2. Report at least once each year to the Board, or more frequently as directed by the Board, on the state of the church's ministry and provide recommendations to the Board for strengthening the church's ministry (both lay and professional).
3. In partnership with the Minister, through studying learning, and reflecting on the ministry, educate themselves and share with the congregation the components and actions of effective lay and professional ministry.
4. Model in word and deed healthy and deepening relationships between clergy and laity.
5. Support the Minister's planning efforts for continuing education, sabbatical planning, and other professional development.
6. Together with the Minister, explore with and educate the Congregation about ministry in general, the specific ministry of the Congregation, and the partnerships and trust necessary to bring that specific ministry to its fullest potential. Together with the Minister, set standards of excellence and provide opportunities for all to be held accountable to those standards of excellence.
7. Establish a regular agenda so that each aspect of the ministerial-congregational relationship is reviewed on an annual basis and undertake assessments of specific issues concerning the church's ministry at the behest of the Executive Board.
8. In collaboration with the Minister, implement the process approved by the Board pursuant to Article VI, Section B.1(h) of the Bylaws for annually assessing the progress of the church leadership in achieving the leadership goals and objectives established pursuant to Article V, Section E of the Bylaws, and report the results to the Board and the Congregation.
9. In collaboration with the Minister, implement the process approved by the Board pursuant to Article VI, Section B.1(i) of the Bylaws for conducting an overall assessment of each aspect of the ministerial-congregational relationship every three years and report the results to the Board and the Congregation. The assessment shall encompass the performance of the Congregation and the Minister based upon the Congregation's vision of shared ministry and the expectations and responsibilities of the Minister as set

forth in Article IV, Section D of the Bylaws and the Congregation's covenant and working agreement with the Minister.

Bylaws Article VI.B.

Adopted 6/5/03. Revised 7/30/06

Denominational Affairs Committee

Purpose

To communicate to members of the congregation about denominational affairs, and increase awareness of opportunities for programs and activities for spiritual and intellectual, and social enrichment offered by our denomination at local, district and national levels

Responsibilities

13. To place items of interest from denominational sources in the congregational newsletter, the Sunday bulletin, the church website and, where appropriate, in local news media.
14. To report about UUCT activities to the Florida District through the Sunshine newsletter and to the UUA through media such as the Internet and the UU WORLD.
15. To maintain the Denominational Affairs section of the UUCT Bulletin Board in the sanctuary.
16. To work with the UUCT Executive Board on UUA initiatives.
17. To check the UUA website (www.uua.org) and the Florida District Monthly package for information to share with committee chairs, the Board, and others in the congregation.

Adopted 6/5/03

Nominating Committee

Purpose

To prepare a slate of candidates for any position to be filled by vote of the Congregation. This includes the Executive Board and the positions on the successor Nominating Committee. Nominations shall also be made for the unexpired portion of an interim appointment if the unexpired portion is for one year or more.

Composition

1. The Nominating Committee shall consist of four elected members who shall serve two-year terms, and one appointed member.
2. Two members shall be elected each year on the same date as for the election of officers.
3. To be eligible to serve on the Nominating Committee an individual shall have been a member of the church for at least one year.
4. The chair of the Committee shall be one of the continuing members, selected by vote of the Committee.
5. Each year the Committee shall select an individual who has previously been a president of the church to serve as the appointed member of the Committee.

Responsibilities

1. To meet in a timely fashion, at least six months before any scheduled election, to review the duties and qualifications of elective offices, and to consult as needed with church leaders and others to identify church members with capabilities, experience and interests appropriate for various leadership positions.
2. To prepare and execute a plan for reviewing data, setting priorities, and interviewing prospective candidates in time to present the slate for Board review and congregational voting.
3. To present the names of nominees to the Congregation at least two weeks before the time designated for the election.

Bylaws Article VI.E

Adopted 6/5/03.

Personnel Committee

Purpose

To develop, recommend and then monitor UUCT personnel policies and procedures for non-ministerial staff, and propose additions and revisions, as needed, with the overall goal of fostering and supporting a stable, professional church staff. The Personnel Committee may act as advocates to support the staff and working committees of the church in helping fulfill the mission of the church by providing expertise, considered opinion, documented information from denominational and other sources, and by gathering input from staff and supervisory teams.

Responsibilities

1. Research, discuss and make recommendations to the Board about current personnel issues.
2. Recommend annual salaries and salary increases in a timely fashion to assist in preparing the annual operating budget.
3. Maintain the Staff Personnel Manual and assure that a copy is given to each employee. The Personnel Committee shall also maintain a copy of the Manual in the church office so that it is available to the congregation.
4. Review the Staff Personnel Manual at least annually and recommend revisions to the Board, as needed.
5. Provide assistance and support to the Executive Board and the applicable working committees of the church in implementing personnel policies and procedures.
6. Educate the congregation about fair employment practices and about the duties, responsibilities, and relevant activities of each staff person.
7. Develop a three to five year staffing plan to implement recommendations in the UUCT Strategic Plan and provide equitable salaries for our employees.
8. Encourage supervisory team members to actively support and give ongoing feedback to the staff member(s) they supervise. This includes introducing new supervisory team members to the responsibilities of supervisory duties by providing copies of relevant personnel documents (e.g. staff position descriptions and recent performance review documents).
9. Initiate and facilitate annual performance reviews of staff members by the respective supervisory team.
10. Assist in the hiring of new staff, and ensure UUCT hiring procedures are followed.
11. Maintain and regularly update personnel records, forms and documents, as described in Policy A.2.5.

Adopted 6/5/03. Revised 10/20/04

4. Section A Policies

Settled Minister A.1.0

A.1.1 Minister's Discretionary Fund

The Minister's Discretionary Fund at the Unitarian Universalist Church of Tallahassee is restricted in use solely for good works and charitable purposes, and is not available for the personal benefit of the minister(s) of the church. This continues what has always been the understanding of how this fund operates. The minister(s) of the church is/are the sole distributor of this fund, in accordance with the traditions of ministerial discretion and pastoral confidentiality long held sacred in Unitarian Universalist churches. Disbursements from this fund shall be made directly by check to the individual in need. The President of the Executive Board will review the disbursements from this fund with the minister(s) on a regular basis, at least annually, respecting always the need for pastoral confidentiality where appropriate. This review may be delegated to the Committee on Ministry. In the absence of a Settled or Interim Minister, the President of the Executive Board may authorize disbursements from this fund.

Adopted 6/5/03. Revised 7/30/06

A.1.2 Minister’s Covenant and Working Agreement

The Committee on the Ministry will work with the Minister to revise, annually or as needed, the Covenant and Working Agreement for approval by the Board.

Bylaws Article IX.E.

Adopted 6/5/03

Paid Staff A.2.0

A.2.1 Staff Personnel Manual

General personnel policies that relate directly to non-ministerial staff, such as vacation, staff evaluations and grievances, shall be contained in the Staff Personnel Manual. The Personnel Committee shall periodically review the policies in the Staff Personnel Manual and recommend to the Board revisions and additions when needed.

Adopted 6/5/03; revised 10/20/04

A.2.2 Review and Revisions to Staff Personnel Manual

The Executive Board will review and approve revisions to the Staff Personnel Manual. Board members with supervisory responsibilities will pay particular attention to matters relating to those staff members under their supervision.

Adopted 6/5/03. Revised 10/20/04

A.2.3 Letter of Hire

The Vice President for Finance, with the assistance of the Personnel Committee and the Treasurer, will provide a letter for each paid staff member detailing salary, deductions, net pay, and other salary-related details at least annually and whenever any changes to salary are implemented.

Adopted 6/5/03

A.2.4 Supervision of Staff

The Minister is the Chief of Staff and shall provide daily supervision of staff. The Minister will work with the Personnel Committee as needed, and in consultation with the Board. Supervisory teams shall be established, with the Minister as team leader. The lay leaders on the team shall assist and advise the minister on staff matters, as needed and appropriate. The minister will designate one of the lay leaders on the team to assume supervisory duties, if needed, when the minister is absent. The supervisory teams are:

Staff Member	Supervisory Team
Office Administrator	Minister*, Board President, VP for Management, Membership Committee Chair, and Meridian Editor
Campus Ministry Coordinator	Minister*, VP for Religious Education, and Campus Ministry Committee Chair
Director of Religious Education	Minister*, VP for RE, Youth RE Committee Chair, and Adult RE Committee Chair
Music Director	Minister*, VP for Worship, Music Committee Chair, and Program Committee Chair
	*Supervisory Team leader

Adopted 10/20/04. Revised 7/30/06; 8/27/06

A.2.5 Position Descriptions and Personnel Forms

Position descriptions and other forms related to personnel shall be developed and maintained by the Personnel Committee and kept in a binder in the church office and in the Minister's office, with electronic copies sent to the church office computer. These forms and documents include, but are not limited to, the following:

- a. Hiring procedures and forms
- b. Performance review procedures and forms
- c. Staff position descriptions
- d. Time documentation procedures and forms
- e. Miscellaneous forms relating to employment, such as the notice of salary and benefits.

These documents and forms shall be available for Board review but do not require formal Board approval.

Adopted 10/20/04

A.2.6 Background Check

A background check performed by the Florida Department of Law Enforcement is required on all new employees of the church. If possible, the check should be done and the report received prior to the employee's start date, but no later than six weeks after hiring. The fee shall be paid by the church. If the applicant is from out-of-state or has an out-of-state work history, the Board may require a national background check. A negative report may be cause for non-hire or for dismissal.

Adopted 10/20/04

Communications A.3.0

A.3.1 Decision-Making

Guidelines for decision-making by and within the congregation can be found in the document titled ***UUCT Guidelines for Decision-Making*** found in Appendix 2.

Adopted 6/5/03

A.3.2 Communication Guidelines

Guidelines for communicating are found in the document titled ***Communication Guidelines***, found in Appendix 3.

Adopted 6/5/03

A.3.3. Announcements in Order of Service (OOS)

The purposes of announcements in the Order of Service are to:

- a. Briefly outline UUCT committee sponsored activities for the week (Sunday to Sunday).
- b. Inform visitors about Lifespan RE opportunities
- c. Update Meridian information (e.g. events, Joys & Concerns).
- d. Publicize fund raising activities

Guidelines for announcements in the OOS:

- a. Announcements will fit on one 5.5 X 8.5 inch sheet and be sponsored by a UUCT group or committee, Florida District, or UUA.
- b. Changes in minister's or Office Administrator's office hours will be on the calendar.
- c. All UUCT activities will appear on the calendar side; special events and explanations of UUCT activities will appear on the other side (3 sentence maximum).
- d. Refer people to Meridian and/or Sunshine for more information; include contact person.

Adopted 6/5/03

A.3.4 Bulletin Boards

Flyers for community activities may be posted on the bulletin board or in the 3-ring notebook if

a. A UUCT group is involved in supporting the organization; for example Cropwalk/CWS, Riley House, ECHO, The Shelter.

b. UUs support the mission/vision/activities of the organization. Examples: Hospice, IMPACT, Canopy Connection/Big Bend Cares, PopLine, Family Tree, Funeral and Memorial Society, Audubon, Sierra Club, NOW, Amnesty International, Neighborhood Justice Center, Family Law Assistance, Refuge House, Planned Parenthood.

