

**Unitarian Universalist Church of Kent**  
Board Policy Manual  
July 2016

Table of Contents

Policy Name	Page #
Advertising in Church Publications	2
Application of Child and Youth Protection Policy/Procedures*	2
Art Sales in Church Sanctuary	2
Cash Flow Management Policy and Procedure	2
Chair Tenure	3
Childcare / Babysitting Policy	3
*Child, Youth, & Protections Policy (See Safer Congregation Policy pg. 23)	4
Conflict of Interest Policy	5
Disposal and Removal of Alcohol on Church Grounds	6
Disruptive Behavior	6
Finance Policy and Procedure Manual	9
Late Arrival to Sunday Service and Sanctuary Access	16
Lay Leader Development Funds	16
Minutes from Board Listening Sessions (Coffee Chats)	17
Naming Opportunities Policy	17
Performance Policy for Board Members and Finance Secretary	18
Personnel Conflict Policy for Board Members	19
Rental of Church Space	19
Safer Congregation Policy (*previously called the Child & Youth Protection Policy)	23
Sleeping on Church Property	29
Social Justice Actions, Public Statements, and Co-sponsorship of Events Policy	30
Social Media (Facebook)	32
Special Collections	35
Submissions for Publication	36
TimeBank Policy	36
Use of Dry Ice	37

## **Advertising in Church Publications**

Revised & Approved 09/12/2007 by Board vote

The Board agrees to refrain from accepting advertising in the “Thread From the Web,” The Chalice Flame,” and the UUCK web site. This policy is established in order to conserve space and to avoid the appearance of endorsements of products or services. This does not restrict notices about fundraisers or sales whose proceeds in whole or in part benefit the church or a social cause.

## **Application of Child and Youth Protection Policy/Procedures\***

Revised & Approved 07/08/2009 by Board consensus

Board members agreed that the Director of Religious Education will advise the leaders of any group that includes children of the Child and Youth Protection Policy/Procedures\* published in this policy manual.

\*see Safer Congregation Policy, pg. 19

## **Art Sales in the Church Sanctuary**

Reviewed & Approved 07/09/2008 by the Board

The Aesthetics Committee will refer purchasers to the artist, using the contact information provided. All checks will be made payable to the exhibitor; and any subsequent risk must be assumed by the exhibitor. The Unitarian Universalist Church would appreciate a suggested donation of 10% of all sales to support the Aesthetics Committee activities. The check should be made payable to the Unitarian Universalist Church of Kent and indicate Aesthetics Committee Fund on the memo line.

## **Cash Flow Management Policy and Procedure**

Approved 07/08/2009 by Board Vote

Our policy is for the Trustee for Finance and Treasurer to work with Budget Managers, other entities within UUCK, and as needed some selected individuals in the congregation to assure we have adequate cash flow to achieve our annual goals provided revenues are within budget.

This will be done using the following procedural guidelines:

1. Keep accounting up to date within about 10 days.
2. Identify possible cash flow problems in the coming 3-5 weeks,
  - a. Looking at status and monthly budget predictions.
3. Working with Budget Managers, see if some expenses can be delayed or reduced.

4. Encourage the congregation to pay pledges early due to possible cash flow problems.
5. Talk with various UUCK entities to see if internal loans can be arranged.
6. See if loans can be arranged with some key pre-selected individuals in the congregation.
  - a. These people will be approached early in FY2010, regardless of cash flow.
  - b. Loan arrangements would be agreed to with these people before activation.
  - c. Activate each loan only when needed, on 10-day notice, pay back when able.
  - d. These would be signature loans without collateral. 3-5 people, \$2000-\$4000 each.
  - e. Subordinated to other obligations.
  - f. 4% Annual interest, payable quarterly. Renegotiable if not paid back in 1 year.
  - g. Every attempt will be made to pay back within 1 year.
7. If the above is insufficient to address the problem, re-budget.
8. The Board of Trustees will review this policy annually in July.

## **Chair Tenure**

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Approved 04/09/2008 by Board consensus

- 1) All committees are encouraged to determine if chair tenure will be 1, 2, or 3 years.
  - a) Factors to consider would be: need for institutional memory, learning curve involved in chairing committee, desire for chair turn over in committee.
- 2) All committees and their trustee will determine chair succession, for example: if an Assistant Chair will become chair or if the Chair will be determined by a vote on the part of the whole committee. Due to the complexities of larger committees as our Church grows, it is recommended that committees establish an Assistant Chair who will become the Chair.
- 3) Coordinators and Committee Chair's will discuss their status and plans for their continuation in the position with the appropriate board liaison annually, 2-3 months prior to end of the Church or term year . The Committee Chair position should be held for no longer than two consecutive terms.

## **Childcare / Babysitting Policy**

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Approved 05/07/2009 by Board vote

Definition:

For the purposes of distinguishing it from child and youth work, childcare is defined as short term care of children during intermittent congregational events (e.g., fund raisers, board meetings, special film showings) where parents remain in the building and are easily accessible.

Policy:

The goal of this policy is to make church events family friendly experiences.

- A) Any event where childcare will be offered must be advertised a minimum of **one month** in advance of the event.
- B) For options B, C, or D listed below, **parents must sign up TWO WEEKS prior to the event in order for care to be available for their child(ren).**
- C) For any congregational meeting (information or voting meeting), the church will pay for childcare out of general operating revenues. The Moderator or Assistant Moderator will contact the Babysitters Network Coordinator to arrange for childcare at least ten days in advance.
- D) For any social event or fundraising event for which there is a CHARGE, the cost of childcare will be paid from the event proceeds. The event organizer will contact the Babysitters Network Coordinator to arrange for childcare at least ten days in advance.
- E) For any other event (e.g., committee meetings), the group may elect to provide childcare and will be responsible for paying for that childcare. The Chair or event organizer will contact the Babysitters Network Coordinator to arrange for childcare at least ten days in advance.
- F) At least two youth helpers will be present to provide care.
- G) Current rate is \$16 hr for childcare. Youth helpers will receive \$8 hr each.
- H) There is no minimum number of children necessary for childcare to be provided.
- I) The Babysitters Network Coordinator will determine the appropriate ratio of children to youth helpers.

**\*\*No child(ren) shall remain unattended on church grounds during a meeting/event.**

**\*\*Youth helpers will be paid for their services at the end of the event.**

#### Youth Helpers:

A list of eligible youth helpers will be maintained by the Babysitters Network Coordinator. In order to be eligible, youth helpers will need to have completed the Red Cross Babysitting course. In each case, every effort will be made to pair an experienced youth helper with a less experienced youth helper for mentoring purposes

## **Child and Youth Protection Policy/Procedures\***

\*See the Safer Congregation Policy, pg. 23

## **Conflict of Interest Policy**

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Approved 3/22/2016 by Board vote

All employees, trustees, and committee members with financial authority of the Unitarian Universalist Church of Kent (UUCK) shall scrupulously avoid any conflict between their personal, professional, or business interests and the interests of the Church.

### **Definitions**

1. A "close relationship" is one of the following:
  - a. A relationship with a spouse or domestic partner; parent or child; sister or brother; aunt, uncle, niece, or nephew; or the spouse of any of these persons; or
  - b. Any other close family, personal, professional, or business relationship that might cause a conflict of interest, as defined in this policy.
2. A "committee" is any appointed or elected body of the UUCK, whether it is called a committee or a panel, board, commission, or other name.
3. A "conflict of interest" is any actual or potential situation in which an individual's close relationship to another party would make it difficult for the individual to be unbiased in carrying out his or her obligations to the UUCK.
4. "Interested Person"
  - a. If any employee, trustee, or committee member has any direct or indirect interest in, or a close relationship with, any individual or organization that proposes to enter into any transaction or affiliation with the UUCK, including but not limited to the:
    - i. sale, purchase, lease or rental of any property or other asset,
    - ii. employment, or rendition of services, personal or otherwise,
    - iii. award of any grant, loan, contract, or subcontract,
    - iv. investment or deposit of any funds of the UUCK,
  - b. such person shall be considered an "interested person" and shall give notice of such interest or relationship as specified in this policy.

### **Disclosure**

The Board shall ensure that all employees, trustees, and committee members are informed of this policy.

### **Conflict Process**

If the Church wishes to consider entering into a transaction with an interested person, the following steps must be followed:

- a. The interested person must fully disclose the financial interest. Trustees and the Minister disclose to the Moderator of the Board. Committee members disclose to the Ministry Executive Team (MET).
- b. After discussing the matter, the interested person should leave the room so the transaction may be discussed in his or her absence.
- c. The deciding body must make a diligent effort to find alternatives to entering into a transaction with an interested person.
- d. UUCK shall not do business with interested persons if there is a better alternative.
- e. The interested person shall not vote on the matter.

### **Conflicts of Commitment**

No employee, trustee, or committee member of UUCK may use or influence the use of UUCK's financial, personnel, or other resources for personal benefit, or for any purposes other than the achievement of the ends of UUCK.

### **Disposal and Removal of Alcohol on Church Grounds**

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Approved 11/10/2009 by Board vote

After any church event where alcohol is served, any remaining alcohol is to be removed from church grounds. Any alcohol not removed from church grounds will be disposed of.

