



**UNITARIAN UNIVERSALIST COMMUNITY CHURCH
OF WASHINGTON COUNTY (UCCWC)**

Policy Manual
Version 2025.04.16

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Section 1: Foundations

A. Introduction

This Policy Manual is provided: 1) to ensure transparency and a common understanding of church policies among all congregants and the Board of Trustees; 2) to ensure the clear and consistent application of policies by the Board of Trustees and by all congregational entities and members, and 3) to ensure that policies align with our UU Principles and Values and the UCCWC Covenant of Right Relations.

Because such a document applies to the context and time in which it is developed, this is a living document, subject to change and revision as times and context changes.

B. UCCWC Mission, Principles, and Covenant

1. Mission Statement as approved by charter members on March 6, 1988

We, the members of the Unitarian Universalist Community Church, recognizing the inherent worth and dignity of every human being, pledge ourselves to mutual trust and support in our quest for truth and meaning in our lives. Bound by a common spirit, we agree to meet one another with open minds as we share our knowledge, experiences, concerns, and ideals.

We seek here a community that fosters fellowship, social responsibility, ethical living, and a spiritual growth that demonstrates an awe and respect for life and our universe. We affirm the Principles and Values of the Unitarian Universalist Association; we pledge to mold our personal and collective beliefs into a spiritual and moral life guide which is expressed in our daily lives.

We seek here to build a better world.

2. Unitarian Universalist Principles

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

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

3. Unitarian Universalist Community Church of Washington County (UCCWC) Covenant of Right Relations

Holding this community dear and inspired by our common principles, the spirit in me welcomes the spirit in you.

- We celebrate our connections and our diversity.
- We care for one another and for ourselves.
- We listen to one another with respect and open hearts, intending to understand.
- We speak to one another with kindness, intending to be understood
- We all share our gifts to build and nurture this beloved community, our spiritual home.

We commit to being in covenant and are willing to come back into covenant when needed.

C. Responsibilities for maintenance and updates of the Policy Manual:

1. The Board of Trustees will oversee maintenance and updates to this document, identify situations for which policies may need to be altered or added, and approve such changes.
 - i. Approval for any changes will require a simple majority of the quorum of the Board of Trustees. Changes to correct spelling, punctuation, formatting, or numbering may be done without Board of Trustees approval.
2. Scheduled review: At least every two years from the date of the last full review of the Policy Manual, the Board of Trustees will coordinate and ensure completion of a full review of the entire Policy Manual. The Secretary will be responsible for ensuring the review is completed.

D. Glossary of common terms:

Following are definitions of terms that are used throughout this Policy Manual, with the precise meaning listed below:

“BOT”: the UCCWC Board of Trustees

“President”, “Vice President”, “Treasurer” or “Secretary”: refer to those UCCWC Board of Trustees (BOT) Officers

“Church Intranet” or “Intranet”: UCCWC.groups.io, the internal communications platform used for email communications and document storage

“Website”: the Church website, uccwc.org

“Office Administrator”: the church staff administrator

Section 2: Organizational Structure and Responsibilities

A. Board of Trustees

1. How and when members of the Board of Trustees are elected, the length of their terms and how vacancies are handled is described in and handled according to the Bylaws, Article Five.
2. At the June meeting of the Board of Trustees, the current President presides, and the Board of Trustees conducts regular business, concluding with transition of authority from the current Board of Trustees to the new Board of Trustees. At that point in the June meeting, newly elected Members assume office; Members whose terms have ended step down; the new Board of Trustees elects a new President, Vice President and Secretary and conducts business as needed (per Bylaws Article Five, Section 3a).
3. A retreat of the new Board of Trustees should be scheduled as soon as feasible following the June meeting of the Board of Trustees. The purpose of the retreat is to acquaint the new Board of Trustees with the Bylaws and the Board policies, build the team, and do initial goal setting for the following year. The Minister is invited to participate during this retreat.
4. Any vacancy occurring in the Board of Trustees may be filled by a majority vote of the Board of Trustees until the next annual election. If any such vacancy creates a Board Officer vacancy, the Board of Trustees elects a new Trustee to fill the vacated office (per Bylaws Article Five, Sections 3c, 4)
5. Responsibilities of the Officers
 - a. **President:**
 - 1) Duties as outlined in the Bylaws.
 - 2) Preside at all Board of Trustees and congregational meetings.
 - 3) Develop agendas for Board of Trustees and congregational meetings.
 - 4) Contact Board members on pertinent issues.
 - 5) Serve as a point-of-contact for the Board of Trustees and the congregation.
 - 6) Represent the church in the larger UU community.
 - 7) Serve as the Executive Officer of the church with regard to employee issues.
 - 8) Ensures that the church is aware of UUA voting issues, and that there is a process for determining our church's position on these issues, which will be carried forward by delegates.
 - 9) Becomes the media spokesperson if the Minister is not available.
 - b. **Vice President:**
 - 1) Duties as outlined in the Bylaws.
 - 2) Assume responsibilities of the President in their absence.
 - 3) Coordinates and facilitates a regular meeting of the Council of Committees.