Adopted 6/5/03

A.3.5 Use Of Church Address Lists

Lists of the postal, telephone, email, and other addresses of the members and friends of UUCT may be used for church business and personal use only. They may not be used to advertise or otherwise solicit business. They may not be given or sold to any other organization, except that the postal addresses of members will be given to the Unitarian Universalist Association unless the member requests otherwise.

Members and friends are urged to be very careful in their use of email, addressing messages only to people who are known to be interested in the contents of the message. They should avoid generally broadcast messages except for material that would be suitable for publication in the newsletter.

Adopted 6/5/03

A.3.6 Use of UUCT Bulk Mail Permit by Related Organizations

UUCT will respond to requests from related organizations for use of the Bulk Mail Permit on a case-by-case basis. The Office Administrator will check with the U.S. Postal Service Bulk Mail Unit as to the legality and conditions of use in each case. The O.A. will coordinate use of the permit and collect the money needed to pay for postage. Money so received and expended will be reported to the Treasurer.

Adopted 6/5/03

A.3.7 Use Of The UUCT Banner And Other Identifying Banners

The UUCT banner was created to be carried in processions at the UUA General Assembly and other UUA events. It has also been carried at CropWalk, a non-controversial event in which UUCT members have participated for many years without a single objection or question about our church's participation. It is not to be carried by UUCT individuals or subgroups in cases where the level of congregational support is not clear. In such cases, demonstrators should create specific "message" banners--with more targeted comments--that may identify the individuals or subgroups, such as "UUCT Social Justice Committee", for example.

Adopted 6/5/03

A.3.8 Use of the Telephone Tree

The President, with concurrence of other Board members, may authorize use of the telephone tree for important notices of general interest, including but not limited to reminders for events such as congregational voting meetings; notices and requests for assistance with fundraisers or other special projects, or other purposes determined necessary or desirable for notifying members or soliciting information.

Adopted 6/5/03

A.3.9 Church-wide Email Notices

The President or other designated Board members may authorize church wide email messages for important notices of general interest, including but not limited to reminders for events such as congregational voting meetings or major fundraisers; requests for assistance with special workdays or caring ministry needs; and notices of last-minute events not on the regular calendar, such as teach-ins with guest speakers.

Adopted 6/5/03

A.3.10 Congregational Mailings

The President has overall responsibility for assuring that congregational mailings are prepared and sent out in a timely manner. The tasks involved may be delegated, but include the following:

1. Making decisions about type of postage (bulk or stamped); whether labels will be individual or by household; recipients to be members and friends or just members; the size of the envelopes; what formatting needs to be done by the Office Administrator or is document copy-ready; the schedule and timeline for copying, filling envelopes, etc. to meet mailing deadline; how many extra copies will be needed for meetings.
2. Assuring that the Office Administrator has on hand or has ordered sufficient supplies: labels (address, return address, bulk mail if needed); stamps or enough money in bulk mail account; correct size of envelopes; and that there are volunteers available to help stuff envelopes and take items to the Post Office.
3. Determining that childcare and playground supervision are available for voting meetings.

Adopted 6/5/03

A.3.11 The Meridian

The church shall periodically publish a newsletter titled *The Meridian*. The editor of *The Meridian* is a volunteer position. He/she shall have overall editing authority and, working with the Office Administrator, is responsible for assuring that the newsletter is published in a timely manner.

Adopted 7/30/06

A.3111 General Guidelines

- a. Submissions should be made to both the editor and to the Office Administrator to assure they are received.
- b. Submissions should be made by the 15th of each month or as designated by the editor.
- c. Persons submitting information about a meeting, class, fund-raiser, special event or workshop are asked to add the following designations to their descriptive article for publication in *The Meridian*:
 - i. Baby-friendly (infants and young toddlers welcome to attend the event under supervision of parents)
 - ii. Childcare provided (already planned and available)
 - iii. Childcare available upon request
 - iv. Transportation available upon request
- d. The editor and the Office Administrator may establish specific guidelines for the form and formatting of articles and items that are submitted for publication in *The Meridian*. Submitted articles that do not conform to the guidelines may be rejected for publication.

Adopted 7/30/06

A.3112 Calendar Submissions

- a. Items for the calendar published in *The Meridian* should come directly from a staff member, a Board member, a committee chair or a program/activity coordinator, or one of his/her designees.
- b. Unless timely notified in writing by one of the persons named above that there is a change, monthly re-occurring events will be listed in the calendar without having to be re-submitted each month. Every effort should be made to schedule committee meetings and regularly occurring events at the same time, on the same day/night of the week and in the same room.
- c. New calendar dates, as well as any subsequent changes, additions or deletions, should be checked for availability of room space with the Office Administrator and then submitted in writing by one of the people named above for inclusion in *The Meridian*.

- d. Non-routine items for inclusion on the calendar, such as a special event or class, should be described in a separate write-up and submitted in writing to the editor and to the Office Administrator through one of the persons named above.
- e. All Adult Enrichment class descriptions should be approved and submitted by the Director of Lifespan Religious Education or his/her designee, the Adult Enrichment Coordinator.

Adopted 7/30/06

Resolutions on Issues of Importance A.4.0

A.4.1 Procedures for Adopting Resolutions

Procedures for adopting resolutions supported by the church congregation can be found in the document titled *Procedures for Adopting UUCT Resolutions* found in Appendix 4 of this manual.

Adopted 6/5/03

A.4.2 Adopted Resolutions

Copies of resolutions adopted according to approved procedures can be found in the back of this manual and also made available to members, friends and interested persons upon request in the church office.

Adopted 6/5/03

Delegates to Florida District and General Assemblies A.5.0

A.5.1 Selection of Delegates

Voting delegates will be chosen by the Board from among those planning to attend. First priority will be given to Board members, then to standing committee chairs, then to people who have not been delegates recently.

Adopted 6/5/03

Childcare for Meetings and Events A.6.0

A.6.1 General Policy Regarding Childcare

The person in charge of a meeting or event should arrange ahead of time for childcare by contacting the Director of Religious Education. When possible, the Director of Religious Education will arrange for childcare to be provided by the Nursery Worker, as long as her/his hours do not exceed 40 hours in the week. If the Nursery Worker's hours exceed 40 in the week because s/he is needed for a special program or event such as Harmony Camp and s/he is agreeable to the additional hours, then overtime salary at time and a half will be paid from the budget of the special event. If the Nursery Worker is unavailable, then the Director of Religious Education may use the services of other persons. Money should be budgeted annually for childcare expenses.

Adopted 6/5/03. Revised 7/30/06

Committees A.7.0

A.7.1 Method of Establishing Committees

The Bylaws describe the primary responsibilities and membership of the Committee on the Ministry, the Finance Committee, the Endowment Fund Committee, and the Nominating Committee.

Responsibilities and membership requirements for these four committees may be further described in the Committee Descriptions contained in the Manual of Policies and Procedures. The Executive Board is authorized to establish additional committees and to specify their responsibilities. It is recommended that a description of responsibilities and membership requirements for all committees be included in the Manual of Policies and Procedures.

Adopted 8/28/05

A.7.2 Oversight and Chairmanship

All committees are to be under the oversight of a designated member of the Executive Board, who shall have responsibility for appointing the chairs of the committees under her/his oversight. Chairs of committees must be members of the church for at least a year.

Adopted 8/28/05

Calendar A.8.0

A.8.1 Scheduling Events on the Calendar

The Office Administrator is responsible for maintaining an overall calendar for the church. All requests to schedule an event at the church should be made to the Office Administrator to assure that the desired date and room space is available. See Policy G.1.7 for policies related to room usage.

Adopted 7/30/06

Section B

Church Community

Committees in this area report to the Vice President for Church Community

1. Section B Committee Descriptions

Caring Committee

Purpose

The purpose of the Caring Committee Network is to reach out with caring and support to members and friends of UUCT and to their families during times of special need, such as family crisis, transition, temporary or long-term confinement, and other situations where extraordinary help may be appropriately provided. It is the intention of this policy that the first line of caring is at the Church Committee level, such that each member of a Church Committee will look out for special needs among that committee's members, as well those whom committee members serve, or otherwise come into contact.

Responsibilities

The overall responsibility of the Caring Committee Network is to establish and support a system for (a) identifying special needs, and (b) responding in times of such needs. Strategies include the following:

1. Develop a database of members and friends willing to provide the various “gifts of self” to respond to individual and family needs within the congregation (especially for one-time, periodic or short-term services).
2. Organize a system to match caregivers with those in need, so that everyone in the congregation who is willing and able will serve as part of the Caring Committee Network.
3. Identify and support a Caring Committee Chair who will organize and coordinate caring activities, working in cooperation with UUCT clergy and church leadership, employing church staff, volunteers from the congregation, and community resources as appropriate.
4. Encourage each church committee to create a “climate of caring” in which committee members (a) take note when special needs arise within their own membership, and (b) respond appropriately, either by meeting the member’s need directly, or by notifying the Caring Committee Chair or the minister for additional help.
5. The President-Elect, as head of the Church Council, will periodically remind committee chairs of this policy and bring information back to the Board should modifications or special support be required.
6. Support UUCT clergy and lay leaders, in cooperation with other agencies where appropriate, to provide training for members of the congregation who are willing and able to provide lay services (e.g. caregiver relief and grief support) to meet caring needs.

Adopted 6/5/03

Social Activities Committee

Purpose

To foster a spirit of community among members, supporting friends, and interested visitors by supporting and encouraging participation in social activities that will meet varying needs and interests, and help establish bonds of friendship, respect, and mutual support.

Responsibilities

1. Identify social interests and needs of persons in the church community.
2. Provide information about social, cultural and educational events and opportunities in the broader community that meet identified or potential needs and interests of the congregation, by means of church publications such as the Meridian and church bulletin, and personal communication.
3. Arrange or facilitate social activities such as dinners, game nights, book and film discussions, etc, among members of the church community.

Adopted 6/5/03

Hospitality and Kitchen Kontroller

Purpose

To foster a spirit of community by providing hospitality and food service for church events in an atmosphere of fellowship and creativity, and in harmony with UU principles.

Responsibilities

1. The overall responsibility of the Hospitality Committee is to organize and manage a system for food service and clean up for church-sponsored events, and to assist at specific events as assigned.
2. Maintain supplies of staples, cleaning materials, and other accessories as needed in managing the church kitchen.
3. Use the “gifts of self” database and other means to identify and assign members and friends willing to provide refreshments and clean up for Sunday services, and for other church events involving refreshments.
4. Provide written instructions, direct supervision and personal assistance to assure that food service and kitchen clean-up tasks are performed properly.
5. Use kitchen management practices in harmony with good environmental principles, such as those recommended by the Green Sanctuary Committee.

Adopted 6/5/03

Publicity and Publications

Purpose

To provide news about UUCT’s special programs, events, and philosophy to the broader community through community media.

Responsibilities

Tasks for members of the Publicity Committee include:

1. Writing, editing and transmitting press releases to local and regional newspapers, TV and radio stations in a timely fashion in order to publicize special Sunday services, special events, and other appropriate news of the church.
2. Maintaining the literature racks in the church that contain brochures and specific information about Unitarian Universalist principles, philosophy, and organization.
3. Posting items of interest to UUCT members, supporting friends, and visitors on congregational bulletin boards.