### **Disruptive Behavior**

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Revised & Approved 08/13/2008 by Board consensus

The Unitarian Universalist Church of Kent strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. However, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree that the disruptive behavior compromises the health of this congregation or violates the spirit of our covenant, our actions as people of faith must reflect this emphasis on security. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.

It is the intent of this policy to provide a framework for church leaders to evaluate and address specific disruptive behaviors. Invocation of this policy is not a step to be taken lightly, and should be undertaken with careful consideration by the Committee on Ministry in consultation with the Minister and/or Moderator.

Every situation involving disruptive behavior is unique, and must be handled with precision and care. When corrective action is required, it should be undertaken in such a way as to protect the best interests of the congregation and all of its members. This document is not intended to be a strict procedural outline, or a diagram of a legal proceeding. The exact method of its implementation is left to the discretion of the Committee on Ministry, with the understanding that they will exercise wisdom, justice, charity and restraint in the execution of their duties.

There have been times when the disruptive behavior of an individual within the church building has led members to voice their concerns about one or more of the following:

1. Perceived threats to the safety of any adult or child;
2. The disruption of church activities or damage to church property;
3. Diminishment of the appeal of the church to its potential and existing membership.

The following shall be the policy of the Unitarian Universalist Church of Kent in dealing with these issues:

1. If an immediate response is required, this will be undertaken by the Minister, if available, and/or the Moderator of the Board of Trustees and/or the leader of the group involved. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required, the Police Department may be called. Anytime any of these actions are undertaken without the Minister or Moderator being present, the Minister and Moderator must be notified. A follow-up letter detailing what steps must be taken before returning to the activities involved will be sent by the Minister and/or Moderator in consultation with the Committee on Ministry to the offending party or parties.
2. Situations not requiring immediate response will be referred to the Committee on Ministry who will respond in terms of their own judgment observing the following:
  - a. Each situation is unique and will be treated as such.
  - b. Persons exhibiting disruptive behavior will be dealt with as individuals; in each case compassion will be used.
  - c. The committee will collect all necessary information.
  - d. When necessary or helpful, the committee may request other appropriate individuals to participate in the deliberations.
  - e. To aid in evaluating the problem, the following points will be considered:

DANGEROUSNESS – Is the individual the source of a threat or perceived threat to persons or property?

DISRUPTIVENESS – How much interference with church functions is going on?

OFFENSIVENESS – How likely is it that prospective or existing members will be driven away?

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

CAUSES – Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?

HISTORY – What is the frequency and degree of disruption caused in the past?

PROBABILITY OF CHANGE – How likely is it that the problem behavior will diminish in the future?

- g. The committee will decide on the necessary response on a case-by-case basis. However, the following three levels of response are recommended:

LEVEL ONE – The committee shall inform the Minister and Moderator of the problem and either the Minister or Moderator or members of the committee shall meet with the offending individual to communicate the concern.

LEVEL TWO – The offending individual is excluded from the church and/or specific church activities for a limited period of time, with reasons and the conditions of return made clear. If it is decided that expulsion will take place, a letter will be sent by the Moderator and Minister explaining the expulsion and the individual's right and possible recourse.

LEVEL THREE – The offending individual is indefinitely excluded from the church premises and all church activities. Before this is carried out, the committee will consult with the Board of Trustees and the Minister. If it is decided that expulsion will take place, a letter will be sent by the Minister and Moderator explaining the expulsion and the individual's rights and possible recourse.

3. Appeal: Any action taken under the above items may be appealed to the Executive Committee of the Board of Trustees.

Nothing herein restricts any church Minister, employee, contractor, member or visitor from reporting actions or facts to police or other authorities as they deem appropriate or as may be required by law.

Records: Those records related to the actions under this policy shall be maintained as confidential records along with other personnel records as directed by the Minister in locked file cabinets, except as may be otherwise directed by the Board of Trustees.



# **Finance Policy and Procedure Manual**

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Sections I, II, III, V, VI, VII Adopted 8/13/08

These policies and procedures supplement the by-laws of the Unitarian Universal Church of Kent and shall govern the financial operations of the Church, the Financial Council and its substructures, and the Trustee for Finance, Treasurer, Financial Secretary, and all their assistants. Any desired future changes to these financial policies and procedures shall be reflected here or in the Church's bylaws. If a conflict exists between this document and the bylaws of the Church, the bylaws take precedence.

## **I. General Policies**

- A. \*Beginning July 1, 2009, the church's fiscal year shall be July 1 through June 30. In 2008 the fiscal year will be from January 1, 2008 – June 30, 2009.
- B. The method of accounting shall be cash receipts and disbursements.
- C. The Finance Committee shall recommend, and the Board shall approve, all financial institutions used for the depositing of church funds.
- D. The types of accounts authorized are General Operating, Restricted, Capital, Endowment, and Designated (e.g. Minister's Discretionary Fund, Social Justice, grocery cards, and Hogwarts). Each will be established with a bank, brokerage firm, or other established financial institution.
- E. The Moderator, Trustee for Finance and Treasurer shall be signatories on the General Operating and Restricted accounts. Only one signature is required per check.
- F. Funds other than the General Operating Fund may be maintained either in a pooled account with separate tracking, in a separate bank account, or in a brokerage account. To qualify for a separate bank account or brokerage, a group within in the church must submit and have received approval from the Trustee for Finance a plan that defines the financial processes for that account. Separate, interest-bearing account shall be maintained for Capital, Endowment, and Restricted Funds.
- G. The Finance Committee must review non-emergency external loans before the Board submits them to the congregation for approval.
- H. Property and Liability Insurance
  1. Insurance shall be carried to cover property and liability, and additional risk categories as business needs arise.
  2. The Finance Committee shall review the insurance coverage at least every three years, to assure that adequate coverage is carried.
  3. The Finance Committee may change insurance carriers or coverage within the confines of the budget limitations.

## **II. Preparing the budget**

- A. The Trustee for Finance with the assistance of the Finance Committee shall create a draft budget of the General Operating Account. The budget will be for the upcoming fiscal year and a projected budget for the following two years. The budget detail shall include adequate breakdown of personnel and non-personnel expenses to facilitate easy tracking

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\* An asterisk indicates that this item is in the bylaws of the Church and cannot be changed without a bylaws change.

- and reporting. The budget shall be planned to be in balance, or “break-even,” that is, it shall include no planned deficit.
- B. The budget shall be based on planned program objectives and activities. The Finance Committee shall solicit input and budgetary requests from the Board, staff, committee chairs and Coordinators at least 6 weeks prior to the drafting of the budget, with input to be submitted within 30 days.
  - C. The Personnel committee will investigate Fair Compensation guidelines including benefits and recommend staff salaries, benefits, and minister’s housing allowance to the Board and the Finance Committee.
  - D. The draft budget shall be completed at least 30 days before the start of the annual canvass drive, and the Stewardship Committee presented with a realistic goal for the annual canvass.
  - E. Once the annual canvass is completed, the Finance Committee shall review and revise the draft budget as needed, and present it to the Board for review and recommendation to the congregation.
  - F. \* The Board shall present a balanced budget to the congregation for approval at the annual budget meeting.
  - G. In addition to being in the budget, a statement identifying the portion of the minister’s compensation for housing must be submitted to the Board as a separate action item to comply with IRS regulations.
  - H. The entire budget creation, review and approval process shall be completed prior to the commencement of the new budget year.
  - I. \* At any time during the year, the Board may make interim budget adjustments; the Board must submit for approval at a congregational meeting any proposed new expenditure over 5% of the total congregation-approved budget.

### III. Handling transactions

The separation of duties standard of internal control procedures states that different individuals should perform the daily financial duties. The following are procedures that shall be implemented to achieve the desired result:

- A. Collecting and depositing money
  1. Sunday collection: After each service, two people (ushers selected by the Membership Committee) will count and record the cash and the number of pledge envelopes and checks. They will date the report and sign it and place it in the locked collection box along with the cash, envelopes, and checks.
  2. Fund-raisers or other cash-generating events: two people approved by the event coordinator or chair will count and record the cash and the number of checks. Put cash, checks and report into an envelope, date, sign it and place in the locked collection box.
  3. Money received for Capital, Endowment, or Designated accounts will be given to the treasurer for that account to deposit. The Financial Secretary will record and report any amounts received and forwarded.
  4. The Financial Secretary shall retrieve, make copies of checks and contribution envelopes, deposit, and post all monies from the collection box, attribute them to the donor, and deposit those for General Operating and Restricted accounts at least once a week. The collection report(s) and bank deposit receipt shall be stapled together and

given to the Trustee for Finance. In the event of the absence of the Financial Secretary, the Trustee will ensure that deposits are made.

5. The Trustee for Finance and the Financial Secretary may appoint helpers to count and tabulate cash donations.

#### B. Non-monetary Gifts

##### 1. Financial instruments

- a. Securities other than liquid financial instruments will be deposited into the church's brokerage account.
- b. Securities and non-cash financial instruments donated will be converted into cash and net proceeds deposited into the fund designated by the donor, in a timely manner.
- c. The average of the high and low trade on the date of the transfer to the church's brokerage account is the amount that will be credited to the member.