- 4) Serve as the Volunteer Coordinator (in the absence of another designee, volunteer or employee) with the objective of assisting the Nominating Committee and chartered committees in recruiting volunteers.
- 5) Coordinates an Annual Volunteer Fair.

c. Secretary:

- 1) Duties as outlined in the Bylaws.
- 2) Take minutes at Board of Trustees and congregational meetings and transcribe these for duplication and approval.
- 3) Keep the records of the church, including: official policy, Bylaws, Board of Trustees' meeting minutes and handouts are maintained, posted, and archived, as appropriate.
- 4) Keep a planning calendar describing the main processes and events of the church (including major UUA activities) is maintained by the Secretary and reviewed by the Board of Trustees at least annually, in consultation with the Minister and Staff.
- 5) Supervise the filing of all church records.
- 6) Propose or bring forward to the Board of Trustees any proposed changes in the Bylaws in sufficient time to be voted on at the next annual meeting.
- 7) The Secretary is responsible to maintain and update the official policy manual by
 - i. being alert to situations for which there is existing policy and bringing it to the attention of the Board
 - ii. accepting policy suggestions from the congregation and committees and presenting them to the Board
 - iii. keeping a record of policy updates approved by the Board and recording the revision history in the Revision History document.
 - iv. updating the policy manual bi-annually to reflect approved changes, notifying the congregation about such changes, and posting the updated manual in a non-editable format on the Church Intranet
 - v. providing digital (editable and non-editable) copies of the document for the President and for records retention in the church office

d. Treasurer:

- 1) Duties as outlined in the Bylaws.
- 2) The Treasurer is the BOT liaison to the (FC) Finance Committee and all that Committee's work groups and teams and works with the Stewardship Committee in support of the annual pledge drive.
- 3) The Treasurer coordinates with the Bookkeeper to ensure that pledge statements showing the status of members' contributions towards their pledge are sent in a timely manner. Pledge statements go out at the following times:
 - a. near the end of the fiscal year to encourage fulfillment of pledges,
 - b. before the end of the calendar year to help with members' year-end tax planning.

Also, a statement of contributions for each calendar year must be distributed before January 31 for tax purposes.

- 4) Working with the (FC) Finance Committee, establish and monitor the non-operating reserve funds of the church, and oversee Church investment funds. Report this at least annually to the Board of Trustees.
- 5) Prepare an annual operating fund budget for approval by the Board of Trustees and congregation.
- 6) Schedule and coordinate the Internal Financial Review Committee audit and Ministerial Discretionary Fund review with the Bookkeeper.
- 7) Oversee all financial functions of the church to ensure proper management of money, adequate resources for the church programs and prudent spending of the church funds in compliance with normal accounting procedures and UCCWC financial objectives.
- 8) Support the concept of generous giving and presentation of financial matters to church members.
- 9) Ensure that collections are recorded and deposited in a timely fashion.
- 10) Oversee preparation of church budgets with (FC) Finance Committee . Provide budget estimates for long-range plans and analysis of financial statements.
- 11) Budget for proper amounts due for Workmen's Compensation. The Bookkeeper submits information for Workmen's Compensation when requests are sent in May and July.
- 12) Audit and review financial statements and present monthly summary to the Board of Trustees. Alert Board of Trustees to shortfalls in income or excessive expenses.
- 13) Approve expenses for Bookkeeper; sign checks; verify bank statements; provide for transfer of funds as needed to maintain proper checking account balance.
- 14) Review accounting and bookkeeping procedures for process improvement.
- 15) Prepare and issue required statements for receipt of donations of securities.
- 16) Ensure that thank you letters for donations are sent as appropriate.

e. Tasks of Multiple Officers of the Board of Trustees

The annual membership report to the UUA will be prepared and submitted by the President and Treasurer. Records of the report will be submitted and kept by the Secretary.

f. Board Voting Policy and Procedures

1) Motions and Approvals

Actions requiring Board voting approval will use the following procedures:

- i. A member of the Board shall make a motion for approval.
- ii. Call for discussion.
- iii. The motion will be called for a vote.
- iv. The motion will be carried by a simple majority of the voting Board members.

2) Approving Board Minutes:

- i. The Secretary will submit draft minutes to Board members as soon as reasonably possible following each Board meeting.

- ii. Board members will review the minutes submitted by the Secretary, providing necessary corrections to ensure accuracy and the complete conveyance of information that was discussed at Board meetings.
 - iii. The Secretary will make the necessary corrections, post the final minutes on the Church Intranet and send to the Office Administrator for inclusion in the next newsletter.
- 3) The Secretary will send a digital copy of the same to any congregational members who have so requested.

g. Policy and Procedure for Board Email Voting Between Meetings

Email voting is used when a vote is needed for urgent management reasons between officially called Board meetings and/or when no discussion is anticipated.

It will not be used to circumvent advance notice of Board agenda items, or to prevent the adequate discussion of important items at a duly convened open Board meeting.

- 1) Any BOT member may submit, by email, a motion to the President, or the Vice President in the absence of the President, including a brief explanation of why a vote is necessary (e.g., approval of minutes). If the President concurs that the motion can be expeditiously addressed by email vote, the motion and any necessary explanation will be sent to all members and ex-officio members of the BOT.
- 2) If a member or ex-officio member of the BOT requests discussion, the President can convene a digital meeting (i.e., Zoom) or defer the motion until the next officially called Board meeting.
- 3) Votes will be cast using the "Online Voting by BOT" procedures found on the Church Intranet under BOTMembers files.
- 4) At the next Board meeting, the Secretary will report on any email votes that were conducted between Board meetings and will include the motion and results of those votes in the official Board Meeting Minutes.