Adopted 6/5/03

Audiotape Distribution & Management

Purpose

To assure that a system is in place for taping, archiving and distributing audiotapes of UUCT Sunday services and other recorded programs so tapes are available to share with members and supporting friends who are unable to attend in person, or who wish to obtain copies of particular services or recorded events.

Responsibilities

Tasks for Audiotape distribution and management include:

1. Designing and describing an integrated system for taping Sunday services and other events as assigned.
2. Organizing and maintaining an inventory of master tapes of each event.
3. Organizing and maintaining a system for lending, duplicating, and retrieving tapes to assure that requests are met and inventories are maintained.

Adopted 6/5/03

2. Section B Policies - None

Section C

Membership Growth

Committees in this area report to the Secretary of the Board

1. Section C Committee Descriptions

Membership Committee

Purpose

The overall purposes of the Membership Committee are:

1. To provide a community for existing and potential UU's;
2. To retain current members and attract new ones so as to have a sufficient number of members to provide a full range of programs and services and to spread the influence of the church within the Tallahassee metropolitan area

Responsibilities

Committee members have the following responsibilities:

1. To meet regularly and work cooperatively with the Membership Chair to help fulfill purposes and tasks of the Committee and subcommittees.
2. To assist the Membership Committee Chair in preparing an annual budget request and operating within assigned budgetary limits.

Membership Subcommittees and Tasks

Greeters: Distribute Order of Service and greet people arriving at Sunday Service; review visitor lists; oversee short-term Meridian subscription lists; and conduct visitor follow-up.

New UU's: Coordinate the NEW UU program, including archiving of procedures, materials, trainers and participant names; managing New UU session announcements in Meridian and bulletins; and implementing a systematic way of identifying, training, and retaining trainers for NEW UU sess

New Member Follow-up: Recruit, welcome and orient new members into church activities; conduct GIFTS OF SELF follow-up; and oversee New Member Sunday activities.

Membership Data Base: Conduct an annual review of membership rolls for keeping membership information updated and accurate, and oversee availability and/or distribution of current membership lists to the congregation.

Youth Membership: Inform potential youth members about the church and welcome them into the congregation.

Dinners for Eight and Dinners for Families with Children: Coordinate *Dinners for Eight* and *Dinners for Families with Children*, which are held to introduce new members and friends to other members of the congregation in a small, informal setting.

Adopted 6/5/03

2. Section C Policies – None

Section D

Worship

Committees in this area report to the Vice President for Worship

1. Section D Committee Descriptions

Program Committee

Purpose

The purpose of the Program Committee is to assist in providing for Sunday morning programs that will attract, inspire and intrigue our diverse community of members, supporting friends, and visitors. We strive to express our diversity in the style as well as the content of Sunday services, which may include ideas that challenge the intellect, aesthetic experiences that stir emotions, and information or practical activities that help us cope with everyday life. The goal is to present well-planned services that are welcoming, and support the UU principles, while addressing identified and emerging needs and interests of the church community.

Responsibilities

Committee members have the following responsibilities:

1. To identify topics and speakers for lay-led Sunday services, and organize such services when necessary.
2. To assist the Minister whenever requested for minister-led services.
3. To assign, train and support Lay Leaders in their roles in Sunday services.
4. To work cooperatively with the Music Director as requested to assist in providing music for Sunday services, especially during lay-led services.
5. To attend and participate actively in Program Committee meetings, and to complete assignments as necessary outside of regular meeting times.
6. To prepare an annual budget request and operate within assigned budgetary limits.

Adopted 6/5/03

Music Committee & Choir

Purpose

The purpose of the Music Committee is to support a strong, inspiring music ministry for all ages that creates a climate of reverence and joy, attracting visitors and providing an enriched spiritual experience for all who participate, whether as performers or listeners.

Responsibilities

Committee members have the following responsibilities:

1. To meet regularly and work cooperatively with the Music Director in matters relating to the Music Ministry of the church.
2. To assist the Music Director in preparing an annual budget request and operating within assigned budgetary limits.

Adopted 6/5/03

3. Section D Policies – None

Section E

Lifespan Religious Education

Committees in this area report to the Vice President for Religious Education

1. Section E Committee Descriptions

Youth RE Committee

Purpose

To provide a well rounded, liberal religious education for our children in an environment where they feel safe, accepted, respected, and happy. We offer our children a community experience through structured classes, religious celebration, social interaction, social service, and family activities.

Composition

The Youth RE Committee shall be composed of the following members:

1. The Director of Religious Education (DRE) who provides staff leadership for the Youth RE program.
2. The Committee Chair, who provides leadership at monthly meetings, calls for votes, prepares the annual budget with input from the DRE, tracks committee expenses throughout the year, approves reimbursements, and oversees the annual update of policies and procedures relating to Youth RE.
3. The Volunteer Coordinator, who recruits teachers and other volunteers with help from the DRE.
4. The Caring and Concerns Member, who handles caring and concern matters within the RE families (e.g. sending cards, organizing meals)
5. The Recorder, who takes minutes during meetings and distributes them to committee members.
6. The Teachers, each of whom is part of a team that teaches a specific youth RE class. Teachers must be a church member or friend for at least a year before teaching.
7. The Nursery Coordinator, who interviews and hires nursery attendants and monitors procedures that ensure a safe, clean environment for the nursery children.
8. The Playground Chair, who oversees playground safety, maintenance and improvement.
9. The Our Whole Lives (OWL) Coordinator, who oversees OWL program implementation within the RE program.
10. The YRUU Advisors, who work with teens to ensure an active YRUU group. YRUU advisors must be a church member or friend for at least a year before filling this position.
11. Other interested individuals

Where needed, decisions shall be made by majority vote, and there must be at least 4 voting members in attendance to make any major decisions. All committee members present, as well as other interested people who have attended at least 2 meetings in the past 6 months, shall be able to vote.

Responsibilities

1. Annually review and update policies and procedures relating to Youth RE. DRE shall obtain committee approval prior to any policy changes or major decisions. Board approval will be obtained when necessary.
2. Prepare an annual budget for approval by the committee.
3. Meet on the first Sunday of each month, with agenda prepared by the DRE in consultation with Chair.
4. Assure that the meetings are open to all interested people.

Adopted 6/5/03

Campus Ministry Committee – No description

Adult RE Committee – No description

2. Section E Policies

General Policies E.1.0

E.1.1. Recruiting Volunteers

Volunteers are needed in all Lifespan RE programs: Nursery, Youth, YRUU, Campus Ministry and Adult.

Volunteer Sign Up sheets should be distributed to all parents and other interested church members/friends annually.

To ensure the best possible programs, all parents of children in the Youth RE program are expected to contribute several hours of volunteer time during the year.

Adopted 6/5/03

E.1.2 Expenditures and Reimbursement

Reimbursement forms (blank) should be available at committee meetings, and may also be obtained in the church office.

Purchases for the church are tax-exempt. Tax-exempt certificates should also be available at committee meetings or may be obtained from the church office.

Expenses under \$75 may be approved by either the DRE or the chair of the specific committee.

Expenses over \$75 need two signatures from among the DRE, the chair or group advisor, or the VP for RE.

Adopted 6/5/03

E.1.3 Resources and Training

The DRE shall read, distribute where appropriate, and file REACH packets (UUA publication received 2x per year) and other UU materials received

The DRE shall subscribe to and distribute useful information from the REACH LIST (UUA email support group)

The DRE shall maintain a resource library

DRE will distribute information on training available to teachers, etc.

Money will be budgeted to pay for DRE and some other volunteer training, including travel (the DRE will charge class time as work hours).

Adopted 6/5/03

Youth RE Program E.2.0

E.2.1 Year Round Calendar

We offer something for the children 52 weeks per year, divided into a school year and a summer program.

Adopted 6/5/03

E.2.2 Teaching Recommendations During School Year

That a team of teachers (2 to 4 members) teach each class to share the responsibility.

That there be a lead teacher, especially if more than 2 teachers on a team. The lead teacher will be the main contact for the class and schedule the teachers.

That every teacher teach at least once a month so a relationship can be formed with the children.

That there be an assistant teacher each week with grade 3 and below.

Adopted 6/5/03

E.2.3 Curricula

A 3-yr. curriculum plan should be followed (regularly revised to keep current), ensuring coverage in the 5 major areas of emphasis:

UU Identity

Jewish and Christian Heritage

Peace, Social Justice, and the Interdependent Web

World Religions

Personal Spiritual Growth and Development

The O.W.L. curriculum will be offered on a 2- or 3-year cycle, so each child has the opportunity to participate in each phase of the curricula.

Adopted 6/5/03

E.2.4 Registration and Attendance

All children and youth from infants through high school are asked to register during the designated weeks in late summer.

Parents should be available on the church grounds while their children are in Religious Education.

Family fees: 1 child \$15, 2 children \$25, 3 or more children \$30. Scholarships are available.

Visitors should register after three visits.

DRE keeps overall attendance and registration records; teachers keep weekly class attendance.

The Lead Teacher or DRE should call students/parents who have not been to class in a while.

Adopted 6/5/03

E.2.5 Class Parent

Each class should have a volunteer class parent to organize at least one non-Sunday AM class party, one coffee hour hosting, and be willing to make calls to notify the class members about special events.

Adopted 6/5/03

E.2.6 Welcoming

DRE sets up and staffs the welcome table/parent resource center (volunteer does on the one Sunday

DRE has off per month).

New families should receive a copy of the RE brochure and a volunteer sign up sheet. As soon as possible, they should receive special invitations to participate in events and volunteer jobs so they are able to quickly feel a part of things.

Adopted 6/5/03

E.2.7 Sharing the Good News

The DRE ensures that Youth RE activities are submitted to the Meridian and posted on the church calendar.

Sunday attendance is recorded on the weekly stat sheet for the Church and later is included in the Meridian.

RE Brochure is prepared annually by DRE (with assistance from church Office Administrator), which gives an overview of the RE program and important information for parents to have.

Plan a special service to celebrate the year (in May) and recognize teachers and other RE volunteers.

Adopted 6/5/03

E.2.8 Integrating Youth Into Church Community

The DRE works with the Minister on a regular basis to make the “REflection” portion of the service a meaningful experience.

Plan a portion of the service each spring to recognize graduating seniors.

Plan a portion of the service each fall to recognize new middle and high school students.

Plan a portion of the service to welcome any newborns.

Regularly plan child dedication services to officially welcome the children of new members (or current members who have not previously been dedicated).
Encourage middle and high school students to plan and conduct a Sunday morning service.
DRE works with the Minister to provide several intergenerational services during which the children are in church for the entire service (e.g., Easter, Earth Day).

Adopted 6/5/03

E.2.9 Fun and Fellowship

Parent, Youth, and Intergenerational Activities should be organized:

Special Pals Program
Daughters of the World Luncheon
Maypole Celebration
Kids' Fun Nights (a/k/a Parents Night Out)
Bonfire
Canoe trips, hikes, etc.
Class Family socials
Class Hosting of Coffee Hour
Family Movie Nights
Plays, Dances
Community Service Activities (Crop Walk, etc.)
Planning Potluck in Spring
Parent classes on timely issues and UU values

Adopted 6/5/03

Young Religious Unitarian Universalists (YRUU) E.3.0

E.3.1 YRUU/Teens

Facilitate a strong YRUU through
Advisor Training
Budgeting for group activities
Encourage attendance at CONS
Host CONS every few years
Run a Coming of Age Program for young teens every few years

Adopted 6/5/03

Nursery Program E.4.0

E.4.1 General Nursery Policy

Continue to employ a mature Sunday morning babysitter to ensure the babies are well cared for and see a familiar face.
Pager should be used each week to call for help when needed.
Ratio of 1 adult per 6 toddlers or per 2 infants should be maintained. Volunteer adult helpers should be recruited when needed.
Nursery is intended for children younger than age 4 at the start of the school year.
Nursery children are expected to enroll in the RE program.