##### 2. Other donations of record

- a. The church will not accept in fulfillment of a pledge any donations that are not monetary or a financial instrument.

#### C. Acknowledging Non-pledge Donations

1. Acknowledgements will not be sent for non-identifiable plate or special collection donations. Separate acknowledgments will not be sent for pledges that are tracked and reported on the pledge statement.
2. For money donated in honor of or in memory of someone, the Trustee for Finance will ensure that a letter of acknowledgement is sent to the honoree or family omitting the dollar amount donated.
3. For donations to a Restricted, Designated, Endowment, or Capital accounts not tracked or reported on the contribution report, the treasurer for that fund shall send a letter of acknowledgement to the donor.
4. For donations that are not monetary or financial instruments, the Trustee for Finance will provide a receipt, if requested within 60 days of the donation.
5. When a check written to another entity is given to the church, the church shall send the check to that entity and has no responsibility to send an acknowledgement.

#### D. Disbursements from the General Fund

1. The Treasurer will pay all bills authorized by the annual budget.
2. Church members wishing disbursement of church-related expenditures shall fill out and submit a "Request for Disbursal of Funds" and turn it in to the Treasurer. These requests must be signed by the chair of the committee or Trustee responsible for the area of expenditure. Committee chairs and Trustees are responsible for staying within their budgetary guidelines.
3. Staff members wishing disbursement of church-related expenditures shall fill out and submit a "Request for Disbursal of Funds" and turn it in to the Treasurer. Staff members are responsible for staying within their budgetary guidelines.
4. The Treasurer shall respond to all such requests within two (2) weeks of receipt of the request.
5. The Trustee for Finance may approve or disapprove requests for disbursement of funds that are up to five percent (5%) above the approved budget amount. Requests for funds that exceed that amount or are not in the budget will go to the Board for a decision.

6. The Trustee for Finance will prepare monthly financial reports and submit them to other members of the Board at least one (1) week prior to regularly scheduled Board meetings. The monthly reports shall present the month, year to date and budget, budget to date information, account balances, and a cash flow report.
- E. Disbursements from Other Funds
1. Prior to disbursements, the fund treasurer must have authorization from a person with responsibility for that fund. Prior to disbursements, the requester will submit to the fund treasurer either an invoice, receipt, or if the request is for an advance, an estimate of the amount required. In the latter case, the recipient of the money shall submit a receipt within 2 weeks of the disbursement and repay any excess.
  2. Fund treasurers shall respond to requests within 2 weeks of receipt.

IV. Record-keeping [ **THIS SECTION STILL IN DRAFT FORM:  
NOT YET ADOPTED BY THE BOARD**]

- A. The Trustee for Finance shall determine the form of record-keeping to be used by the Treasurer and Financial Secretary. The Trustee for Finance shall review and approve the form of record-keeping used by Capital, Endowment, and Restricted funds. Once approved only changes must be submitted for review and approval.
- B. Access to the financial portion of the online database shall be administered by the Trustee for Finance, in order to maintain confidentiality of individual financial records.
- C. Pledge records
1. Pledge payment records shall be maintained by the Financial Secretary in the database.
  2. The church administrator shall mail or e-mail statements of pledges and other contributions of record on a quarterly basis to members making a pledge.
  3. The church administrator, Financial Secretary and Trustee for Finance are the only persons authorized to have access to the payment records of individual church members. No other person is authorized to view those records without the express permission of the church member in question.
- D. Expense records
1. Expense records for the General Funds shall be maintained by the Treasurer in the database.
  2. The church shall maintain a checking and savings or money market account for the General Funds.
  3. The Trustee for Finance, with the chair of the Finance Committee as a back up, shall reconcile the monthly bank and brokerage statements.
  4. Fund treasurers shall prepare and submit a financial report to the Trustee for Finance at least annually or more frequently if requested by the Trustee for Finance.

V. Preparing and distributing financial reports

A. Membership

1. \*An annual financial report shall be prepared by the Trustee for Finance and submitted to the congregation at the annual congregational meeting.
2. The Finance team (Trustee for Finance, Treasurer, and Financial Secretary) shall make every effort to maintain transparency in financial records. Income and expense records (with the exception of individual pledge records) shall be made available to any member of the congregation who wishes to see such records.

B. Management

1. The Board shall receive monthly reports from the Trustee for Finance.
2. Upon request, the Treasurer shall provide committee chairs and staff members with reports indicating their yearly budget and year to date expenditures.
3. If the Treasurer notices that a line item is approaching its limit, the Treasurer shall notify the person responsible for that line.

C. Outside entities

1. All payroll tax reporting is currently prepared by our payroll company. The Treasurer shall review these reports as part of general payroll processing.
2. The Treasurer shall complete the semi-annual Workers' Compensation report.

VI. Individual committees

- A. \*In accordance with the Bylaws, there shall be the following finance-related standing committees: Finance Committee, Canvass Committee, Fund-raising Committee, and Endowment Committee.
- B. In addition, Finance-related Action Teams (such as a Capital Campaign Action Team) may be constituted as needed.

VII. Miscellaneous

- A. Contractors. The church may employ contractors as needed.
  1. Individuals hired as contractors must complete a W-9 form.
  2. Any individual paid more than the IRS reporting requirement must be issued a 1099 form. (The IRS amount in April of 2008 was \$600.)
  3. Pursuant to the Fair Labor Standards Act, no person may be an employee and a contractor during the same period of time.
- B. Contracts
  1. The person or group with budgetary responsibility for a contracted service or equipment has the responsibility to research vendors and negotiate contracts.
  2. The Moderator has the authority to sign contracts.
  3. Annually the Finance Committee will review all contracts.
  4. Non-personnel insurance policies are the responsibility of the Finance Committee to research and review.
  5. Personnel-related insurance policies are the responsibility of the Personnel Committee to research and review.
- C. Financial review or audit
  1. The Finance Committee is responsible for scheduling a financial review of the church's financial records by an independent qualified person annually. The person conducting the review presents the findings to the Board with a copy to the Finance Committee.

**UU Church of Kent  
Document Retention Schedule  
Draft - December 4, 2010**

<b>Record Type</b>	<b>Retention Period (Years)</b>	<b>Type of Record</b>	<b>Who Keeps</b>	<b>Where Stored</b>
<b>FINANCIAL RECORDS</b>				
Auditors' reports/compilations	Permanent	paper	Church admin	Church office
Bank deposit slips	Until reconciled			
Bank statements	Through financial review			electronic version available from bank
Reconciled statements	permanent	electronic	ICON	ICON
Budgets	4	electronic	church admin	church office/ICON
Annual financial statements (part of annual reports)	(in annual report)			
Interim Financial reports to board	(in minutes)			
General Ledger (chart of accounts)	Permanent	electronic	church admin	ICON
Pledge cards	2	paper	designated Stewardship team member	person's home
Pledge amounts	permanent	electronic	financial secretary	ICON
Donor records	6	electronic	financial secretary/church admin	ICON
Contracts - purchase & sales	4*	paper	church admin	church office
Contracts/Rental agreements	4*	paper	church admin	church office
Invoices for permanent assets (capital)	4*	paper	church admin	church office
Expense authorizations (green sheets + receipts)	until financial review	paper	church admin	church office
<b>INSURANCE RECORDS</b>				
Accident reports	6	paper	church admin/DRE	church office
Fire inspection reports	6	paper	church admin/sexton	church office

Employee insurance policies (health, dental, life)	6*	paper	church admin/ins. broker/UUA	church office
Insurance policies (liability/building)	6#	paper	church admin	church office
safety inspection records	6	paper	church admin/sexton	church office
Settled insurance claims	4*	paper	church admin	church office

\*Retention period begins after expiration/termination; #policies that that cover when an incident occurs vs. when a claim is made - keep permanently

### **BUSINESS RECORDS**

Annual Reports	permanent	paper	church admin	church office; back up in archives
Articles of Incorporation	permanent	paper	church admin	church office
Bylaws	current + immediate past	paper + web	Bd secretary	church office; archive earlier versions
Board Minutes, Reports, Supporting Documents	permanent	paper	Bd secretary	church office; 10 years archive
Non-personnel Board-adopted policies	current	paper + web	Bd secretary	church office + website
Personnel policies	all versions applicable to current employees	paper	church admin + personnel comm.	church office
Contracts agreements (construction, employment)	4*	paper	church admin	church office
Legal correspondence	permanent	paper	church admin	church office
Mortgages and Note agreements	6*	paper	church admin/Church Treasurer	church office
Personnel files	Permanent	paper	church admin/personnel comm.	church office
Records Destruction Inventory	permanent	paper	church admin	church office

### **OTHER**

Payroll records (payroll service?)	6*	electronic	church admin paper	ICON
church bulletins: order of service/thread	5 years	paper/electronic	church admin	church office

church newsletters (Chalice flame)	Permanent	paper	church admin	church office 3 year then archive
Printed Membership Directories	Permanent	paper	church admin/membership	church office current print + last picture; archive earlier
Electronic membership records	permanent	electronic	ICON/membership committee	ICON
Annual membership report to UUA	4 years	electronic	church admin	church office
Sermons (paper and recordings^)	Permanent	paper	church admin	1 year then archive
Written histories of the church	Permanent	paper	Church historian/archivist	church library + archive
architectural drawings of building	Permanent	paper	Building + Ground Trustee/archivist	church office + archive
adopted long range plans	current one only	paper + web (current)	Board secretary/Master Plan Com	church office + website

Other??