6. Responsibilities of all Trustees

a. Board Member on Duty (BOT MOD)

At every Sunday service, there must be a Board member serving as Member on Duty. The assigned Member on Duty should be communicated to the Worship Team more than a week in advance of the Service. Duties and responsibilities of the Member on Duty include:

- 1. In coordination with the ushers, unlock doors early before the service and then lock doors as the service starts. See "Steps for Unlocking and Locking Doors" in the Church Internet under BOTMembers files.
- 2. Support the ushers and fill in with usher duty as needed.
- 3. Fill in as an RE assistant as needed.

4. Safety responsibility:

- Before the service begins, gather walkie-talkies from their charging location and check each for correct operation. Keep one with you, and distribute walkie-talkies to other required locations, including at least the kitchen area and an RE classroom as needed.
- Before the service begins, notify the production team how to be contacted immediately in case they detect any form of intrusion. Check that an air horn is on hand and accessible to the production team and Member on Duty. Either sit near the back in sight of the front door or ensure that a production team member is doing so.
- Stay alert to any form of intrusion that could pose a safety risk to the congregation or building, including a fire alarm. Should any such situation arise, immediately use the walkie-talkie to alert as to the situation.
- Direct the congregation as needed in case of any safety risk.
- Direct the congregation for the yearly fire alarm drill.

The BOT MOD may enlist the help of a former board member or safety team member to cover this safety responsibility if the BOT MOD will be participating in the service (in the choir, at the sound board, as a reader, etc). If they choose to do so, the coverage should be pre-arranged (before the day of the service).

5. Where in-person donations are made, either two ushers or an usher with the Member on Duty place donations in an envelope with the donation total and deposit the envelope into the drop box in the robing room. At least one of the two handling donations should have a current background check.
6. If kids are playing outside / in the playground, in coordination with RE volunteers, ensure the door by the kitchen to the playground is unlocked (see “Steps for Unlocking and Locking Doors” in the Church Intranet under BOTMembers files). In this case, it is recommended that an RE volunteer with the children have a walkie-talkie.
7. After the Sunday service and any Social Hall activities, gather all walkie-talkies and return them to their charging location. Check that lights are off and shades are down and ensure all Church doors are locked.

B. Employees

Policies and Procedures related to employees of UCCWC are discussed in their entirety in the UCCWC Personnel Manual, available for review on the Church Intranet.

C. Volunteers

1. No offer of voluntary services by any otherwise qualified person shall be rejected on the basis of race, color, religion, national origin, sexual orientation, gender, age, marital status, citizenship status, political affiliation, disability, or any other basis of unlawful discrimination.

However, no individual who promotes discrimination, harassment, prejudice, or racism shall be accepted as a volunteer.

2. Volunteers will not be paid and are not employees or agents of UCCWC.
3. While performing service to UCCWC, volunteers must maintain a high level of confidentiality regarding information gained.
4. Volunteers shall adhere to applicable laws and UCCWC policies and procedures.
5. The acceptance and use of the services of any person on a voluntary basis shall be at the discretion of the Board of Trustees or their designee. Such services may be discontinued at any time.
6. Volunteers driving vehicles as a function of volunteer responsibilities shall be properly licensed to drive, document vehicle liability insurance as required by UCCWC, and verify that an adequate number of seat belts are available. The volunteer's personal insurance carrier will be the only insurance in the event of an accident.
7. All volunteers who work with or around children and youth must complete and consent to a criminal history background check prior to beginning volunteer work. (Also see requirements in Section 6, Specific Child-Related Policies). A person who does not consent to the background check will not be allowed to volunteer in any role with or near children and youth.
 - a. If UCCWC is notified that a person has been convicted of a crime listed in ORS 163.095-167.090 or 475.995-475.999, or has an arrest that is either under investigation or proceeding through the court system and yet to be resolved (not yet been acquitted, convicted or dismissed), or has made a false statement on the form pertaining to his/her convictions, that person will not be allowed to volunteer in any role working with or near children and youth.
 - b. If a person has been denied the opportunity to volunteer in a role working with children or youth because of an unresolved arrest, and the case is subsequently dismissed, or the person acquitted, the person may reapply to become a volunteer.
8. For volunteer policies see the section on Committees, Teams, and Affinity Groups.

Section 3: General Governance and Administration

A. Governance Model

The Board of Trustees views governance as a way to support the congregation in building and maintaining the kind of community it seeks. To this end it attempts to use policy governance principles as far as is possible given the current Bylaws, organizational structure, and program development.

The Board recognizes that we are a covenantal faith within which all voices should be heard and honored, and the policies set forth within this document strive to ensure that our members are both heard and empowered.

B. Administrative Policies

1. Members of the UCCWC Board of Trustees, staff and volunteers may neither cause nor allow any organizational practice that is imprudent, unethical, or criminal.
2. All tasks not specifically delegated to staff, committee, task group, or volunteers remain the responsibility of the Board of Trustees.
3. As stated in the Bylaws, unless specifically delegated by Board of Trustees action, only the Board of Trustees can agree to and sign contracts or create financial obligations for the church.
4. All volunteers, Committees, employees, Community Ministers and Contract Ministers serve at the discretion of the Board of Trustees. A called Minister serves at the discretion of the Congregation according to the Bylaws.
5. The Board of Trustees, or its designee(s), will handle all personnel-related issues.