Adopted 6/5/03

Campus Ministry Program E.5.0 – No policies

Adult Religious Education E.6.0 – No policies

Section F Social Justice

Committees in this area report to the Vice President for Social Justice

1. Section F Committee Descriptions

Social Justice Committee – No description

Racial and Cultural Diversity (RCDC Committee) (currently inactive)

Purpose

To act on a vision of a Unitarian Universalist faith which supports, and seeks ways to include, a diverse and multicultural global villages, and to implement a process (such as the Journey Toward Wholeness) that will help us realize diversity and anti-oppression within our church and to extend our leadership to the broader community.

Responsibilities

Committee members have the following responsibilities:

1. To educate ourselves and our church members by defining and exploring diversity as including racial, cultural, sexual, age, and physical differences.
2. To seek and sponsor activities and programs which encourage a diverse mix within our UU church.
3. To ensure our church's commitment to diversity by monitoring or progress toward wholeness
4. To expand our actions into the local community to be leaders against personal, institutional, economic, and other types of oppression.

Adopted 6/5/03

Green Sanctuary Committee – No description

Partnership Church – No description

Adult Forum – No description

The Shelter Committee – No description

TEAM (Tallahassee Equality Action Ministry – No description

Muslim Student Group – No description

Lesbian/Gay/Bisexual/Transgender Welcoming Committee (LGBT) – Inactive

Multicultural Families – Inactive

3. Section F Policies – None

Section G

Facilities and Property

Committees in this area report to the Vice President for Management

1. Section G Committee Descriptions

Buildings and Grounds Committee

Purpose

To oversee short-term capital improvements and on-going maintenance of facilities and grounds.

Responsibilities

1. To review and approve perennial plants to be planted on the UUCT grounds.
2. To review and approve painting and other temporary or minor permanent repairs and changes to the buildings. Persons proposing such changes should consult with people with a stake in the outcome and prepare a proposal to the Committee. Major changes of the appearance of buildings and grounds should be approved by the Board or the Congregation, depending on the scope of the work.

Adopted 6/5/03

Aesthetics Committee

Purpose

To assure that elements of harmony and beauty are considered in the planning and design of church facilities and events.

Responsibilities

1. To advise on plantings on the UUCT grounds as approved by the Buildings and Grounds Committee.
2. To advise on painting and other temporary or minor permanent changes to the buildings as approved by the Buildings and Grounds Committee. Persons proposing such changes should consult with people with a stake in the outcome and prepare a proposal to the Committee. Major changes of the appearance of buildings and grounds should be approved by the Board or the Congregation, depending on the scope of the work.
3. The Aesthetics Committee surveys congregational opinions and researches options where major aesthetic issues are concerned. The committee also provides advice on art works and displays to be hung in the sanctuary and other areas of the church that are conspicuously public.

Adopted 6/5/03

Technology Committee

Purpose

To provide adequate technology and communications systems to support church programs.

Responsibilities

To anticipate and respond to needs for maintaining, upgrading, and effectively using computers, telephone systems and other electronic media.

Adopted 6/5/03

Landscaping Committee – No description

2. Section G Policies

Use of Facilities G.1.0

G.1.1 General Use of Facilities

The UUCT facilities, the sanctuary, the classrooms and the grounds are ordinarily reserved for officially sponsored church-related functions. However, we are happy to make these facilities available for use by other approved persons or groups at times that do not conflict with UUCT activities. The church sanctuary, classrooms and grounds may be used by the public for such purposes as religious gatherings, general meetings, lectures, instructional programs, voting, conferences, weddings, memorial services and receptions, subject to provisions listed below.

Adopted 6/5/03

G.1.2 Categories of Events and Users of Church Space

There are four main categories or types of events whose sponsors may request use of church space:

1. OFFICIALLY SPONSORED: Event is accepted as central to the mission of the church or its regular ongoing program, or as defined in the Annual Fundraising Policy Document, (i.e., sponsored by a Committee, recommended by the Board member liaison, and approved by the Church Council). Any admission fees or donations derived from the event will be considered church income, to be credited where appropriate.
2. OUTSIDE SPONSORED: Event is not connected with the church's central mission or current program goals. Standard fees and terms for use of facilities are applied, as defined in the Fee Schedule and Guidelines. The outside sponsor retains admission fees or contributions.
3. CO-SPONSORED: Event is determined to be of some benefit to the church in building support for the UUCT program, contributing to the community, or promoting awareness of Unitarian Universalist principles, and as such is deemed to be worthy of support and co-sponsorship. A committee chair acquainted with the mission of the proposed cosponsor recommends co-sponsorship of an event. Approval is required by that committee's designated VP liaison to the Board. A co-sponsored event will be allowed free use of the church facilities. If appropriate, a contribution box will be available in a prominent place and a suggested donation will be encouraged. The contributions will be retained by the UUCT. Performer or lecturer fee (e.g. honorarium) will be provided from the committee's budget. Whether a professional engaged by the committee serves gratis or requires a fee, any contributions will revert to the UUCT, and be credited to the appropriate budget line(s). Support of a co-sponsored group beyond free use of facilities will require action by the board to establish a special budget expense item.
4. MEMBER'S PERSONAL EVENT: A member or supporting friend of the church requests use of church space for a personal event such as a celebration, ceremony, or personal meeting, up to once in a twelve-month period. (An event involving an organization or professional group with which the member is affiliated will follow procedures appropriate to the categories listed above). Guidelines for members' personal usage are outlined in G.1.4.A.1.d.

Adopted 6/5/03

G.1.3 Special Cases

In the absence of normal channels for timely determination of an event request, the Board President is empowered to determine what category is appropriate for any particular event or potential user, with concurrence from the Vice President for Management. Requests for special terms or fees for outside-sponsored or co-sponsored uses require approval by a quorum of Board members.

Adopted 6/5/03

G.1.4 Fee Schedules and Guidelines

A. Sanctuary Use fees:

1. One-time use (includes setup and clean-up time):

- a. Seminars/Meetings - \$50/hour (min. 2 hrs.) All day (5 hrs or more) \$250
- b. Party/Weekend Wedding - \$75/hour over 50 people; \$50/hour for 50 or fewer people; (min. of 2 hours.); \$50/hour for rehearsal. A small weekday daytime wedding with no reception: \$50 per hour (min. 1 hour).
- c. Memorial services and other non-wedding services - \$50/hour (min. 2 hours.)
- d. Member's personal event - a church member or supporting friend in good standing for at least six months (as determined by the official membership list updated monthly) may use the sanctuary for one event per year without charge. This usage must be a personal event, such as a ceremony or celebration, rather than an event affiliated with an organization.

2. On-going meetings or religious services (subject to approval by the Vice President for Management):

- a. \$40/hour (min. of 1 hour).
- b. Second hour and beyond \$30/hour.
- c. If a conflict with church programming occurs, an ongoing user may be requested to use a classroom if the size of the group permits. Fees will be adjusted accordingly.

B. Classroom use fee: (One-time and ongoing) \$25 per classroom per hour (min. 2 hours) including set-up and breakdown time.

- a. UU events/classes held by members or supporting friends where a fee (other than for materials) is charged or donation is requested will pay standard fees.
- b. A member or supporting friend in good standing for at least six months is allowed one annual free classroom use.

C. Other Provisions

1. All use of buildings and grounds must be scheduled through the Office Administrator.
2. Any questions about fees or other concerns not covered in these guidelines should be referred to the current VP for Management.
3. One-time users must pay 25% of the fee at least two weeks prior to the event, with the remainder due one week prior to the event. This deposit is not refundable. The remainder is due one week prior to the event. Ongoing users may make payments on a schedule arranged in consultation with the UUCT Office Administrator.
4. The fee or any part thereof is non-refundable after being paid in full one week prior to the planned event.
5. The fee covers the use of the facility and/or grounds, including the kitchen if requested, and utilities. The church does not provide linens, food, flower arrangements or other items needed for the event. The church's sound system, tablecloths and office equipment are ordinarily not available for use by renters. Exceptions can be made if an ongoing user would like to use our sound system and a qualified person from UUCT will train the user. Use of the sound system will be on a case-by-case basis.
6. The user is responsible for removing all leftover food from the premises, cleaning all kitchen utensils and surfaces used during facilities usage, and ensuring that all litter caused by the event is placed outside in the trash receptacles.

7. No trash should be left beside or on top of the outside trash receptacles. The City Sanitation Department will not empty the cans if this happens. The user is responsible for disposing of any trash that will not fit in the cans. The user is also responsible for removing all decorations and personal items, although flowers may be left in place. Return chairs to their original places.

8. Smoking is not permitted in the church buildings, but is allowed on the grounds.

9. We request that users use the designated recycling containers both inside and outside the building.

10. Alcoholic beverages may be served if requested in the agreement form. Kegs of beer are permitted outside but may not be brought into any of the buildings. Users are requested to use plastic or drop cloths on the floor under beverage tables to assure that floors and carpeting are protected from melted ice, and remove all bottles, cans, drinking glasses, etc. after the event.

11. All users are required to fill out the ***Agreement for Use of Church Facilities*** form, and are given a copy of ***Information for Users of Church Facilities***. See Appendix 5 for a copy. One-time users must turn the form in with their 25% deposit no later than two weeks prior to the event. Ongoing users must have the form on file two weeks prior to the event.

12. Ongoing (repeat) users must obtain, at their own expense, public liability insurance for their events. Individual, single time events are covered by the UUCT policy.

13. With Board approval, the VP for Management or a committee's designated VP liaison to the Board may negotiate other fees or requirements for users on a case-by-case basis.

14. The ***Agreement for Use of Church Facilities*** form and the sheet of ***Information for Users of Church Facilities*** may be given to anyone making inquiries about use of facilities.

15. Users must obtain and sign for the key(s) during regular office hours and return the key no later than the next working day following the event. A required deposit of \$5 per key will be returned upon return of the key(s).

Adopted 6/5/03

G.1.5 Special Policy on Concerts

Part of the stated vision of the UUCT Music Committee is to “make this church a place for the community to experience and participate in joyful, inspiring music-making.” In keeping with this vision, the Music Committee may sponsor musical events using church facilities, and will be responsible for publicity, setting up beforehand and clean up afterwards. Two separate categories of music event are established.

1. UUCT fundraisers, which are pre-approved by the annual congregational vote (E.g. a Music Service for a specific purpose such as a new piano, or the annual Heartbeats Concert collecting for the Operating Budget).

1. Community-builder concert events approved by the Music Committee. These may include (but not be limited to) nationally known UU musicians or local artists. For community-builder concerts, the policy for co-sponsored events will apply (see above).