\*Retention period begins after expiration/termination/ ^ investigate legality of having performance of copyrighted music on our web site

## **Late Arrival to Sunday Service and Sanctuary Access**

Reviewed & Approved 12/05/2007 by Board consensus

Sunday worship service greeters will close the sanctuary doors following the ringing of the chimes and will not admit late arrivers until the first hymn has started in order to reduce distractions once the service has started, in addition, the rear entrance door to the sanctuary will not be used for sanctuary access for Sunday services. This policy is established in order to show courtesy and respect for the musicians and Minister.

## **Lay Leader Development Funds**

Approved 09/12/2007 by Board vote

The goal or purpose of this policy is to expand the pool of individuals available for lay leadership positions within the U-U Church of Kent.

A lay leader development team shall be comprised of the Assistant Moderator, the Immediate Past Moderator (or if not available, any previous Moderator), and the Chairperson of the



Nominating Committee. The Assistant Moderator will chair the team. The team will be empowered to:

- Submit to the Board for review an annual request for lay leader development funds. This budget request will be made by the Assistant Moderator after consulting with members of the lay leader development team
- After Board endorsement of the budget request the Assistant Moderator will submit the request to the Finance committee
- Determine the priorities for awarding lay leader development funds, including:
  - a) the types of leadership development events for which individuals could be eligible for funding
  - b) the current or upcoming leadership positions of individuals seeking funding
- Advertise the availability of lay leader development funds to members of the congregation
- Establish and publicize an application procedure for lay leader development funds
- Prepare an annual report summarizing the recipients and amounts of each award given

## **Minutes from Board Listening Sessions (Coffee Chats)**

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Revised & Approved 04/09/2008 by Board vote

Because these conversations are an open forum for both the Board and the congregation, it is assumed that any comments made would not be confidential in nature. However, the minutes from these conversations are not intended to be published church-wide. Therefore, the minutes

will be distributed to the Board and the Minister by the Board Secretary for their review. Any member who wishes to see the minutes may request them from the Board Secretary.

## **Naming Opportunities Policy**

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Adopted by the Board of Trustees on March 17, 2015

The Board of Trustees of the Unitarian Universalist Church of Kent approves the inclusion of naming opportunities when the church is conducting capital campaigns or accepting planned gifts for the endowment. The board views the practice of naming opportunities as a means for donors to express their commitment to the church and its future and/or to acknowledge their gratitude for the church and its ministries.

The Board grants the Capital Campaign Team the authority to identify potential donors who may be interested in naming opportunities as well as the authority to make preliminary naming arrangements with interested donors. The Capital Campaign Team must advise donors that the naming arrangements made with the team are contingent upon approval by the board.

The Capital Campaign Team and Endowment Committees shall consider the following parameters a flexible guideline in determining the extension of naming opportunities:

1. New or renovated facilities: Thirty to fifty percent of the cost of a construction or renovation.
2. Rooms in new or renovated facilities: At least thirty to fifty percent of construction costs.
3. Courtyards, gardens or other landscaping: At least thirty to fifty percent of installation and construction costs.
4. Appliances or other durable goods: At least thirty to fifty percent of purchase and installation costs.
5. Bricks or other named plaques: The Capital Campaign Team shall set a level of support that would provide for the inclusion of donors of all means.
6. Endowments: Named endowments will be considered with gifts of \$25,000 or more.
7. Planned Gifts, Legacy Gifts and Bequests

When considering requests for naming arrangement proposed by the Capital Campaign Team, the board shall ensure that the proposed naming arrangements will bring distinction to both the donor and the church.

The board retains the right to rename buildings and spaces in the future when renovation or replacement is required, while continuing to acknowledge the donor's original gift in an appropriate manner. The board also retains the right to remove a donor's name from a facility or space when removal of that name is deemed to be in the best interest of protecting the reputation of the church.

## **Performance Policy for Board Members and Finance Secretary**

Approved 04/13/2008 by Board vote / Modified and Approved by Board vote 5/2012

This policy addresses concerns about a trustee/officer's performance in the case where the problems have hampered the Board's ability to handle church business. The problems may be a lack of performing job duties and/or behaving in a manner that impinges upon the Board's ability to function. If informal attempts at remediation by the moderator have not been successful, the following procedure will be followed:

1. A meeting will be called by the moderator who will be joined by the assistant moderator, a member of the committee on ministry, and the board member of concern<sup>1</sup>. This committee will define and document the areas of concern. An action plan will be developed and signed by all participants. The Board will be informed of the action plan in executive session at the next

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<sup>1</sup> If the Moderator or Assistant Moderator is the member of concern, then another member of the Board will be appointed to the committee.

Board meeting.

2. After one month, a meeting will be held to assess progress towards meeting the goals of the action plan. The Board member or Finance Secretary of concern will be invited to submit a self-assessment of progress. The three member committee (moderator, assistant moderator, and COM member [or appointee; see below]) will determine the amount of progress and report their findings to the Board.

3. After two months, a final meeting will be held to assess the individual's performance. If sufficient progress has not been made, the Board member or Finance Secretary of concern will be given the option of resigning. If the individual declines, then the Board will follow the procedures for removal from the Board as outlined in Article 5, Section 3 of the Church By-Laws.

### **Personnel Conflict Policy for Board Members**

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Approved 11/10/2009 by Board vote

When a current board member, while part of a church committee or group other than the Board, takes part in a personnel decision involving a church member and/or church staff, the subject board member will recuse him or herself from voting if the above group's action comes before the Board. This policy does not preclude the subject board members from entering into the board discussion about the above group's decision.

### **Rental of Church Space**

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Revised & Approved 01/09/2008 by Board vote

All "rites of passage" rentals including funeral and memorial services or weddings and commitment ceremonies shall be charged according to the fee schedule in our rental information pamphlet.

Any other short-term or long-term rentals will also follow the fee schedule as outlined in the rental pamphlet; however, these rentals are subject to review by a Facilities Panel comprised of the Board Moderator, Office Administrator, Trustee for Building and Grounds, and the Sexton.

Non-profit organizations compatible with UU aims and principles may request reduced-rate rentals. These rentals will be subject to Facilities Panel approval.

Special circumstances may be reviewed on a case-by-case basis according to guidelines set by the facilities panel.



**The Unitarian Universalist Church of Kent**  
228 Gougler Ave • Kent, OH 44240  
Phone: 330-673-4247  
Email: uukent@sbcglobal.net

**RENTAL AGREEMENT**

The Unitarian Universalist Church of Kent (UUCK) agrees to rent the designated rooms within its building at 228 Gougler Ave., Kent, OH to:

**Name of Renter:** \_\_\_\_\_ **Member / Non-Member** (circle one)

**Date of Rental:** \_\_\_\_\_

**Rental Start / End Time:** \_\_\_\_\_ **AM / PM** to \_\_\_\_\_ **AM / PM**

All rentals must pay a \$25.00 non-refundable deposit to reserve space. Then non-refundable deposit will be applied to rental fees.

<b>Designated Room(s)</b>	<b>Room Capacity / Info</b>	<b>Non-Member Fee(s)</b>	<b>Scheduled Fees</b>
____ <b>Sanctuary</b> <i>Social events / Meetings</i>	Seats 110	\$75.00 / for 2 hrs. or less Additional time at \$20/ hr.	
____ <b>Sanctuary</b> <i>Weddings &amp; Rehearsal</i>	Seats 110	\$150.00 / for 4 hrs. or less Additional time at \$20/ hr.	
____ <b>Fessenden Hall</b> <i>Social events / Meetings</i>	Up to 80	\$50 / for 2 hrs. or less Additional time at \$15/hr.	
____ <b>Fessenden Hall</b> <i>Parties / Receptions</i> <i>(includes use of Kitchen)</i>	Up to 80 <i>Includes use of UUCK dishware. Dishwashing is the renter's responsibility; Note: the kitchen does not have a dishwasher.</i>	\$200 / for 4 hrs. or less Additional time at \$15/hr.	
____ <b>Kitchen</b>	<i>Includes use of UUCK dishware. Dishwashing is the renter's responsibility; Note: the kitchen does not have a dishwasher.</i>	\$50 / for 2 hrs. or less Additional time at \$15/hr.	
____ <b>Classroom(s)</b> <i>(non-handicap accessible)</i>	Up to 10	\$25 per room/ 3 hrs. or less Additional time at \$10/hr. per room	
<b>*Sexton</b> <i>Social Events/ Meetings</i>	Required on premises for duration of Non-member rentals + minimum 2 hrs. for cleaning	Minimum 2 hrs. at \$15/hr. Additional time at \$15/hr.	
<b>*Sexton</b> <i>Weddings /Rehearsals</i> <i>Parties / Receptions</i> <i>Funerals / Memorials</i>	Required on premises for duration of Non-member rentals + minimum 2 hrs. for cleaning	Minimum \$60 / 4 hrs. at \$15/hr. Additional time at \$15/hr.	
<b>*Deposit</b> required to reserve space <b>*Security Deposit</b> refundable as long as no damage has occurred		<b>\$25 non-refundable;</b> <b>Applied towards rental fee</b> <b>\$25.00 refundable</b>	<b>\$25.00 (applied to rental fee)</b>  <b>\$25.00 (security deposit)</b>
____ Alcohol Beverages Deposit required	Beer and wine only. All alcoholic beverages must be removed at end of event.	25% of total Rental Fees Will be refunded after event if no damage occurs.	<b>25% of Rental Fee,</b> <b>if applicable</b>
____ <b>**Minister / CLL</b> <i>Wedding/Union Blessing, Rehearsals,</i>	Includes: 2 preparatory meetings	\$300 for service only \$350 with Rehearsal	
____ <b>**Minister / CLL</b> <i>Funeral, Memorial</i>	Includes: preparatory meetings as needed	\$200 for service only \$250 with Committal or Eulogy	

**\*Mandatory Fee for Members & Non-Members**

**\*\*Minister / CLL fees payable directly to Officiant.**

Rev. 8.2011

**Rental Policies**

- A \$25 non-refundable deposit is required. Deposit will be applied towards rental fees.
- A \$25 refundable security deposit is required. Security deposit will be returned once rental is complete and no damage has occurred. Additional charges may be incurred if any property damage occurs as a result of the rental.
- All fees are to be paid in full 2 days prior to rental/event.