C. Personnel Policies

Personnel policies are detailed in the UCCWC Personnel Manual. This manual will be updated, as needed, to reflect all current personnel policies.

SECTION 4: Membership

A. Membership Conditions:

The conditions for becoming a member and denial of membership are stated in the Bylaws. The conditions and process for revocation of membership are also stated in the Bylaws. Membership starts on the date the Board of Trustees approves the person for membership, upon recommendation of the Membership Committee and prior to the formal ingathering of new members.

B. Resignation of Members:

Members may resign at any time by submitting a letter of intent to resign to the Board of Trustees or the Minister. An interview by a member of the Membership Committee with the resigning member is recommended, if possible.

C. Membership Protocols:

The Membership Committee, working with the Minister, the Treasurer, and the Board of Trustees is responsible for developing protocols for intake and welcoming of new members, as indicated in the Membership Committee's Charter.

Section 5: Committees, Teams, and Affinity Groups

A. Committees

Committees are divided into Chartered Committees, directed by Board-approved Charters, and those Committees that are organized and directed according to the Bylaws. The Board of Trustees appoints some committees, some are elected by the congregation, and some, because of skills required, are by invitation. Committees select their own chair-person(s), subject to Board approval.

Committees are free to create teams, task forces and groups as needed. Such teams, task forces, or groups must be under the leadership of and report to a committee. No teams, task forces or other groups can be created outside of a committee structure without Board of Trustees approval. (This does not apply to affinity groups—see sub-section F below.)

Committees are generally comprised of church members but may include friends or other non-members. Chairing a committee is limited to members.

1. Committees which must be comprised of members only are:

- a. Board of Trustees
- b. Nominating
- c. Internal Financial Review
- d. Administrative Services
- e. Finance Services

Note that all committee participants, regardless of status, are expected to abide by the UCCWC Covenant of Right Relations.

2. Non-Chartered Committees (By-laws define these committees)

- a. Board of Trustees (Elected)
- b. Nominating (Elected)
- c. Internal Financial Review (Elected)

3. Current (2025-26) Chartered Committees:

Charters for the committees below can be found in the UCCWC Book of Committee Charters. Committee membership is either Open (open to volunteers), or Invited: (by invitation, volunteers considered).

1. Administrative Services Committee (ASC) — Open
2. Communications Committee (COM) – Open
3. Finance Committee (FC) – Invited
4. Facilities Management Committee (FMC) — Open
5. Membership Services Committee (MSC) – Open
6. Music Support Team (MUS) – Open

7. Pastoral Care Team (PCT) — Invited
8. Stewardship Committee (SC) – Open
9. Welcoming Congregation Team (WCT) – Open
10. Worship Committee (WC) — Invited

4. **Committee Reporting**

- a. Committee annual reports will be submitted to the Board of Trustees for inclusion at the Annual Meeting of the congregation. Requests to present oral rather than written reports must be submitted to the President and will be subject to Presidential discretion.

5. **The Council of Committees**

- a. Organized by the Vice President, the Council of Committees is an assembly composed of all committee chairs and other Invited parties. It is convened at least quarterly.
- b. Its purpose is to plan, coordinate, calendar, and evaluate committee programs of the church, to provide support for committee chairs, and to identify, arrange, and coordinate congregational services or events that involve multiple committees.

6. **Volunteer Fair**

- a. This event will be held annually, organized by the Vice-President. It should be organized to educate congregational members on the functions of committees and to encourage participation by members and friends (subject to Committee membership requirements). This event may be used to recruit new committee members.

B. Creation and Dissolution of Committees

1. **Committee Creation**

There are two paths to committee formation:

- a. If at any time congregants desire the creation of a new committee to serve the needs of the congregation, they may present this request to the Board of Trustees (BOT) who will determine if this need can be filled by a sub-group to an existing committee or if a new committee is needed. If a new committee is needed, the Board will recruit volunteers who:
 - a. will meet
 - b. create a Charter
 - c. select a chairperson
 - d. present the Charter to the Board for approval
- b. The Board of Trustees may also, based on need, initiate a new committee following the same steps.

2. **Committee Dissolution**

- a. If and when the Board of Trustees as a whole feels a committee is no longer serving the purpose for which it was intended or if its purpose is no longer necessary, the committee may be dissolved at Board discretion by majority Board vote.

- b. If a committee, via a majority of its members, determines that it no longer serves its purpose or that its purpose is no longer necessary, the committee chair may request of the Board a formal dissolution of the committee, dissolution to be completed upon approval by the Board.

C. Committee Charters

1. All chartered committees will have an active charter, approved by the Board of Trustees. Changes to approved charters must also be approved by the BOT. All approved charters shall be stored in the church office files and will be available for the congregation in the UCCWC Book of Committee Charters posted on the Church Intranet.
2. The charter of a committee shall define
 - a. its purpose;
 - b. its goals and responsibilities, including its BOT and congregational reporting process (e.g., newsletter articles as needed, submission of annual report);
 - c. its organizational and leadership structure – it is suggested that leadership roles be rotated among the committee membership to help develop new leaders and to ensure long-term continuity within the committee;
 - d. its relationship to the BOT and other committees and teams;
 - e. its decision-making process.
3. Each Committee is encouraged, in accordance with our UCCWC Mission and Vision, to submit a long-range plan for the delivery of programming services to UCCWC within its area of concern.
4. Each committee is encouraged to provide, at least 60 days in advance of the annual meeting, or upon request of the (FC) Finance Committee or Treasurer, an annual budget request documenting its need for the upcoming year within the programming services it provides.