Adopted 6/5/03

G.1.6 Keys to Church Facilities

Each member of the Executive Board will receive a copy of keys to the sanctuary and to the church office at the beginning of his or her term of office, and will hand over the keys to his or her successor

upon completing the term or resigning from the office. The Board may permit other persons to hold keys upon payment of a key duplicating fee, and records of names and addresses of all key holders should be maintained by the Office Administrator. A duplicate of all keys will be maintained in the church office.

Adopted 6/5/03

G.1.7 Room Usage

The Office Administrator shall make every effort to accommodate requests for use of a specific room for a committee meeting, forum, fund-raiser, or special event. In making the decision, the following guidelines will be followed:

1. Small groups will be scheduled in the smaller rooms such as Room K or Room C, or in one of the older pod rooms.
2. Room L should be reserved for large groups, classes or committees or when use of the large-screen television is needed.
3. Groups that have reserved Room L for regularly scheduled meetings, such as the Sunday morning Adult Forum, shall have priority in scheduling and should be asked to move only for an occasional special event.
4. Room changes should be arranged through the Office Administrator who will contact the regular user to request the change.
5. The person or persons in charge of the meeting or event shall be responsible for setting up and arranging the tables and chairs needed for the meeting, and for returning tables and chairs if they have been moved from another room.

Adopted 7/30/06

Use of Equipment G.2.0

G.2.1 Use of Equipment

The facilities and equipment of Unitarian Universalist Church of Tallahassee are meant primarily for use by church members to serve the purposes of church organizations and church ministries. In order to be good stewards and to obtain the maximum life expectancy for our church-owned equipment, we do not permit the loan of church equipment to outside organizations or to individuals (including members, friends, and staff) for personal or other non-church-related use outside the church facility and grounds.

For church-sponsored activities, the following policies apply:

1. Certain equipment is reserved specifically for on-campus use and should not be removed from church buildings and grounds. Equipment reserved for campus use includes:
 - a. Music, sound, and lighting equipment
 - b. Worship equipment and furnishings (chalice, chalice stands, worship tables)
 - c. Office equipment, including computers, printers, fax machines, telephones, etc.
 - d. Audio-visual equipment (TVs, VCRs, projectors, etc.)
 - e. Custodial equipment
 - f. Other equipment designated by Board action upon recommendation of the Vice President for Management
2. Other portable equipment (including chairs, tables, coffeepots, etc.,) may be borrowed for church-sponsored activities off-campus. Requests for equipment for church-related activities will be handled by the Church office and fulfilled on a first-come, first-served basis. The Church office may refer any request to the Vice President for Management if there is a question. Borrowed equipment should be returned to the church in the same condition as when borrowed, and within three days (ordinarily no later than 10AM Sunday) after the event.

2. Special church-wide events such as worship services off-site may qualify as exceptions to the above general rules, and must be approved by the Vice President for Management.

Adopted 6/5/03

Other Policies G.3.0

G.3.1 Pets on the Grounds

Pets capable of frightening or injuring people are not allowed at church on Sunday, or other occasions when large groups of people are present. Exceptions may be made for special occasions.

Adopted 6/5/03

G.3.2 Sanctuary Set-up for Sunday Services

A volunteer will be designated as Sunday Set-up Coordinator. The Coordinator is responsible for soliciting set-up helpers and for scheduling the helpers for setting up the sanctuary for Sunday services. Two or three helpers are needed each week. Specific guidelines and procedures for setting up the sanctuary for Sunday services can be found in Appendix 5B in this Manual.

Adopted 7/30/06

Section H

Finance and Fiscal Management

Committees in this area report to the Vice President for Finance

1. Section H Committee Descriptions

Finance Committee

Purpose

To oversee the management of the church's financial resources, under the general direction and oversight of the Board, and with the help of the Church Treasurer and Assistant Treasurers.

Composition of the Finance Committee

1. Any member or friend of the congregation may serve on the Finance Committee, and an annual invitation for volunteers shall be issued in The Meridian.
2. The Finance Committee shall be composed of no less than six and no more than 10 people.
3. The Vice President for Finance shall serve as the chair of the Finance Committee and is counted as a member for meeting the minimum membership requirement.
4. The Treasurer is automatically a member of the Finance Committee and is also counted as a member for meeting the minimum membership requirement.
5. The Assistant Treasurer and Collecting Treasurer are also members of the Finance Committee and counted toward the membership requirement.
6. A quorum shall be three members.
7. The Finance Committee shall meet at least nine times during the fiscal year, preferably monthly, at a place and time mutually agreed-upon by the members of the Committee.

Responsibilities

1. Monitor, record and report the church's financial affairs, which includes income and expenses for all funds, pledge payments, and pass-through accounts. Reports shall be made monthly to the Board, and periodically to the congregation in the church's newsletter, The Meridian, or by way of handouts or mailings. A complete financial report shall be given to the congregation within 60 days after the end of each fiscal year.
2. Prepare the annual budget, with input from the Board and committee chairs, for review and approval by the Board and final adoption by the congregation.
3. Solicit, collect and oversee church funds in accordance with approved policies and procedures.
4. Conduct an annual canvass.
5. Review and recommend for approval all fund raising events conducted in the name of the church.
6. Arrange for a periodic audit or fiscal management review of the financial records of the church.
7. Assure that the church has sufficient property and liability insurance for congregational personnel and facilities.
8. Provide oversight to the Canvass, Endowment, Fundraising, Planned Giving and Capital Campaign Committees.
9. Prepare policies and procedures for adoption by the Board on matters of fiscal policy.

Bylaws Article VI.C

Adopted 6/5/03.

Fundraising Committee

Purpose

The purpose of the Fundraising Committee is to encourage, coordinate, sponsor or conduct special projects to raise money in support of church programs. Ideally, fundraising should focus on raising money for social justice causes, major one-time purchases for church programs, and other special non-recurring expenditure items. However, if pledge income and other recurring income for the Operating Budget does not cover annual operating expenses, fundraising may, of necessity, concentrate on projects needed to supplement pledge income for the Operating Budget. The Chair of the Fundraising Committee shall be a voting member of the Finance Committee.

Responsibilities

1. Annually review requests from committees and individuals for all proposed fundraisers for the coming fiscal year during the budget development period, and submit these requests to the Finance Committee for additional review. The President-Elect, as head of the Church Council, will make the initial call for fundraising requests from committee chairs, and forward them to the Chair of the Fundraising Committee if one has been named; otherwise the requests will be given to the VP for Finance.
2. Recommend to the Finance Committee and the Board the fundraisers that should be included in the final budgetary package submitted to the congregation for approval at the spring meeting.
3. Assure that all fundraisers:
 - a. Are related to and support the purpose and mission of the church;
 - b. Are consistent with the goals and strategies of the Strategic Plan;
 - c. Are coordinated and appropriately spaced throughout the fiscal year to avoid conflicts and over-scheduling in any particular month; and
 - d. Clearly identify the purpose and program to which donations will be applied and ensure that the donations will be used for the sole purpose for which they were raised.
4. If requested, assist other committee chairs and committee members in the planning and implementation of their specific events.
5. Plan and conduct special fundraising events such as a yard sale, auction, pig roast, etc., if these are needed to supplement pledge and other recurring income for the Operating Budget.
6. Provide receipts to donors when appropriate or requested, and assure that:
 - a. Receipts for in-kind and yard sale/auction donations adequately describe the donation but with no value or amount given;
 - b. Receipts from fundraisers that offer incentives or benefits state what the fair market value is and the portion of the gift that is tax deductible.
7. Comply with all applicable state and federal laws dealing with gifts, bequests and donations to churches and other non-profit groups, and assure that donors understand that the church cannot be used as a funnel to make contributions through it for non-church related purposes.
8. On an ongoing basis, inform members of the congregation about funds and fundraisers and other opportunities for giving.

Adopted 10/20/04

Endowment Committee

Purpose

To manage and administer the monies in the Endowment Fund.

Composition

1. The Endowment Committee shall consist of three members appointed for three-year staggered terms. The incoming member shall be appointed at the beginning of the calendar year. A member of the Committee may serve no more than two consecutive terms, except for a member who has served for fewer than two years as an interim appointment.
2. Members of the Committee shall be appointed by the Executive Board from a list of candidates prepared by the Finance Committee.
3. The Committee shall elect its own chair annually.
4. The chair of the Endowment Committee or at least one member of the Endowment Committee shall also be a member of the Finance Committee.
5. Should it become necessary to restructure the Committee, the Executive Board will follow procedures outlined in the UUCT Bylaws.

Responsibilities

The Endowment Committee is empowered to manage the endowment fund of the church, subject to the general oversight provided for in these policies. The Committee shall have the authority to invest endowment funds, including authority to purchase and sell stocks, bonds, mutual funds, and other similar financial instruments. It shall not engage in real estate investments. The Committee members shall endeavor to be prudent investors and shall at all times be aware of church plans and policies that might impact or influence their choice of investment instruments. The President and the Vice President for Finance shall be responsible for informing the Endowment Committee of any such plans, and shall meet at least annually with the Committee to discuss long range plans that might affect Committee decisions.

Bylaws Article VI.D.2.

Adopted 6/3/04

Internal Audit Committee (ad hoc)

Purpose

The purpose of the Internal Audit Committee is to assist the Board in fulfilling its oversight responsibilities by reviewing the organizational structure and operational systems of the church. Internal audits should be based primarily on risk assessment, which means that not all systems or operations of the church need to be audited. The Board should determine periodically those areas that are priority for auditing, and those with the highest degree of risk exposure should be scheduled first for review. The church's financial records should be internally audited at least every two years, and all other systems on an as-needed basis.

Composition

The Internal Audit Committee is not a standing committee, but shall be appointed by the Board when it is determined that an audit should be conducted. The committee may be composed of one to five people with at least one person having a background in financial reporting, accounting or auditing if the financial systems are being audited. Other professional backgrounds that would be appropriate include: attorney, banker, human resources manager, real estate agent, insurance agent, federal or state agency administrator, business owner, building contractor, etc., depending on the operation or system to be audited. The members appointed should be independent to the church's operations, i.e. a member of the Finance Committee should not be appointed to the Internal Audit Committee if the financial books are being audited, but could serve if other areas are being audited. Term of service is at the discretion of the Board and the individual member's willingness to serve. The organizational structure and operational systems of the church that should be considered for audit include:

- Governance and compliance with federal and state laws and regulations
- Management and leadership

- Finances and accounting
- Personnel
- Facilities
- Computer information systems

Responsibilities

1. Prior to the audit, acquire and study internal audit checklists that are pertinent to the area under review, if any are available. If the financial records are being audited, the auditor(s) should obtain from the treasurers, at a minimum, the chart of accounts, copies of treasurer's reports, balance sheets, and transaction reports for the fiscal year in question. The auditor(s) may take a representative sample of data and then determine how extensive an audit should be conducted to give a true picture of the area under review.
2. Perform the internal audit, which includes:
 - a. Reviewing the reliability and integrity of the information;
 - b. Insuring compliance with church policies, plans, procedures, laws and regulations which could have a significant impact on the church's operations and programs;
 - c. Reviewing safeguards over church owned assets;
 - d. Ascertaining whether results of operations or programs are consistent with established congregational objectives and goals and whether these are being carried out as planned.
3. Prepare a report of audit procedures, findings and recommendations, and submit this to the appropriate committee or program staff for review, prior to submission of the audit report to the Board. The committee or staff of the program being audited may, if they wish, submit a written response to the audit report. If one is done, it should be submitted to the Board at the same time as the audit report.