- Sexton is required to stay on premises for non-member rentals. Any additional time needed for cleaning, beyond what is scheduled will be invoiced.
- The Church has a NO SMOKING policy.
- Children must be supervised at all times.
- Renters for meetings and social events must respect other groups that may be using the building at the same time. Every effort will be made to avoid concurrent scheduling of groups with conflicting uses.
- All wedding/union blessings and funeral/memorials services not using the UUCK Minister, the UUCK Affiliated Community Minister or the UUCK Commissioned Lay Leader will require prior approval by the UUCK Minister and/or Church Board of Trustees.
- NO THROWING RICE. Throwing birdseed is allowed outdoors only.
- NO LIGHTING CANDLES unless specifically agreed to and noted on this rental agreement. If you are permitted to use candles, do not leave them unattended. *Agreement:* \_\_\_\_\_
- All decorations to be affixed with Low-tack painter's tape.
- We request for your safety that you please note the locations of the fire extinguishers, first aid and AED equipment.
- Food and Drink are permitted downstairs only; unless otherwise specified on this agreement.  
*Agreement:* \_\_\_\_\_
- DISHWASHING is the responsibility of the renter. Note: the UUCK kitchen does not have a dishwasher.
- NO ALCOHOLIC BEVERAGES unless specifically agreed to and noted on this rental agreement.  
*Agreement:* \_\_\_\_\_
- Renter is responsible to remove all items/decorations brought in by renter at the end of event/rental.
- No organization may use the Church name or address to represent or promote the purpose and/or views of such organization.
- Church Parking: After 6 pm weekdays and all day on weekends, parking is available along the street, in the gravel lot behind the Church & Franklin Township Hall and in the across the street at Family & Community Services.
- Long-term Rentals must have Board approval. Long-term rental fees are negotiable on an individual basis. Long-term rentals are exempt from Sexton required to be on premises.

Any individual, organization or members thereof, or any agent of either who misrepresents the identity or purposes of such individual or organization for purposes of entering into this Rental Agreement with the Unitarian Universalist Church of Kent shall be subject to:

1. forfeiture of all rent, fees and deposits held by the UUCK,
2. immediate cancellation of the rental provided for under this Rental Agreement, and
3. prohibition from all future rentals of UUCK property.

Any violation of the forgoing policies will make all future rentals to the Renter subject to approval by the Church's Board of Trustees.

This Rental Agreement may be canceled with or without cause by, and without penalty to, either the Renter or the Church (with the exception of the non-refundable deposit if canceled by Renter) upon one week's written notice prior to the rental date. In addition, the Church reserves the right to renegotiate the terms and conditions of any continuing long-term rental at any time following 60 days after the initial rental date.

**I agree that I have read the above Rental Policies and agree to abide by them.**

Name: _____	Rental Fees \$ _____
Address: _____	Sexton Fees \$ _____
Phone: _____	Total Rental Fees Due \$ _____
Email: _____	Security Deposit \$ 25.00
Signature: _____	Rental Deposit \$ 25.00
Date: _____	Rental Balance Due \$ _____
Church Representative: _____	25% Alcohol Consumption Deposit \$ _____
Date: _____	<b>Balance due is required 2 days prior to rental.</b>
	<b>Please make check payable to UUCK.</b>

**Rental / Event Information for Sexton**

Date of Rental / Event \_\_\_\_\_ Sexton Required for duration of Event? Yes / No  
 Name of Renter(s) \_\_\_\_\_ Member / Non-member  
 Event type \_\_\_\_\_

Church Space needed \_\_\_\_\_

Open Church at (what time?) \_\_\_\_\_

Time rental is scheduled to end at (what time?) \_\_\_\_\_

Parking signs? Yes / NO

Tables? Yes / No if so, how many \_\_\_\_\_ Location(s)? \_\_\_\_\_

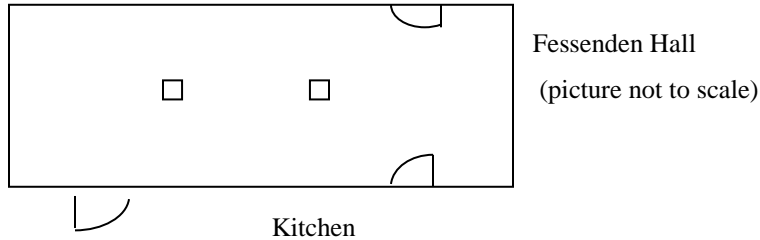


Table Cloths? Yes / No Will be supplied by renter? Use UUCK's? If so, how many? \_\_\_\_\_

~Please note, UUCK will use multiple colors.

Chairs? Yes / No if so, how many \_\_\_\_\_ Location? \_\_\_\_\_

**Weddings**

Classroom for dressing? Yes / No

Mirror in Classroom? Yes / No

Cups / Water? Yes / No

Furniture in Sanctuary moved? Yes / No *Additional Sexton fees may apply due to time involved.*

Details \_\_\_\_\_

\_\_\_\_\_

Receive Flowers Yes / No if so, what time? \_\_\_\_\_

Caterer? Yes / No if so, when arriving? \_\_\_\_\_

Guest book table? Yes / No if so, location? \_\_\_\_\_

Decoration removal? Yes / No Decorations to be saved? Yes / No  
*Additional Sexton fees may apply due to time involved.*

*Sexton Use Only*

Sexton Notes: \_\_\_\_\_

\_\_\_\_\_

Additional timed needed beyond contract? Yes / No if so, how much? \_\_\_\_\_

**Safer Congregation Policy**

Approved 4/26/2016 by Board Vote

We, the members of the Unitarian Universalist Church of Kent (UUCK), as a religious community, strive to create an environment upholding Unitarian Universalist principles by living in respectful relationship with each other. Our welcoming spirit and volunteer commitment is necessary for our congregational growth and health. Part of maintaining a healthy congregation is attention to safety. Safety is a condition in which individuals and a community experiences a freedom from danger or injury. In this spirit, we endorse the following policy for church sponsored events.

### **I. Shared Responsibility for Safety**

This policy is established by the Board of Trustees, who has ultimate responsibility for the welfare of the congregation. Implementation is shared between the Ministry Executive Team (MET), the staff of UUCK, the Religious Education Committee (REC), the Safer Congregation Team, and other persons or groups assigned by the Board. Ultimately, the safety of all members and friends of the congregation depends on our shared commitment to the spirit, as well as, to the letter of this policy.

It is expected that members of the congregation, staff or participants with a history or active accusation of sexual misconduct/a sexual offense/child abuse will make that history or accusation immediately known to the Minister, Director of Religious Educator (DRE) or the Moderator. Their situation will be reviewed by the Safer Congregation Team, but until that review is complete will not continue to attend or participate in any programs of UUCK. The Safer Congregation Team is authorized to put in place a *Limited Access Agreement* to protect all parties.

Parents and guardians have an important part to play in keeping us all safe, and to that end, UUCK maintains the following expectations:

- A. Complete and submit religious education registration and/or event forms with accurate information in a timely manner.
- B. Be on site and available during Religious Education programming and when babysitting is provided, so if your child has a need, i.e. diaper change, accident or behavioral issues, you can be reached for assistance. Exceptions to this should be discussed in advance with the Director of Religious Education (DRE) or designee, but in all cases parental/guardian contact information is required.
- C. For programs like Junior High Our Whole Lives (OWL), Hogwarts, Golden Tones choir and other occasions when parental attendance is not required, be timely in dropping off and picking up.
- D. Share any safety concerns that you or your child have with the DRE or Minister.
- E. We strive to make the UUCK a place of welcome that feels like home to you and your children; however, some areas are out-of-bounds to children and youth during non-program times. We expect adults and children to respect those limits.