D. General Committee Operations

1. All activities of the committees and the relationships among its members shall be guided by the UCCWC Covenant of Right Relations and the Principles and Values of the UUA.
2. Committees will not work in areas covered under the Charters of the other Committees. In instances of unavoidable overlap or common purposes or responsibilities, committees should collaborate and coordinate actions appropriately. (See section on Council of Committees.) The Board of Trustees will resolve any disputes.
3. Committees may act freely to accomplish the congregational goals under their charge and are bound only by the terms and conditions specified in the UCCWC Bylaws, the UCCWC Policy Manual, and their Committee Charter.

4. It is the responsibility of a committee chair
 - a. to report in the newsletter or on the Church Intranet any actions of interest to the congregation at large
 - b. to report committee status, at least annually, to the Board of Trustees, in time for inclusion in the Annual Report.
 - c. to attend or provide a delegate the UCCWC Council of Committees meetings
 - d. to attend or provide a delegate to BOT meetings when requested by the Board or when the committee wishes to raise questions or issues affecting the committee. In the event of the latter, a written summary of background information is requested to be sent to the President at least one week in advance of the meeting so that the Board may be prepared to discuss.
 - e. to remain apprised of BOT meeting actions either through review of BOT meeting minutes or attendance by the chair or a delegate at BOT meetings.
5. All regular committee meetings, except those of the Committee on Ministerial Fellowship, Committee on Right Relations, and Pastoral Care, are open to all members and friends and should appear in the church calendar. If a committee feels the need for a closed session (as in a discussion of personnel), it should have the approval of the Board of Trustees to do so.

E. Teams

1. The teams, task forces, and sub-groups under the committees can be named as desired (excluding the word Committee) and are not required the administrative tasks formally asked of committees.
2. Teams cannot have a budget separate from their organizing committee. Although their committee chair can request approval from the Board for additional financing/and or collections for special projects (e.g., community garden).

F. Affinity Groups

Affinity groups are formed and led by members of the congregation for specific social or cultural purposes (e.g., the shawl group, CUUPS, book group). They may include members and non-members. They do not function within the committee structure. They may remain affiliated with UCCWC as long as group members abide by our UU Principles and Values and the UCCWC Covenant of Right Relations.

Section 6: Employee-Run Programs

A. Overview

Employees are hired by the Board of Trustees to develop and implement programs, activities and services not otherwise covered by volunteers. Employee-run programs implement the missions, policies, and intentions of the Board of Trustees and the congregation. These programs and employees may work with volunteer committees and teams but are not chartered or appointed by the Board of Trustees or elected by the congregation. Their activities are developed and implemented as programs, which are organized by the employees as follows:

1. The Minister leads worship-related programs, and other activities as specified in their Ministerial Serving Agreement.
2. The Religious Education Coordinator (REC) runs all youth RE programs and assists the Adult Religious Exploration (ARE) Committee.
3. The Music Director manages all worship-related music.

Note: The Minister is governed by the Board-approved Ministerial Serving Agreement (MSA). All other employees, including the Community Minister (if any), are governed by their employment agreement and the currently adopted policies documented in the UCCWC Personnel Manual.

B. Community Minister

The UCCWC Board of Trustees may designate a position for a *Community Minister*. This position may be either a paid employee or serve as a volunteer, or receive compensation for only certain tasks, as is determined by the understanding which is approved by the Minister and the Board of Trustees. The duties of this position are outlined in a letter of understanding, and/or a Covenant of Affiliation, and/or an employment agreement. The purpose of such a position is to provide additional ministerial help and additional programs and services by and for the church.

C. Children and Youth Programs

The *Religious Education Coordinator (REC)* plans and implements programs for children and youth as outlined in the job description, and as authorized by their direct supervisor or the Board of Trustees. The RE Coordinator works closely with the Religious Education Support Team (REST), a chartered committee, to plan, implement and evaluate the Children and Youth program activities.

D. Music Program

The *Music Director* is responsible for the administration of the music program in consultation with the Minister and/or the Worship team, supported as needed by the (MUS) Music Support team. The Music Director organizes and directs the Choir and supervises the Accompanist. Other specific duties and responsibilities are determined by the job description and employment agreement as approved by the Board of Trustees

E. Specific Child-Related Policies

1. Application of Child-Related Policies

The following policies in this Section apply to:

- a. All members, friends, parents, employees, volunteers, and others working at or attending activities at this church who have access to children on church premises
- b. All who volunteer as teachers or assistants during RE programming for children at this church or as part of its activities.
- c. All who provide childcare, or who use or arrange for childcare for activities of the church.

2. Requirement to follow Child-Related Policies

- a. The above-named people will read and follow the child-related policies and procedures developed and enforced by the RE Coordinator. These will be updated and submitted to the Board of Trustees for inclusion in this Policy Manual.

3. Child related clerical: Forms, Roll Binders & Nametags

- a. No child can be left with childcare providers or participate in RE programming without either emergency forms or full registration forms.
- b. Emergency forms are a simple half sheet of information often used by new visitors. Full registration forms are two pages long and are much more detailed. When the completed forms are returned to a RE volunteer, nursery attendant, or RE Coordinator the child(ren) can join the nursery/classroom.
- c. The information from these forms is used to keep a current roll sheet of children. One copy of the form is kept in the RE Coordinator's binder, and one in the classroom roll binder. The original is kept locked in the RE Coordinator's office.
- d. Children and adults wear nametags during the RE Lesson.
- e. Membership is not required for a child to have an emergency form or full registration form on file.