Adopted 10/23/04

Planned Giving Committee – No description

Canvass Committee – No description

Capital Campaign Committee – No description

2. Section H Policies

Fiscal Management and Accounting Policies H.1.0

H.1.1 General Finance and Accounting Policies

1. The Finance Committee shall be responsible for the selection and maintenance of an appropriate software program for use by the church.
2. The church shall have and follow an annual budget, which is approved by the Finance Committee and the Board, and adopted by the congregation.
3. All entries in the account books shall be supported by the documentation that gave rise to the transaction.
4. All accounts shall be kept current and balanced monthly.
5. Access to the accounting records and fiscal management software shall be limited to persons who have designated responsibilities for these records and data. Security of data shall be maintained.
6. The Office Administrator and/or a designee shall back up the financial accounting software program and all church data weekly, and a copy kept off-site for security purposes.
7. At least once every two years, and always when a new Treasurer takes office, a financial management review of the books shall be conducted by an accountant, a bookkeeper or an experienced church member who is knowledgeable about church finances.

Adopted 6/5/03. Revised 10/20/04

H.1.2 Budgeting

1. A schedule with dates and deadlines for adoption of the following year's annual budget shall be developed and approved by the Finance Committee no later than the end of December of each year, and distributed to the Board and to committee chairs no later than January 15 of the following year.
2. Committees are responsible for developing their budget requests under the oversight of the Board member responsible for that committee.
3. Budget requests from Board members and committee chairs shall be submitted to the Finance Committee in a timely manner for review and possible inclusion in the Asking Budget.
4. Budget requests shall be consistent with the church's long-range plan for growth and development (The Strategic Plan), and should include substantiation of need.
5. The Finance Committee shall prepare a projection of income for the coming year for review by the Board before expenditure budgets are approved.
6. New programs, particularly those that require an increase in personnel or personnel hours, shall be thoroughly explained and justified.

Adopted 6/5/03

H.1.3 Petty Cash

1. The Office Administrator shall be responsible for the petty cash fund, and shall maintain receipts and documentation of all expenditures against the fund.
2. The VP for Management will provide oversight and approve requisitions for additional petty cash funds.
3. Upon request, receipt of an approved requisition, the Treasurer is authorized to issue a check to the Office Administrator for the petty cash fund in an amount not to exceed \$50.00.
4. A member of the Finance Committee shall periodically count and review the petty cash fund to assure that it is being managed appropriately.
5. Petty cash funds may not be used for cash advances against salary.

Adopted 6/5/03

H.1.4 Bank and Brokerage Accounts

1. The Board shall authorize all bank or brokerage accounts opened in the name of the church.
2. The Treasurer and/or the Assistant Treasurer shall reconcile monthly all accounts that hold the funds of the church.
3. At least three people shall be authorized to sign checks against the bank account that holds the operating funds. Most checks should be signed by the Treasurer, and signed by one of the other three only in case of inability or absence of the Treasurer. The three persons designated should be the Treasurer, Assistant Treasurer, and the VP for Finance or one other member of the Board.
4. Copies of the brokerage account statement from the firm (or firms) that holds the church's endowment funds shall be sent to and reviewed monthly by the members of the Endowment Fund Committee, along with the Vice President for Finance, the Treasurer and the Assistant Treasurer. Sales of stocks and fixed equities in this brokerage account shall only be made in accordance with the policies established for the Endowment Fund Committee.
5. Because of the necessity to have someone available at all times to sell donated stock and to transfer funds if needed, four persons shall be authorized signatories on the brokerage account where donated stock is received. Ordinarily, these people shall be the Treasurer, the Assistant Treasurer, the President or the President-Elect and the Vice President for Finance or his/her designee.
6. Statements from brokerage accounts shall be sent monthly to the Treasurer, the Assistant Treasurer, and the Vice President for Finance, who shall review them for accuracy and assure that accrued interest is appropriately allocated to each fund in the account.

Adopted 6/5/03. Revised 11/06/03.

H.1.5 Pledge and Non-Pledge Contributions by Cash or Check

1. Two persons working together in the same room shall count the offering and other collections. Both shall initial a written form noting the amounts received in cash and the number of checks. The form

along with the cash and checks shall be delivered to the Collecting Treasurer for deposit and other appropriate action. The information entered on the form shall also be entered and initialed on the attendance record form, which is kept in a notebook in the sanctuary.

2. As soon as reasonably possible, the Collecting Treasurer shall prepare the bank deposit from the Sunday collection, along with a written Collection Report designating the various accounts and/or funds to which the monies should be allocated. Duplicates of the deposit slip and collection report shall be given to the Treasurer.
3. The Collecting Treasurer shall send a quarterly statement to all persons who make a pledge. These reports shall include non-pledge contributions, in addition to the record of pledge payments.
4. Donors of single contributions of \$250 or more (other than pledge payments) shall receive a special letter of acknowledgement to meet IRS requirements. The Collecting Treasurer shall notify the VP for Finance or the Board President to assure that a letter is sent in a timely manner. The Collecting Treasurer shall assure that the Treasurer is also informed about the donation so it can be attributed to the correct program or fund.
5. To meet IRS requirements, the letter of acknowledgement shall be on church letterhead and shall indicate the date of receipt, the amount, the fund or cause that is the recipient, and whether the full amount is considered a donation or if any goods or services have been received that might reduce the amount.
6. The church shall not return undesignated contributions to donors who make such a request. If extenuating circumstances indicate that it is best to make such a return, the Vice President for Finance shall notify the donor in writing that they will need to file an amended tax return if they claimed a charitable deduction in a prior year, and shall also notify the IRS in order to avoid the potential penalty for “aiding and abetting” a taxpayer in the substantial underpayment of taxes.

Adopted 6/5/03. Revised 8/28/05

H.1.6 Non-Cash Contributions

1. The Board at its discretion may accept contributions of non-cash property. If the Board accepts the contribution, the President or his/her designee shall notify the VP for Finance who shall assure that a written acknowledgement is sent to the donor describing the gifted property but not stating a value if the non-cash gift has an estimated value of \$250 or more but less than \$500.
2. Non-cash property gifts with an estimated value under \$250 should be acknowledged if the donor requests it.
3. If the non-cash property has an estimated value of \$500 or more, the church shall provide a copy of IRS Form 8283 to the donor, along with the written acknowledgement letter.
4. Many people make gifts of self through donated hours of service to the church. In a spirit of shared ministry, this gift of time is gratefully accepted but cannot be acknowledged by the church as a contribution. However, the Board and committee chairs should assure that all volunteers are informed that they may deduct shared ministry-related mileage and other out-of-pocket ministry-related expenses on their personal tax return as a charitable contribution if they itemize.
5. Future interest in annuity and life income gifts should be properly noted and recorded by the Treasurer and the Vice President for Finance, but need not be carried on the books as an asset until realized.
6. Upon request, donors of non-cash items for a church fundraiser such as a yard sale or an auction shall be given a receipt showing the name of the church, the date the goods were received, and a description of the items in generic terms, but not indicating a value.

Bylaws Article VIII.B.

Adopted 6/5/03

H.1.7 Directed Donations and The Minister’s Discretionary Fund

1. Self-directing of gifts by a donor or earmarking a particular individual or family to receive a gift by a donor is not allowed. This applies both to cash and non-cash donations.
2. Monetary donations to the Minister’s Discretionary Fund are welcome at any time, but are not directed. The disbursement of money from this fund is left to the Minister’s discretion. If the fund becomes depleted, the Minister may solicit donations from the general congregation or from individual donors.

Adopted 6/5/03

H.1.8 Donations of Stock or Mutual Funds

1. Persons who wish to make a gift to the church of equities or mutual funds should notify the Vice-president for Finance and indicate the name of the stock and the expected date of transfer. The VP for Finance shall provide the donor with the name and account number of the church's brokerage account where the stock will be received.
2. It is the responsibility of the VP for Finance or his/her designee to track and verify the receipt of the stock into the church's brokerage account, and to provide to the donor a letter indicating the date the stock was received, the name of the stock, and the number of shares. The VP for Finance or his/her designee shall also assure that the stock is sold as soon as possible after it is received into the church's brokerage account.
3. The amount actually received from the sale of the stock, before commission, and as reflected on the monthly brokerage account statement, is the amount that shall be credited to the donor either in fulfillment of a pledge or as a donation to the church for some other purpose. The commission fee shall be paid by the church and charged to the appropriate line item in the budget.

Adopted 6/5/03

H.1.9 Accounts Payable

1. There must be a bill, invoice, statement, or reimbursement request for every check written. These should be available for comparison with the cancelled checks on an occasional basis. No checks should be signed without documentation of the expense, and the expense should be consistent with the categories established in the church budget.
2. Two signatures are required on reimbursement request forms. Committee chairs shall sign the form for any expenditure made for their committee or program, and shall also obtain the signature of the Board member who provides oversight for that committee or program. A member of the committee may make a purchase for the committee, but the chair is still responsible for signing the reimbursement request form and obtaining the Board person's signature. Receipts must be attached to the reimbursement request form.
3. Board members are responsible for assuring that spending is within budgeted amounts for the committees and programs over which they have oversight.
4. When the Board member or committee chairperson is not available for authorizing an expense, the President may determine the appropriateness of the expense and authorize its payment or reimbursement.
5. Religious Education expenses of \$75.00 or under require only the signature of the Director of Religious Education, the Chair of the RE Committee, or the VP for RE. Expenses over \$75.00 require two signatures from among the DRE, the RE Chair, or the VP for RE.
6. No authorized signatory to a church bank or brokerage account may sign a check made out to him/herself without a co-signer.
7. Checks of \$2000 or more from the operating fund shall have two signers, unless the check is for salary, in which case one signature is allowed.

Adopted 6/5/03. Revised 11/06/03.

H.1.10 Purchasing

1. Competitive bids shall be required before the purchase of a major service or property item whose value exceeds \$3,000. Good faith effort shall be made to obtain three written bids and the results compiled for ease of review. If fewer than three bids are obtained or received, a written explanation shall be prepared to accompany the purchase recommendation.
2. Competitive bids and contracts for purchase of major services or property items shall be reviewed by the Finance Committee and approved by the Board before the bid is awarded or the contract is signed.
3. If an order is granted to a company other than the lowest bidder, the reason for making the decision should be documented and included in the Board minutes.

4. It is against the policy and values of UUCT to show favoritism to particular contractors based on criteria other than demonstrated ability to do work of adequate quality in conformance with relevant regulations, building codes, licensing requirements, insurance requirements, etc., in advertising for proposals and bids. The effort expended to make the bidding process inclusive should be proportional to the amount of money involved.
5. Purchases by committee members, committee chairs, or members of the Board should be made in the name of the church to avoid the payment of sales tax. A copy of the tax-exempt certificate shall be made available for members to use when making such purchases.
6. The Finance Committee shall review requests for any credit cards to be issued in the name of the church and shall recommend to the Board approval or disapproval, and which employee(s) or church members shall have usage of the card for church related purchases. The Board shall make the final decision.
7. The Treasurer shall notify the VP for Finance or the Board if problems with use of the credit cards is noticed, such as excessive usage or purchase of inappropriate items.