### **II. Screening and Selection of Workers with Children and Youth**

Child and Youth Ministry (CYM) of the UUCK includes Nursery Care during worship services, Religious Education programming Our Whole Lives programs, Coming of Age, KentHogwarts Camp, Youth Conference Advisor, and similar events which involve the direct care or supervision of children or youth under 18 years of age. In addition, UUCK also may provide

babysitting during events, sponsor musical groups and other church events. All workers or leaders in CYM, volunteer or compensated, must meet the following criteria\*:

- A. Volunteer workers should be affiliated with UUCK (member or attending) for at least 6 months prior to volunteer service. Exceptions to this can be made by the DRE or designee, especially if the person is known to another congregation or is recommended by a member of the church.
- B. A completed Application is required for all workers which includes contact information, 2-3 references (not relatives), prior experience with children and youth, and any criminal record. It is the responsibility of the worker to update UUCK of any changes to contact information or status. Persons 18 years or older are also required to consent to a criminal background check; and if they might be transporting children or youth, to a motor vehicle record check.
- C. The application form, ethics form and background check requirements can be considered met if a person is hired through an agency/company which has completed a similar screening within the past year. A valid copy must be submitted to the DRE or designee.
- D. No person convicted of sexual abuse of any person, child abuse, or any offense included in but not limited to "Unemployable Offenses" listed in the Ohio Revised Code 3319.39(B)(1) for Ohio School employees is eligible to be a worker with children or youth. (See addendum: OR3319.39(B)(1))
- E. Persons working with youth, generally defined as 12-18 years old and/or in Middle or High School, must be at least 25 year of age.
- F. An adult at least 25 years old is required to be present and responsible for each CYM program involving children.
- G. Youth 14 – 17 years, and adults 18 – 20 years can be a worker if they are paired with and work under the supervision of an adult, aged 25 years or older.
- H. In situations where babysitting is provided by minors, the parents/guardians of the children must be onsite, at least 2 workers must always be present with every group, and a designated adult 25 or older must be readily available for assistance and supervision.
- I. Prior to assuming their position, all workers are required to participate in an orientation/training for their position which would cover expectations and procedures for reporting suspected abuse to church as well as State of Ohio child welfare authorities.

\* An exception is made for parents/guardians exclusively assisting their own child as required or requested.

### **III. Supervision Requirements**

- A. On an annual basis, all workers will be required to sign an Ethics form and provide any updates to contact information, name, any changes related to accusations, charges or convictions of crimes or other significant changes affecting their ability to serve as a role model for children and youth.
- B. To remain an active worker in CYM, participation in at least one training a year is expected.
- C. A minimum of two workers will be scheduled to lead/supervise each group of children or youth. The preference is that these will be two non-related adults (25 years or older),



but it is acceptable on occasion for only one worker with children to be 25 or older. This 2 person requirement protects all by minimizing both the opportunity for abuse, as well as false accusations.

- D. We recognize that on occasion volunteers who have not completed the application and training process will be utilized to provide backup or meet the requirement for two adults to be present when a UUCK program is in progress.
- E. Workers are expected to comply with established procedures regarding recording attendance, fire drills, discipline, arranging backup when they are unable to serve as scheduled, as well as other health and safety procedures.
- F. The **Minimum ratio** of workers to children/youth is:

Infants through age 5:	2:12
Elementary and Middle School	2:16
Senior High	2:20
- G. Corporal punishment may not be used under any circumstance.
- H. No worker is to be alone with a child or youth, either on site or off site for a UUCK event, except in the case of an emergency or with the expressed permission of the parent/guardian.
- I. No worker shall take children and/or youth off site without the expressed consent of the parent/guardian.
- J. All rooms used routinely for onsite events with children or youth will have windows in the doors or other means to monitor activities inside.
- K. An Incident Report Form will be available in every room used for religious education programming as well on the UUCK website, along with instructions on how to complete and submit the form. Information on how to report questionable behavior will be included in the orientation of every worker involved with CYM.
- L. All children and youth attending UUCK events held off-site will have an adult sponsor present.

#### **IV. Transportation of Children and Youth**

The following requirements for transportation are in effect only when CYM workers transport children/youth as part of a scheduled UUCK or denominational event. *It does not apply to individual arrangements made by parents/guardians of the children involved in events when UUCK is not responsible for transportation.*

- A. All drivers of vehicles containing minors (other than their own children) must be at least 25 years of age and provide a valid driver's license and current proof of insurance.
- B. The driver and each passenger must have and wear a working seatbelt in accordance with Ohio state law.
- C. Car seats and booster seats must be properly secured and used in accordance with Ohio state law.
- D. No driver may be sleep deprived, consume alcohol, be under the influence of mind-altering substances including prescribed drugs or otherwise have their physical or mental performance compromised while carrying out this leadership position.
- E. Drivers will be alert to the distractions of cell phone use, and will at a minimum adhere to state laws and recommended best practices.
- F. When possible, a vehicle should contain 2 unrelated adults. If this is not possible, a vehicle should not contain one adult and only one child or youth unless that minor is the

driver's child. Any deviation from this practice will require permission from the youth or child's parent or the DRE or designee.

- G. Written permission is required for all minors being transported off church property. Parents/guardians will be given relevant information pertaining to the event, including, but not limited to: date, time(s), location, etc. Parents/guardians will provide emergency contact information, name of physician, health insurance information, relevant medical information, and consent to treat in case of emergency.
- H. Emergency contact information will be kept by the driver or responsible adult if using an alternate form of transportation.
- I. Each adult driving or in charge will leave the names of all children/youth accompanying them and emergency contact information with the DRE or designee.

**V. Safer Congregation Team**

- A. The Board of Trustees shall appoint the members of a Safer Congregation Team to proactively assure this policy is implemented through appropriate procedures. Safer Congregation Team tasks may include, but are not limited to, presentations on abuse, evaluation of applications for CYM workers that are flagged by the religious professionals in the congregation, receive allegations of possible abuse, develop a process for expedient handling of such allegations, and meet with known or convicted sex offenders to develop a Limited Access Agreement for participation in church activities.
- B. The Safer Congregation Team shall consist of the Minister, the DRE, the chairperson of the Religious Education Committee, a member of the Committee on Ministry, and 2-5 additional persons designated by the Board for their knowledge or skills in the area of law, social work, education, psychology, law enforcement, counseling, etc.
- C. The Safer Congregation Team shall meet at least twice annually to review current policy and practices, make recommendations to the Board of Trustees or Ministry Executive Team as appropriate, and will provide an annual report to the congregation.
- D. When an allegation of abuse or questionable conduct arises, a meeting of the Safer Congregation Team will be promptly called. Depending on the particulars of the situation, a subset of at least 3 members is sufficient.
- E. The Safer Congregations Team shall be informed of any relevant custody or restraining order involving members or participants and work with relevant staff to provide an appropriate response.
- F. Non-urgent but important matters brought to the Safer Congregation Team (ex. questions raised in a background check, clarification about procedures, approval of forms related to this policy, inquiries about church involvement by a sex offender, etc.) will be considered in a prompt and timely manner.
- G. If there is an allegation of abuse by the minister, the Moderator or their designee will inform the Unitarian Universalist Association and appropriate regional staff. If an accusation is made regarding a minister or a member of their family, the Moderator will serve on the Safer Congregation Team in their stead.
- H. If there is an allegation of abuse by any member of the Safer Congregation Team or a member of their families, that person will not participate in the Safer Congregation Team.

- I. In their work the Safer Congregation Team will be mindful and respectful of the worth and dignity of all persons, as well as of the congregation and the wider community. Notification to law enforcement or child welfare agencies will be made in a timely manner as warranted.
- J. In the event of media inquiries about any situations considered by the Safer Congregation Team, the Board of Trustees shall designate a single spokesperson for the congregation.

#### **VI. Removal of a Worker with Children or Youth**

It sometimes happens that there is not a good match between the volunteer worker and the position in which they are placed. In such an instance the DRE or program leader can suggest alternative opportunities to serve, or request the worker take a leave of absence. Such instances can be handled outside this policy.

- A. If there is an allegation of abuse or inappropriate behavior, the Minister or DRE will immediately place the worker on leave from their position and from further engagement with children or youth until the situation is resolved.
- B. Any and all allegations of abuse will be immediately considered by the Safer Congregation Team in a meeting called by the person or a member receiving the information.
- C. The Safer Congregation Team's summary of findings and recommendations will become part of the file of the worker, which is kept in a secure and confidential manner.

#### **VII. Implementation and Ongoing Review**

As with all policies, the responsibility for reviewing and acting on needed amendments rests with the Board of Trustees, and they will undertake such a review at least every three years. The creation of Procedures to implement this policy rests with a variety of individuals and groups including the DRE, the RE Committee, Hogwarts, the Safer Congregation Team and under the guidance of the MET.

#### **VIII. Resources**

- A. <http://www.uua.org/safe> - a very extensive collection both specific to Unitarian Universalist congregations and to sexual abuse and prevention in general from a variety of sources.
- B. <http://www.brotherhoodmutual.com/index.cfm/resources/ministry-safety/guidebook/guidelines-for-ministry-workers/> - Excellent resource from a company which specializes in insuring churches.
- C. <http://jfs.ohio.gov/ocf/reportchildabuseandneglect.stm> - How to report Child Abuse in Ohio.
- D. <http://www.religioust institute.org/safer-congregations/> - the Religious Institute website has sample policies, forms and a congregational assessment.