4. Supervision of children

- a. Children are not allowed to leave the room/area without supervision.
- b. Supervision will be provided by a minimum of two unrelated adults, who are not in a relationship with each other. Two unrelated adults must always be present as teachers/volunteers for RE programming. For example, a third adult would need to be present with a wife/husband team in the classroom.

- c. It is recommended that volunteers always remain in open areas visible to their teammate(s) when dealing with individual children.
5. Sign in/Sign out Rules
- a. Children in the nursery and the Pre-K classroom must be signed in an adult approved on their registration form. These same children must be signed out by an approved adult after the service or when RE programming is over.
 - b. A child who is kindergarten aged or older can join the classroom without a parent to sign them in or out if they have their name on the roll call and their paperwork filed.
 - c. No child may leave on their own after the RE programming is over or after the service. Older children who were not signed in must wait for a parent or authorized person to alert the volunteer teacher, assistant, or RE coordinator who will give permission to leave.
6. Food
- a. Snacks are not provided during RE programming due to allergy concerns. Crafts involving foodstuffs must be screened and approved by parents.
 - b. If a child has a need for a snack (medical or otherwise), the RE Coordinator should work with the parents and family to find a solution.
 - c. Snacks are available in the social hall during coffee hour when parents and family members can help children make safe choices.
7. Injured Child Guidelines
- a. A volunteer will notify the RE Coordinator who will assess the wound and, if necessary, locate the child's parents or guardians.
 - b. The teacher will continue with the planned classroom activity, and the assistant will focus on the injured child, locate the first aid kit, and follow the procedures on the OUCH report located in the classroom binder with the attendance sheets.
8. Missing Child Guidelines
- a. As soon as it's realized that a child is missing, the volunteers must write down the time and notify the RE Coordinator, who will notify the parents immediately and begin searching for the child.
 - b. Adults remaining with the children can help the children feel safe by staying calm and continuing the classroom routine.
 - c. Two classes may combine to maintain the *safe pairs* rule (two non-related adults present for the group).
 - d. If the child is not found after ten minutes, the RE Coordinator will initiate a church-wide search for the child and ensure that 911 or the non-emergency number (503-647-6600) is called.

9. Fire Safety

- a. Volunteers working with children must know the location of all the fire extinguishers on the floor.

During a fire drill or fire the attendance binder must be grabbed and a quick head count taken. One volunteer should lead and the other should follow behind the students.

They will then take attendance when they reach the safe distance location. If anyone is missing, volunteers must notify the RE Coordinator or a Board Member immediately.

- b. In case of fire, volunteers will follow the same procedures laid out for fire drills.

10. Emergency Communication

Since the classrooms are downstairs beneath the sanctuary it is possible for downstairs to experience an emergency and need to communicate with upstairs or the outside world.

Volunteers should be aware of the options for communicating in an emergency:

1. Walkie-talkies are available for use by the Board Member on Duty, the RE Coordinator, volunteers in the children and youth programs, and kitchen volunteers. The use of walkie talkies will be part of the annual training for Board members and RE volunteers.
2. Personal cell phones may be used if pre-arranged with the Board Member on Duty or a communications volunteer in the sanctuary in case of emergency.

11. Participation and Volunteers

- a. The RE program is a cooperative. Parents and family members are expected to support the program with their time as volunteers. Volunteers from the congregation are also welcome.
- b. Volunteers must have a background check through UCCWC's service. Background checks are rerun every three years.
- c. Volunteers must read this policy section and receive training. Group training should be made available annually.
- d. Throughout the year, new volunteers are often scheduled to assist an "established" or "regular" teacher and the RE Coordinator offers training tips through the RE Lesson for "on the job" training.

12. Childcare Providers

- a. When childcare is offered for Sunday services, the RE Coordinator and childcare providers will arrive by 9:30 am on Sunday mornings. The nursery opens at 9:30 am, remains open through the church service beginning at 10am and closes by 11:30 am unless a "special event" has been planned.
- b. All children in the nursery must be signed in and out of the nursery. All children in the nursery must have an emergency form or full registration forms on file. If a parent completes forms that morning, they can write themselves into that morning's roll sheet.
- c. Youth being paid for childcare are considered employees, and as such are subject to the congregation's expectations and code of ethics for adults working with children as well as the required training and orientation to relevant policies. Childcare providers are scheduled and work in teams of two approved childcare providers.

- d. If a scheduled childcare provider is unavailable on Sunday morning, a replacement partner must be found. The board member on duty can be called upon to help during these situations and will be contacted by the RE Coordinator. If needed, any adult volunteer with a background check on file can also fill in as childcare provider. This is important to remember during services or special events involving the board members.