Adopted 6/5/03

H.1.11 Payroll

1. Church employees, including the minister, who are paid (including paid vacation and other non-worked paid time) for one thousand or more hours per year, who are at least 21 years of age, and who have at least one year of service with UUCT, shall be eligible to participate in the UUA Pension Plan.
2. Following recommended UUA guidelines, the retirement contribution made by UUCT shall be 10% of salary. Employees who wish to do so may make additional voluntary contributions up to the maximum of 25% of taxable earnings.
3. Employee payroll tax withholdings and employee FICA matching shall be disbursed to the IRS on a timely basis.
4. Payroll taxes should be properly accrued in the liability account when payroll is paid.
5. Quarterly employer payroll tax filings (Form 941) shall be properly completed and submitted on a timely basis.
6. Year-end employee earnings Form W-2's shall be properly completed and given to employees on a timely basis.
7. A Form 1099-MISC shall be filed for each unincorporated individual or company to whom the church pays an aggregate of \$600 or more in any calendar year for commissions, fees or other compensation paid to non-employees.

Adopted 6/5/03

H.1.12 Payment of Guest Speakers and Musicians

While it is customary to offer a fee to guest speakers and musicians, the decision to offer a fee and the amount of the fee shall be made by the responsible committee. Committees shall not exceed their budgets. Members and friends of the church will be asked to volunteer their talents as a service to the church and in the spirit of shared ministry.

Adopted 6/5/03

H.1.13 Over-expenditures and Transfers in Operating Budget

The congregation approves major budget category amounts. An expenditure that would result in overspending a major budget category by 10% or less may be approved by the Executive Board upon recommendation of the Finance Committee. A change that exceeds 10% of the approved amount of a major category or that would result in a total budget that exceeds the budgeted income must be approved by the congregation.

Over-expenditures of 10% or less of a line item within a major budget category is allowed, provided the overall major category amount is not exceeded. If more than 10% over-expenditure of a line item is

anticipated, money may be transferred in the detailed budget between line items within a major budget category if the following conditions are met:

- The transfer does not result in the major budget category being overspent;
- The transfer has been recommended by the appropriate staff person or committee chair, endorsed by the Finance Committee and the Vice President responsible for that area, and approved by the Board;

The Vice President for Finance shall assure that the Treasurer, Assistant Treasurer and Collecting Treasurer are informed of any approved changes.

Adopted 11/06/03

H.1.14 Accountable Reimbursement Plan for Professional Expenses

1. Any employee (as defined below) now or hereafter employed by the Church shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the Church, if the following conditions are satisfied:
 - (a) Money has been budgeted for the employee for “Professional Expenses” in the annual budget;
 - (b) The expenses are reasonable in amount;
 - (c) The employee documents the amount, date, place, business purpose (and in the case of entertainment expenses, the business relationship of the person or persons entertained) of each such expense with the same kind of documentary evidence as would be required to support a deduction of the expense on the employee’s federal tax return;
 - (d) The employee substantiates such expenses by providing the church treasurer with an accounting of such expenses no less frequently than monthly. In no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by an employee.
 - (e) Examples of reimbursable business expenses include local transportation (does not include commuting to and from work), overnight travel (including lodging and meals), business-related entertainment, books and subscriptions, education, vestments, and professional dues.
 - (f) Under no circumstances will the church reimburse an employee for business or professional expenses incurred on behalf of the church that are not properly substantiated according to this policy. Church and staff understand that this requirement is necessary to prevent the church’s reimbursement plan from being classified as a nonaccountable plan.
2. Any church reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee pursuant to this policy must be returned to the church within 120 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.
3. An employee's business expense reimbursements must come out of the employer's funds budgeted for this purpose and not by reducing the employee's salary.
4. The church will not reimburse cellular phone or personal computer expenses of any employee who is treated as an employee for federal income tax reporting purposes unless the employee’s use of a cellular phone or personal computer (each referred to below as “equipment”) meets the following tests:
 - (a) Convenience of the employer. Use of the equipment must be “for the convenience of the employer”. This means that the employee cannot perform his or her job without the equipment. The fact that the equipment enables an employee to perform his or her work more easily and efficiently is not enough. Further, it must be demonstrated that computers and telephones available at the church are insufficient to enable the employee to properly perform his or her job.
 - (b) Condition of employment. Use of the equipment must be required as a “condition of employment.” Simply stating that the equipment is a condition of employment is not sufficient to justify the purchase as a legitimate business expense without further verification of actual working conditions.
 - (c) Cellular phones, computers (and computer peripheral equipment), and automobiles are defined by the tax code as “listed property”. In order to substantiate a business expense for the use of

any of these items, the employee must prove (1) the amount of the expense; (2) the business use percentage, i.e. the percentage of total use of the listed property for the year that consisted of business use; (3) the date of the expense; and (4) business purpose.

- (d) Any equipment purchased by an employee and reimbursed under these conditions shall remain the property of the church for the duration of its useful life, or for as long as it has some appreciable residual value to the church. In making that determination, the church will take into account (1) the purchase price paid/reimbursed by the church; (2) the “useful life” of the property; (3) the date of purchase; and (4) the residual value of the property at the time the minister or employee is leaving his or her employment with the church.
5. The church will not include in an employee’s W-2 form the amount of any business or professional expense substantiated and reimbursed according to this policy, and the employee should not report the amount of any such reimbursement as income on Form 1040.
 6. All receipts and other documentary evidence used by an employee to substantiate business and professional expenses reimbursed under this policy will be retained by the church.
 7. For purposes of this policy, the term “employee” shall include the following persons: Minister, Assistant or Associate Minister, Interim Minister, Director of Religious Education, Director of Music, Office Administrator, Campus Ministry Coordinator, Nursery Worker and any other person hired by the church who is treated as an employee for federal income tax reporting requirements, i.e. issued a W-2 for wages earned.

Adopted 02/05/06

H.1.15 Health Reimbursement Arrangement

1. The church is hereby authorized to establish a Health Reimbursement Arrangement (HRA) plan, which will provide for reimbursement of medical expenses of an employee and the employee’s spouse and dependents. This plan is funded solely by the employer and not through salary reduction, and distribution of HRA funds to pay an employee’s medical expenses is considered a nontaxable fringe benefit. The term “employee” does not include a self-employed individual.
2. The church shall establish annually a maximum dollar amount for reimbursement for each employee enrolled in the plan for a given fiscal year. Unused funds from a given fiscal year may be carried over to the following year, with unused prior year money spent first before new money is accessed.
3. Employees may not elect cash or any benefit other than reimbursement of allowable medical expenses under the church’s HRA.
4. Qualifying medical expenses include: health insurance premiums; primary care physician office visits; specialist office visits; adult and pediatric preventive care (e.g. routine physical exams, immunizations; routine OB/GYN exams, mammograms); emergency room services; spinal manipulations; physical medicine; speech and occupational therapy; allergy extracts and injections; ambulance; assisted fertilization procedures; dental services; diagnostic services (e.g. MRI, CAT Scan, PET scan, etc); durable medical equipment, orthotics and prosthetics; interal formulae; home infusion therapy; home health care; hospice; inpatient and outpatient hospital services; infertility counseling, testing and treatment; maternity services; medical/surgical expenses; inpatient and outpatient mental health and substance abuse services; private duty nursing; respiratory therapy; skilled nursing facility care; therapy services (cardiac rehab, infusion therapy, chemotherapy, radiation therapy and dialysis); transplant services; optometry and ophthalmology services; eyeglasses; and prescription drugs.
5. Each request for reimbursement must be submitted on the church-provided form and substantiated by a receipt. No reimbursements can be made for prior fiscal year medical expenses, before the effective date of the plan or before the employee was first enrolled in the plan.
6. This is a reimbursement plan and payments may not be made in advance of medical treatment or service.
7. When an employee resigns, retires or leaves his/her position with the church for whatever reason, reimbursements for medical expenses under the HRA will cease. Any medical expenses incurred prior to the effective date of the resignation, retirement or leaving shall be paid as soon as reasonably possible if verified as an eligible expense and provided that the request for reimbursement is submitted within a

month of leaving and funds are available. Any unused funds remaining after that time will revert to UUCT and will no longer be available to the employee.

8. The establishment of this Health Reimbursement Arrangement plan for UUCT employees becomes effective July 1, 2006.

Adopted 7/30/06

Fundraising H.2.0

H.2.1 Overall Guidelines for Fundraising

1. The number of second collections at a Sunday Service will be limited to one per month, except collections to purchase food for meals at The Shelter which are held as needed.
2. Fundraisers for the operating budget will be given top priority in scheduling and effort.
3. A list of fundraisers will be approved by the Executive Board and submitted to the congregation for approval along with the Asking Budget each year in the spring. The list of fundraisers not approved by the Board will also be given to the congregation. The approved list will be submitted as a motion to approve the list. The congregation may amend the list by adding or deleting fundraisers. A simple majority vote will determine the official approved list for the following fiscal year. A copy of approved fundraisers for the current year is found in Appendix 6.
4. The chair of the Fundraising Committee shall prepare a yearlong calendar showing all approved fundraisers, and distribute the calendar at the beginning of the fiscal year to the Minister, staff, Executive Board, Church Council, the chair of the Program Committee, the Music Director, the Director of Religious Education, the chair of the Social Justice Committee, and the President Elect as chair of the Church Council.
5. Smaller fundraising activities should be combined with larger fundraising events, such as a Green Sanctuary plant sale at the Church Yard Sale.
6. The chair of the Fundraising Committee will work with the Minister, the Program Committee Chair and Church Council members to assure that second collections and fundraisers are spread appropriately throughout the year.
7. The chair of the Fundraising Committee, at any time, may permit a special fundraiser if there is sufficient reason, such as the UUSC special Relief Fund collection following the terrorist attack in September 2001.
8. The Church Council may approve additional fundraisers.

Adopted 6/5/03

H.2.2 Types of Fundraisers

UUCT endorses fundraisers for three purposes:

1. UU and Outside Social Justice Causes
 - a. The request for a fundraiser for a UU or outside social justice cause should be made by a UUCT church committee and made at the time that budget requests are submitted to the Finance Committee in January of each year.
 - b. The request should indicate what activity is proposed to raise the money (i.e. second collection or sign-up table, etc), the proposed time of year, and the cause for which the money is being solicited. The Committee requesting the fundraiser may or may not choose to provide a speaker for a Sunday Service or plan the program along with the Minister and the Program Committee, or they may just ask that an announcement be made. No specific money goal shall be named, and the cause will receive whatever amount is received.
 - c. Money collected and disbursed for each such cause will be handled through the church checking account, but as a pass-through account outside the Operating Budget.
2. General Operating Budget

The Fundraising Committee, with approval of the Finance Committee, will recommend fundraisers to support the Operating Budget. If possible, these should be named and submitted as part of the Asking Budget, but others may be added if needed to make the budget goal. Income generated by these fundraisers will be undesignated and will support the general Operating Budget for the fiscal year.

3. Special UUCT Programs

Committees may recommend special fundraisers for their specific program, but these should be approved by the Church Council. The request should be made at the time that budget requests are submitted to the Finance Committee in January of each year. The request should indicate what activity is proposed to raise the money, the frequency and proposed time of year, the special purpose of the fundraiser, and the estimated amount to be raised.