### **Safer Congregation Policy Addendum:**

#### **Ohio Revised Code 3319.39 (B)(1) Offenses**

#### **Disqualifying offenses**

The following are disqualifying offenses for all school employees. Note that additional lists of offenses (RC 3319.31 (B)(2) and (C)) prevent districts from employing licensed employees. Some of these offenses may be eligible for rehabilitation under OAC 3301-20-01.

### **Suspension of Non-licensed Employees**

RC 3319.40 requires the district to suspend an employee who is arrested, summoned or indicted for specific offenses from all duties that require the care, custody, or control of a child during the pendency of the criminal action against the person (RC 3319.40). For employees not licensed by the Ohio Department of Education (ODE), other than bus drivers, the offenses are the offenses that are bars to employment for all school employees, listed below.

RC Section	Offense
2903.01	Aggravated murder
2903.02	Murder
2903.03	Voluntary manslaughter
2903.04	Involuntary manslaughter
2903.11	Felonious assault
2903.12	Aggravated assault
2903.13	Assault
2903.16	Failing to provide for a functionally impaired person
2903.21	Aggravated menacing
2903.34	Patient abuse; neglect
2905.01	Kidnapping
2905.02	Abduction
2905.04 (pre-1996)	Child stealing
2905.05	Criminal child enticement
2907.02	Rape
2907.03	Sexual battery
2907.04	Unlawful sexual contact with a minor
2907.05	Gross sexual imposition
2907.06	Sexual imposition
2907.07	Importuning
2907.08	Voyeurism
2907.09	Public indecency
2907.12 (former)	Felonious sexual penetration
2907.21	Compelling prostitution
2907.22	Promoting prostitution
2907.23	Procuring
2907.25	Prostitution
2907.31	Disseminating matter harmful to juveniles
2907.32	Pandering obscenity
2907.321	Pandering obscenity involving a minor
2907.322	Pandering sexually oriented matter involving a minor

2907.323	Illegal use of a minor in nudity-oriented material or performance
2911.01	Aggravated robbery
2911.02	Robbery
2911.11	Aggravated burglary
2911.12	Burglary
2919.12	Performing an unlawful abortion
2919.22	Endangering children
2919.23	Interference with custody that would have violated RC 2905.04 as it existed prior to 1996
2919.24	Contributing to unruliness or delinquency of child
2919.25	Domestic violence
2923.12	Carrying concealed weapons
2923.13	Having weapons while under disability
2923.161	Improperly discharging firearm
2925.02	Corrupting another with drugs
2925.03	Trafficking in drugs
2925.04	Illegal manufacture of drugs or cultivation of marijuana
2925.05	Funding of drug or marijuana trafficking
2925.06	Illegal administration or distribution of anabolic steroids
2925.11	Drug possession when not a minor drug possession offense
3716.11	Placing harmful objects in food

## **Sleeping on Church Property**

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Reviewed & Approved 10/10/2007 by Board consensus

City of Kent codes do not permit the church or the Annex to be used for individuals needing a place to sleep or stay, and to use the church property in this manner is illegal. An exception is made for church-sponsored sleepover activities, such as a youth group overnight event.

## **Social Justice Actions, Public Statements, and Co-sponsorship of Events Policy**

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Revised & Approved 11/18/2015 by Board vote

### **Implementation Plan:**

Policy on social justice actions, public statements, and co-sponsorships of by church groups or task forces done in the name of the church or task force:

All co-sponsorships of social justice related community events, social justice actions in the community, and public statements on social justice issues must adhere to the following criteria:

1. They must be consistent with the Unitarian Universalist 7 principles.
2. They must be consistent with the mission and vision of the UU Church of Kent.
3. They must be consistent with any relevant resolution passed by the congregation.

Social justice actions or events organized and held in the name of the church may not include civil disobedience, meaning the breaking of laws. Church members and friends are free to take actions in their own name as they choose, but actions taken in the name of the church or sponsored by the church must follow the church policy.

The minister has freedom of the pulpit and is free to engage in any social justice actions as the minister of the church that she or he chooses. Ministerial actions do not represent the whole church.

Procedure to be followed by a church task force or group in organizing a social justice event or action in the name of the church or in the name of the church task force.

The sponsoring group must inform the Social Justice Coordinator of the event prior to the event.

All press releases and other publicity for social justice events must be approved by the social justice coordinator before being sent out.

**Procedure to be followed by the Social Justice Coordinator who is informed of a planned social justice event:**

The SJC coordinator will ask a series of questions. The Social Justice Coordinator will consult with the minister if there is uncertainty in answering these questions.

1. Does the action or event involve the church group taking a position or stand on a controversial issue?

If no: The group may go ahead with the event. Such events may be done in the name of the church, the task force, or both.

If yes: The SJC coordinator will then ask

2. Does the event meet the 3 criteria for church social justice events?

If yes: Go to question 3.

If no: The event may not be organized as planned in the name of the church.

3. Does the event as planned have the potential to divide the congregation or to do harm to the congregation? In answering this question, the Social Justice Coordinator may need to seek guidance from the minister, the MET, and/or from other church leaders.

If no: The group may hold the event.

If yes: The Social Justice Coordinator will ask the MET to make the decision about the event. The Social Justice Coordinator may recommend a particular decision to the MET.

The MET may approve the event as planned, approve the event with recommended changes in the plan for the event, or disapprove the event.

Church members and friends may organize or participate in events as individuals if their planned event is not approved as a church-sponsored or church-endorsed event.

**Policy on educational events sponsored by the church:**

Established UUCK taskforces or committees may organize educational events on any issue; however events must be consistent with UUA principles and UUCK's mission.

Presenters at educational events sponsored by the church represent themselves and do not represent the position of the church on an issue.

Organizers of educational events should make this clear at the event.

If the church has passed a resolution on the issue being discussed, organizers of the educational event may announce this.

Educational events at the church on social justice issues should be open to all viewpoints, and people with different views than those of the presenters should be given the opportunity to express their views respectfully.

Only the Social Justice Taskforce or established UUCK committees can organize social justice educational events. Procedure to be followed in organizing a social justice educational event in the name of the church:

Groups that organize educational events will inform the Social Justice Coordinator of the planned event prior to the event and will agree to adhere to the church policy on educational events.

**Policy regarding signs carried by individuals at church-sponsored events:**

Individuals may be asked not to hold signs at social justice actions or events sponsored by the church or by a church task force on or off church property that express positions or sentiments that are inconsistent with Unitarian Universalist principles or that include profanity or make a personal attack or that endorse, oppose, or promote any candidate for political office.

Individuals have the right to hold such signs on public property, but if they refuse to take down such signs when asked to do so, the church may deem them to be in violation of our church covenant.

The Social Justice Coordinator will report such actions to the MET, which may consult with the Committee on Ministry regarding the actions of the church member or friend.

## **Social Media Policy**

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Revised & Approved 8/2011 by Board vote

The policy below provides general guidelines that can apply to the content and purpose of *all* social media outlets, but is written specifically to address the creation and administration of the church's Facebook Page.

The Unitarian Universalist Church of Kent (UUCK) has created a Page on Facebook called "Unitarian Universalist Church of Kent." It is a Page, which differs from a Group or personal Facebook account, and is primarily maintained for whole church communication by our Social Media Committee. This Page is another means for UUCK to interact with members of our congregation. It also has potential to be an important tool in attracting visitors by enabling them to discover us through mutual Facebook "friends" of UUCK. While there are many similarities to the UUCK web site, weekly e-nUUs, and other electronic media, Facebook lends itself to a less formal atmosphere as well as offering a relatively simple way for a greater number of individuals to express themselves by posting comments, photos, web links, etc. to the UUCK Page's wall.

### **Facebook Page Governance Policy**

In addition to the Congregational Administrator, one or more representatives of the Social Media Committee will be designated as Facebook administrators and share responsibility for monitoring the content that is presented on Facebook. These persons shall have full authority to create, delete and maintain the content provided that the content:

- Is maintained within the bounds of these policies
- Is consistent with the Seven Principles of Unitarian Universalism
- Avoids slander, libel, violations of copyright, profanity, off-color humor, or advocacy of political candidates
- Does not reveal private personal information
- Does not advertise commercial businesses
- Presents information that is accurate and relevant
- When making announcements, concisely sets out the "Who, What, When, Where, Why, How, and How Much" of all items
- Is written in clear and grammatically correct prose
- Is updated on a timely basis

The person or persons maintaining the UUCK Facebook Page shall report to the Communications Council, which in turn shall report to the Board of Trustees.

### **Content Guidelines**

The following guidelines for the content of the Facebook Page will be continually revised as we gain experience with this medium and learn the most effective use of the technology.