F. Policy for Childcare payments at UCCWC In-Person Meetings and Events

The following procedure is suggested for childcare during special, in-person meetings such as congregational meetings, special services, and so on:

1. Childcare will be a line item in the general church budget. Any group needing childcare for a church or committee meeting will contact the RE Coordinator to request childcare services for the event. The group representative and the RE Coordinator will estimate the number of children expected.
2. If the event occurs immediately after the regular service, the signup sheet will be placed in a convenient location on the day of the event, and the location information will be included in the meeting notice. Parents should be asked to notify the RE Coordinator if there are any special dietary requirements for a child if snacks are to be provided.
3. If RE childcare providers are used, they will report their hours monthly and will be paid with the rest of the staff through UCCWC's Payroll service.
4. If other providers are used, the Committee Chair either pays the provider and asks for reimbursement from the Bookkeeper, or the request is made to pay the provider directly through the Office Administrator.
5. For the annual meeting the Secretary should include a notice that childcare will be available and that parents will be asked to sign their children in before the event.

G. UCCWC Classroom Management Policy in Children's RE Classes

1. Positive approaches to classroom management are utilized to teach children how to behave and resolve conflicts in developmentally appropriate ways. Children learn best through relationships that support them in a safe, secure, and nurturing way.
2. At the beginning of each church year, the children and teachers in each class come up with a covenant, agreeing on how they will treat each other and behave during classes.
3. In keeping with UU Principles and Values, The RE Coordinator, Teachers and Assistants will:
 - a. Provide ample opportunity for participation during the RE lesson, offering everyone who wants to contribute to the conversation the chance to do so.
 - b. Use positive, welcoming language in the classroom.
 - c. Focus attention on behaviors they wish to encourage, i.e. "use indoor voices" instead of "don't shout."
 - d. Encourage the children to converse and work as a team when possible.

- e. Encourage curiosity by welcoming questions and encourage the children to share their thoughts and feelings freely.
 - f. Share stories that demonstrate voting and the democratic process.
 - g. Practice democracy in the classroom by letting the children vote when choosing activities.
 - h. Help the children create a class covenant describing how they will treat each other, and refer to the covenant when working through disagreements, using developmentally appropriate language.
 - i. Use recycled and eco-friendly materials in the classroom, and encourage the children to reuse materials in new, creative ways.
 - j. Use picture books that present a variety of people from multiple races, nationalities, abilities and perspectives, providing both “mirrors” where children see themselves in the stories and “windows” where children are exposed to perspectives other than their own.
 - k. Interrupt racist, oppressive or unfair behavior, interactions or situations, showing empathy for all students in their care.
4. When at a loss for how to handle a situation, volunteers will consult with the RE Coordinator. They may also ask the children’s parents for ideas about how best to support each individual child.

G. Nursery Management (18 months to 3 years)

Because of the very young age and the varying stages of development of the children, the primary tool used in keeping order is redirecting their energies and introducing new stimuli. For babies, a bio check (for hunger or the need for a diaper change), can be done. The RE Coordinator can help troubleshoot when a child is upset. If the child is inconsolable, the RE Coordinator will get a parent or guardian.

At all times, parents are invited and encouraged to be involved in the RE Class and/or to discuss their child’s special needs with the RE Coordinator.

H. Policy on Email Communication between Teachers and Youth/Children in RE Program

1. All communication between adults and individual students or childcare providers under the age of 18 will be copied to a parent of that student and the RE Coordinator. Communication that goes out to the entire class list may be copied to the parent at the teachers’ discretion.
2. Email addresses of students will not be shared outside the class group without the consent of the student and their parent(s).
3. The UCCWC RE Program does not assume responsibility for the content of email between students in the religious education program. However, it is our request that any email between youth or children involved in the program should respect our UU principles and Values and be inclusive in nature.

4. Any suspected abuse of the above items should be brought directly to the attention of the RE Coordinator.

Section 7: Behavioral Accountability within Our Congregation

A. Covenant of Right Relations

In order to foster a harmonious community, UUCCWC has developed a Covenant of Right Relations. This covenant helps us to stay in right relationship with one another both in and out of church situations and can serve as a general guide to our relations with others outside our community.

Holding this Covenant in mind, we seek to support diversity, equity, and inclusion within our community, balancing the needs of both individuals and the community at large.

UUCCWC Covenant of Right Relations

Holding this community dear and inspired by our common principles, the spirit in me welcomes the spirit in you.

- *We celebrate our connections and our diversity.
We seek to personally know our congregants and their concerns.
We extend ourselves deeper into our church community as we welcome all.*
- *We care for one another and for ourselves.
We cherish one another's hopes. We are kind to one another's dreams.
We support each other, expressing our empathy and compassion.
We ask for and accept help when needed.*
- *We listen to one another with respect and open hearts, intending to understand.
We take the time to listen deeply before responding.*
- *We speak to one another with kindness, intending to be understood.
We are open and honest in our communications.*
- *We all share our gifts to build and nurture this beloved community, our spiritual home.
We willingly give our talents and treasures to support and enhance this church.
At every opportunity, we appreciate and recognize others' contributions.*
- *We commit to being in covenant and are willing to come back into covenant when needed.
When things seem to be amiss, we will take meaningful steps to quickly resolve conflicts.
If it is needed, we will speak privately to the Minister or a member of the Board of Trustees.*

B. Mission Statement

It is our hope that all members, friends, employees, volunteers, and others working at or attending activities at this church will read and work toward our current Mission:

We strive to be an inclusive spiritual community that embodies and promotes:

- Peace and justice for all people,
- Respect and responsibility for the earth,
- Freedom of thought,
- The democratic process,
- Education and spiritual growth, for ourselves, our community, and our world.

We believe

... that the value of our church is measured by the strength of our community.