The projected income to be raised by these special program fundraisers shall be named and included in the "Income" side of the Asking Budget and be approved by the Board and the congregation. There may or may not be a corresponding "Expense" item in the budget, but any such monies raised shall be set up as a separate fund in the church's software accounting program, or as a Pass-Through Account.

Adopted 6/5/03

Endowment Fund H.3.0

H.3.1 Purpose of Endowment Fund

The Endowment Fund is a fund established to provide a long-term monetary base for church growth and improvement. Endowment funds are monies, securities, or other monetary instruments that have been designated or donated for this purpose.

Bylaws Article X.A.

Adopted 6/5/03

H.3.2 Management of the Endowment Fund

The Endowment Fund shall be administered and managed by an Endowment Fund Committee, as described in Committee Descriptions above.

Bylaws Article VI.D.

Adopted 6/5/03

H.3.3 Assets

Assets shall be added to the Endowment Fund as accepted for that purpose by the Executive Board or as developed from the investment of such original instruments. These assets are most commonly received in the form of monies, stock certificates, bonds or other monetary instruments. Their value at the time of receipt should be part of the continuing record of the Committee. Non-monetary gifts such as real estate, art objects, and other non-monetary gifts, may be accepted as described above, but with the proviso that these will be converted to income producing assets as soon as reasonably possible. Real estate or other assets so received shall not be encumbered by debt. A clear record must be kept by the Committee of each step taken in such transactions.

Adopted 6/5/03

H.3.4 Types of Assets

Funds, as received or as converted to assets by the Committee, may fall into one of several categories:

- a. The asset may be an outright gift with no further rights reverting to the donor as to use. Each element in such a gift must be identified as it is added to the pool of assets. These assets may be

- expected to change in value and to generate income in the form of interest or dividends while they are being held in the total pool. Eventual disposal of such funds are at the direction of the Executive Board with support of the Congregation as indicated in the Bylaws of the church.
- b. The asset may be a restricted gift, i.e. the original gift may be specified as remaining in the Endowment account and only the income produced from it used for a specified purpose. In such case, the Committee must inform the Executive Board, upon the latter's request, as to the funds available for withdrawal to use for such purpose. The Executive Board in turn must request the transfer of funds to the church. Both actions should be carried out in writing and this made part of the Committee's record.
 - c. Alternately, the restriction of the asset may limit the use of the asset itself to the purposes identified in the restriction. The procedure to be followed in this is spelled out in Section 4b of these policies.

Adopted 6/5/03

H.3.5 Procedures for Handling of Assets

1. The Endowment Committee is authorized to place the physical handling of assets with a reputable brokerage or bank institution. Any changes to be made in the Endowment monies, e.g. to buy, sell, receive or transmit securities, shall be by recommendation of at least two Endowment Committee members. Following the written recommendations of the Endowment Committee, the actual instructions to the brokerage or bank institution shall be made by an elected church official who has been designated as an authorized agent with the institution(s) holding the trust funds.
2. A written record shall be kept of the recommendation of the Endowment Committee, the names of the two committee members who agreed upon the recommendation, the name of the elected church official who made the trade, the date the instructions were given to the brokerage firm, and what investment action was taken.

Adopted 6/5/03

H.3.6 Reports

The Endowment Committee shall submit quarterly summary reports and a formal annual report to the Vice President for Finance. Inasmuch as most financial institutions operate on the calendar year, the annual report shall be made promptly upon the receipt of annual reports from the institutions used by the Endowment Committee, but no later than March 1. After review and acceptance by the Finance Committee, the Committee's annual report shall be submitted to the Executive Board for approval. The Endowment Committee shall meet at least quarterly to review such changes as may have occurred or be anticipated to occur in the future, and to discuss and prepare the quarterly summary report.

Bylaws Article VI.D.1.b

Adopted 6/5/03

H.3.7 Advisory Role of Endowment Committee

Inasmuch as securities and other assets may be given to the church outside of those intended for long-range plans, the Endowment Committee should be available to consult on the handling of such funds. It is not, however, responsible for the handling of such assets unless specifically so requested by the Executive Board.

Adopted 6/5/03

H.3.8 Donation of Other Valuables

Any donated valuables received by the church whose immediate disposition is uncertain, such as stock certificates, bonds, real estate deeds, jewelry, or small art objects, shall be placed in the church's safe deposit box for safekeeping until they are sold or otherwise disposed of. The placement of such items in the safe deposit box shall be made by at least two elected church officials. Larger items shall be kept in a secure place approved by the President or other church official.

Adopted 6/5/03

Reserve Fund H.4.0

H.4.1 Overall Guidelines

1. The Reserve Fund is made up of money from the following sources: carryover from the previous fiscal year's Operating Budget Fund; donations designated for the Reserve Fund; and interest on Reserve Fund monies. The Reserve Fund serves as a contingency fund to provide sufficient money for unexpected church needs, such as a cash-flow problem in the Operating Budget or a shortfall of pledge income.
2. The Treasurer may pay previous fiscal year bills from Reserve.
3. The Board may authorize the transfer from the Reserve Fund to the Operating Budget Fund up to \$5,000 or 50% of the Reserve Fund; whichever is smaller, for contingencies.
4. The Congregation must first authorize anything more than the transfer of \$5,000 or 50% of the reserve Fund.
5. The Congregation may authorize the transfer of Reserve Fund monies to the Endowment Fund or for any other necessary use.

Adopted 6/5/03. Revised 5/11/05

Hazel Richard's Fund H.5.0

H.5.1 Purpose

The Hazel Richard's Fund was established through a bequest to UUCT for support of The Mountain, which is a UU retreat and conference center located near Highlands, NC. In keeping with the intent and spirit of the bequest, UUCT may use the interest to offer scholarships or subsidies for persons to participate in The Mountain activities.

Adopted 6/5/03

H.5.2 Appropriate Investment Vehicles

The fund principal shall be invested in a fixed income vehicle such as a US Treasury Bill, Note or Bond; an FDIC-insured account or instrument such as Money Market Account or a Certificate of Deposit; a U.S. Government Agency debt instrument backed by the U.S. Treasury; or a high quality bond.

Adopted 6/5/03

H.5.3 Use of Interest

A portion of the interest earned on the fund principal may be used for the benefit of any persons of any age (members, friends, children, youth of UUCT), to enable them to attend events at The Mountain, such as a UUCT Mountain retreat, or Mountain conferences and programs.

Adopted 6/5/03

H.5.4 Growth of Fund

If money is available in the Operating Budget to support congregational Mountain activities, the Hazel Richard's Fund interest shall be left to accumulate and grow the Fund so that it is not eroded by inflation. The decision to spend the fund interest for any given fiscal year shall be made annually by the congregation as part of the budgeting process, following recommendation by the Finance Committee and the Board.

Adopted 6/5/03

H.5.5 Mountain Scholarship Committee

The President of the Executive Board shall establish a Mountain Scholarship Committee whose purpose each year is to determine the beneficiaries of the Hazel Richard's Fund interest (if any) or the Mountain scholarship money budgeted in the Operating Budget.

Adopted 6/5/03

H.5.6 Donations to the Hazel Richards Fund

Donations may be made to this Fund at any time by members or friends of the congregation to supplement the fund, so that more people may participate in Mountain activities.

Adopted 6/5/03

Capital Improvement Fund H.6.0

H.6.1 Overall Guidelines

1. The purpose of the Capital Improvement Fund is to provide funds for the purchase of goods and services related to the building and grounds, or for emergency facility needs. This includes such things as re-roofing or repairs of the buildings, repair of sewage lines, maintenance of the parking area, replacement of sanctuary chairs, purchase of new kitchen appliances, etc.
2. Sources of money for the Capital Improvement Fund include donations; money budgeted for capital improvement purposes in the Operating Budget; interest on the accrued principal; and special fundraisers if authorized by the Board.
3. Expenditures from the Capital Improvement Fund shall be authorized by any two of the following: Chair of the Buildings and Grounds Committee; Chair of the Capital Improvement Committee; the VP for Management; and the Board President.

Adopted 6/5/03

Outreach Fund H.7.0

H.7.1 Overall Guidelines

1. The Outreach Fund was established to hold and dispense money that has been raised by the congregation for outside social justice organizations and causes, or for short-term in/out expenditures. Examples of outside social justice organizations and causes include: The Shelter, ECHO, and the Unitarian Universalist Service Committee. The Minister's Discretionary Fund is kept in the Outreach Fund since it is outside the Operating Budget, i.e. specific amounts of income and expenses are not allocated to this program and the money collected is always spent on the program.
2. Money in the Outreach Fund that has been collected for The Shelter and the Minister's Discretionary fund that has not been spent at the end of the fiscal year shall be carried forward to the next fiscal year.
3. Money collected for other causes and organizations, e.g. ECHO, UUSC, etc., should be sent to those organizations within the fiscal year so that the account is zeroed out by June 30 of each fiscal year.

Adopted 6/5/03

Other Funds H.8.0

H.8.1 Memorial Fund

1. The Memorial Fund was established to provide funds for plaques or other markers memorializing deceased members of the congregation or for honoring major benefactors of UUCT. Money in the Memorial Fund may also be used for a memorial garden.
2. Sources of money for the Memorial Fund include donations; money budgeted for this purpose in the Operating Budget; interest on accrued principal; and special fundraisers if authorized by the Board.
3. The Board must authorize expenditures from the Memorial Fund.

Adopted 6/5/03

H.8.2 New Piano Fund

1. A fund to set aside money for the purchase of a grand piano was established in FY 2000-2001.

2. Sources of money for the New Piano Fund include donations; money budgeted for this purpose in the Operating Budget; interest on the accrued principal, and special fundraisers if authorized by the Board.
3. No expenditures are anticipated from this fund until such time as sufficient money has accrued to purchase a new piano. Purchase of a new piano shall follow guidelines established for bidding and selecting large items exceeding a cost of \$3,000, which must be approved by the Board.

Adopted 6/5/03

H.8.3 Building Fund

1. Originally called “The Future Fund”, the Building Fund was established in FY 99-00 for the purpose of accumulating money to build additional RE classrooms, meeting spaces, restrooms and other needed facilities for UUCT. A major capital campaign was conducted in FY 00-01 to grow the fund.
2. Sources of money for the Building Fund include pledges from the Capital Campaign; donations; interest on accrued principal; pre-construction and construction loan monies (if any); and special fundraisers if authorized by the Board.
3. Expenditures from the Building Fund must be recommended by the Capital Improvement Committee and authorized by the Board.

Adopted 6/5/03

H.8.4 Campus Ministry Fund

1. The Campus Ministry program at UUCT was initiated through a grant from the Unitarian Universalist Association to provide outreach UU activities at The Florida State University. The money was used for program expenses and for the salary and benefits of a Campus Ministry Coordinator. At the end of the three years of grant subsidies, a small amount of money was left and set up as a Campus Ministry Fund to assist in maintaining the program as it transitioned from a grant-supported program to one supported totally from the Operating Budget.
2. Subsequent sources of income to the Fund are: donations; money allocated to the Campus Ministry program in the Operating Budget; special fund raisers such as Friends of Campus Ministry; and grant subsidies.
3. Expenditures for the Campus Ministry program must be authorized by the Coordinator of Campus Ministry and by the Director of Religious Education.
4. Campus Ministry Funds are to be carried forward.

Adopted 6/5/03