- The majority of the Facebook content will promote activities occurring at the UUCK, activities in which members and friends of UUCK are participating, and events in the community that are sponsored by Unitarian Universalist churches or UUA affiliated organizations.
- Other types of content will include personal comments, photos, etc. from the Page administrators, and people who have “liked” the Page and these will be related to UUCK, Unitarian Universalism, and members or friends of our congregation.
- A list of filter words (including foul language, racial slurs, derogatory sexual and cultural references) will be maintained by the Social Media Committee and posts will be subject to filtering.
- The Facebook page will be for whole church communication, and is not intended to be specific to groups or committees with the church (except where these committees share communication with the entire church). Groups or committees may form a Facebook Group.  
[http://www.facebook.com/help/?faq=13622&ref\\_query=How+are+Pages+different+from+groups%3F](http://www.facebook.com/help/?faq=13622&ref_query=How+are+Pages+different+from+groups%3F)
- The UUCK logo, colors, and typefaces should be consistent with the UUCK website guidelines and resemble our other media “branding” styles.
- The UUCK mission statement will be included in the Info section of the Page.
- The name of the minister should be easily accessible as well as an identifying photo, however it should be clear that administrator posts are not necessarily from the minister.
- The account owner needs to be registered with an email address such as [uukent@sbcglobal.net](mailto:uukent@sbcglobal.net) so that ownership can be transferred if and when we have personnel changes.
- The contact information for UUCK should be prominently displayed, as well as links to the church web site and other social media venues.
- The UUA has been notified that UUCK has a Facebook Page and we have asked to be added to any UUA social media directories or resources that are available.
- Users of the Facebook Page, Facebook Groups, as well as other social media outlets are subject to the User Agreement (see addendum). Use of the Page, Groups or other outlets constitutes agreement to abide by the User Agreement.
- Photos should be of a presentable quality but this is not as critical as the requirements for photos on the web site or newsletter.
- Photos posted will be with the consent of the owner of the photo, as well as those pictured in the photo.
- Individuals may “tag” themselves in photos, but should refrain from tagging others due to safety and security concerns. (More on “tagging”:  
<http://www.facebook.com/help/search/?q=What%20is%20photo%20tagging>)
- Photo opt-out: Individuals and parents of children may request that photos of them not be included on the Facebook Page (or other social media sites including the church website) by sending an e-mail to the Congregational Administrator ([uukent@sbcglobal.net](mailto:uukent@sbcglobal.net)). The Congregational Administrator shall notify the Communications Council to apply the opt-out to the website, newsletter, and all social media venues.
- Administrators should monitor the UUCK Facebook Page and remove any content, including photos, that does not comply with the guidelines contained herein; habitual offenders may be banned from further contributions to the Page.
- Posting should be checked for inappropriate content on a daily basis.
- New content should be added by an administrator at least once per week.
- Content will include (but is not limited to) church announcements, links to the newsletter, links to sermon publications, upcoming services and events.
- Administrators should be active in finding content.

### **Addendum: Social Media User Agreement**

This user agreement pertains to the creation, administration, and participation in social media outlets that are affiliated with the church, such as Facebook or Yahoo groups, e-mail lists, etc. We all want the Unitarian Universalist Church of Kent Social Media Community to be a safe and comfortable environment through which people connect and share ideas and information, and to be a useful and productive tool for growing and learning together. To ensure this, each participant agrees to the following as a condition for participation:

- I will behave responsibly and respectfully towards everyone using the UUCK's social media outlets, respecting their values and viewpoints as well as their rights and feelings.
- I will work with others to ensure that the community remains welcoming to new participants and ideas, and embraces diversity.
- Acknowledging that differences of opinion and conflict will undoubtedly occur, I agree to resolve conflict constructively.
- I understand that every member of this community is entering into this same agreement and that we all have a stake in seeing that it is observed and enforced. My behavior towards other members of this community will reflect that I am abiding by this agreement.
- I acknowledge that if the Social Media Committee and/or the Committee on Ministry and/or the board concludes that I have repeatedly and willfully violated this agreement, my rights to participate in this community can be terminated.

### **Unitarian Universalist Church of Kent Social Media Reminders**

Users of UUCK social media outlets (email lists, Facebook groups, and the like) are expected to observe commonly held and understood rules of behavior. Be careful and cautious about what you say about whom/what. Anything you say here you should be willing to see in print on the front page of the New York Times, for example. Communication that is not appropriate for such broad distribution will be deleted. Be cautious with electronic communication. Without the body language and facial gestures of face-to-face communication, it can be easily misinterpreted and escalate a touchy situation into a full-fledged argument before those participating realize what has happened.

### **Social Media Dos and Don'ts**

- ✓ Do engage in civil discourse and treat each other decently and with respect.
- ✓ Do have authentic conversations – from the head, the heart, and the gut.
- ✓ Do foster a spirit of group creativity, experimentation, exploration, and good will.
- ✓ Do have a shared commitment to work together toward better communication and better conversations.
- ✓ Do share your insights, your knowledge, and your gifts and talents.
- ✓ Do help newcomers feel welcomed, and contributors feel valued.
- ✓ Do support each other in a positive and affirming way.
- ✓ Do discuss problems and controversial issues in a constructive and general way to avoid hurting others' feelings or starting flame wars.
- ✗ Don't send personal attacks, slurs, or offensive or disruptive messages.
- ✗ Don't "flame": "Flaming" is sending messages that are far more belligerent, sarcastic, accusatory, or just plain mean than you would be in person. If you are tempted to send an angry message, take a walk around the block first.

## **Email List Dos and Don'ts**

- ✗ Don't talk if you don't have anything to say: avoid posting messages that say "me too!" or "I agree!" when you don't have anything to add to the discussion.
- ✓ Do use descriptive subject lines: a subject line that says "Need 4th grade curriculum about Islam" is much more useful than one that just says, "Help!"
- ✓ Do identify yourself: sign your messages with your entire real name and your email address if it is not identified in the header.
- ✓ Do include the relevant parts of the original message when replying, but trim the unnecessary parts that each reader doesn't have to wade through headers, signatures, and other stuff that doesn't pertain to your message.
- ✓ Do reply privately when your message isn't of interest to the group. If you want to make a point that contributes to the group discussion, post your reply to the mailing list. If you want to criticize, ask a personal question, or ask something off the topic of the list, send your reply directly to the person who wrote the message.
- ✗ Don't forward somebody's private email to the entire list without his/her permission.
- ✗ Don't post chain letters, pyramid schemes, virus warnings, email petitions, mass forwards, or other types of email spam. While people usually mean well, these are almost always bogus or outdated and even if they aren't, they rarely have the intended effect.

The messages posted on church sponsored email lists or other social media do not necessarily represent the views of the Unitarian Universalist Church of Kent, its staff, Board of Directors or members.

## **Special Collections**

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Revised & Approved 09/12/2007 by Board vote

In keeping with our church's mission and vision, the church will take a monthly special offering to fund different social justice projects and programs. These projects and programs may be local, national, or international in focus. The projects and programs to be funded will be consistent with the Unitarian Universalist principles and purposes. The Social Justice Committee will choose the projects and programs to be funded each month in consultation with and subject to the approval of the trustee for Outreach to the Wider World. The Trustee will coordinate the date and cause with the Minister and advise the Board. Members of the congregation will be encouraged to suggest to the Social Justice Committee projects and programs to be funded with the special offering.

Additional special offerings may be approved of as the need arises by any two of the following people: the Minister, the Moderator, the Assistant Moderator, and the currently scheduled Worship Associate. These are not to take the place of any offering sponsored by the Social Justice Committee.

## **Submissions for Publication**

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Reviewed & Approved 01/09/2008 by Board consensus

The “Thread From the Web,” The Chalice Flame,” and the UUCK web site are intended to provide information and announcements in a professional manner for the benefit of members and friends of the church. To remain consistent with this purpose, and further, due to space limitations, personal opinions and open letters to the congregation submitted for publication may be restricted or edited. This policy is not intended to stifle personal opinion; it is intended to direct personal opinions to other forums so that the newsletter and Thread can be used as informative pieces that let members and friends of the church know of church activities, rather than a forum for dialog on issues. The sharing of individual opinions is encouraged by the Board, and is totally appropriate in other settings, such as at congregational meetings.

## **Kent UU Church TimeBank Policy**

Reviewed and Approved 4/2012 by Board vote

- Our Vision and Mission informs us that our Church needs to be a good community citizen. Being a member of the Kent Community TimeBank helps fulfill this outreach need.
- The Kent UU TimeBank Administrator acts as liaison to the Kent Community TimeBank while also administering the program within the Church. The Administrator has sole authority to transfer Time Dollars.
- Transfers could include: reimbursement for services rendered to benefit the Church, to the Minister’s Discretionary Fund, or other worthy causes.
- These transactions will be subject to oversight by the Kent UU TimeBank Steering Team. This Team has three members, the UU TimeBank Administrator, the Congregational Administrator, and the Board Trustee for Outreach to the Wider World.
- The Trustee is responsible to see that the Kent UU TimeBank functions well and has an effective Administrator. The Kent UU TimeBank Administrator is responsible for insuring that the Church maintains a beneficial relationship with the Kent Community TimeBank.

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Kent UU TimeBank Administrator

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UU Church of Kent Moderator

## **Use of Dry Ice**

Revised & Approved 07/08/2009 by Board consensus

Due to liability issues, dry ice should only be used if handled by adults and then with proper precautions, such as gloves and adequate ventilation. Dry ice needs to be transported, stored, and handled such that children can not touch it, due to the burn hazard.