Our community stretches to include all who would join us and is strengthened by that diversity; our community brings the spirits and experiences of all ages, ethnicities, gender identities and abilities together to grow and learn; and our community is central in the support and nurturing of every member. Our community is what brings us together and keeps us here. We celebrate the joy of being in community.

... in sharing responsibility and authority in fashioning a church to support our community.

We believe in doing the work that is necessary to build a self-sustaining church to support our community. We believe in sharing equally in responsibility and authority, while empowering committees and teams.

... we are a spiritual alternative in our local area.

We believe in a life-long spiritual journey that emphasizes reason and challenges us to continual growth. We support each other by sharing life experiences and joyful worship.

... we should affect the social and environmental fabric of our local area.

We believe that reaching out is as important as reaching in. We believe that our community must bring a rational influence to the political life of Washington County and of the State of Oregon and must support those in need locally. We cherish the environment by caring for our piece of the earth and leading others by example.

C. Behavior Accountability Policy

As human beings we are not perfect, and we may make mistakes intentionally or unintentionally. Sometimes, despite our best intentions, we may disrespect, insult or harm one another by a misspoken word or lack of an understanding attitude. This policy offers a guide for helping us to avoid such situations and for coming back into covenant when there is such an occurrence.

Our UCCWC Covenant of Right Relations is our primary guide. Our community must be a safe, trusting, and open environment for all participants. Members, friends, visitors, or staff members, regardless of age, ethnicity, gender identification, or ability should never be intimidated, threatened, verbally abused, or physically assaulted by any other person within the community.

Some examples of behaviors that we should always avoid include:

- Abusive language: use of racist or anti-gay slurs; joking about suicidal actions or anything transgender related, sexual assault or violence; minimizing the feelings or experiences of others; insulting the opinions or feelings of others.
- Physical behaviors: bullying, harassment, abuse, intimidation.
- Disruptive behavior: persistent interruptions or persistently talking over others; malicious gossip; speaking disrespectfully about a person not present.
- In general, failing to follow covenantal guidelines.

Keep in mind that disagreements, language, or discussions that make one uncomfortable are *not* the same as overt disrespect, insults or abuse.

And one should consider the intent of a speaker who may not always realize the impact of what is being said, especially when there may be differences in cultural norms.

When there is a conflict between members of our community, the first step should be for the offended person to speak directly with the person who has caused the offense, sharing feelings gently, as best the person is able. Friendships and covenantal relationships work best when disagreements are met with honesty and kindness.

If the people involved are children, middle school, or high school youth, reports may be made to the Religious Education staff.

D. When Reconciliation Doesn't Seem Possible

Should the first steps of reconciliation fail, the offence be egregious and/or the person or persons committing the offence be unapproachable, the next step would be to speak with the Minister or someone on the Right Relations team for counsel and to find a path toward reconciliation. Should the offense involve a staff member or Minister, the next step would be to reach out to regional UUA staff or another qualified outside mediator for support.

The President is responsible for administration of this policy. The Minister is responsible for Pastoral Care to involved parties.

E. If the Behavior is Criminal or When Reconciliation Fails

In the event that a criminal act is alleged, such as physical assault, damage to church property, or verbal threats of physical harm, any witness (member, staff, or Board member or Minister) should call the local law enforcement authorities to report the incident. At the same time, or as soon as possible, a Board member and the Minister should be notified, especially if none were present during the incident.

In the event that a criminal act is reported, or when all attempts at reconciliation have failed, a special Board of Trustees meeting must be called to deal with the situation, within 48 hours if possible. The Board meets in Executive Session to discuss any type of incident. The goals of the meeting will be to have specific outcomes, which may include one or more of the following:

- A confidential Incident Report (summary document) that describes the incident, who was involved and the recommended actions. The Incident Report will be created in all cases and is to be kept by the President and the Minister.
- If the incident is determined to be a non-threatening, verbal dispute between two members and is not criminal, mediation by an appropriate third-party mediator may be requested. The mediation will be centered on the UCCWC Covenant of Right Relations. This will be scheduled within 14 days of the request. The mediator will document the meeting, and a summary will be turned over to the Board of Trustees and the Minister.
- Depending on the nature of the incident and the needs of the victim, a short-term resolution may be considered. A minor infraction **may merit** conversation and a warning to the perpetrator. A more serious infraction **may require** suspension of membership privileges for a specific period of time. Where revocation of membership privileges may be deemed necessary due to a criminal act or in the judgement of the Board of Trustees, UCCWC Bylaws, Article Four, Section 2 “Revocation of Membership” provisions must be followed.
- If the perpetrator is suspended, a long-term plan on how the perpetrator may have privileges restored (if appropriate) will be determined. This may include, but is not limited to, such things as Anger Management training, Substance Abuse rehabilitation, Self-Awareness study, etc.
- How and when to notify the congregation about the incident, if necessary.

The Minister will update the Board of Trustees on the progress of the victim’s healing. The President will report on the perpetrator’s progress in the required course of actions. Only when the Board is fully confident that the suspended perpetrator has fulfilled the requirements enacted by the Board will the Board consider a resolution to have privileges restored.

Section 8: Social and Environmental Policies

A. Green Sanctuary

The UCCWC congregation is a certified member of the Green Sanctuary program of the UUA. We try to make all choices in accordance with this approach. We pay dues to maintain this certification. Certification should be reviewed annually.

B. Welcoming Congregation.

The UCCWC are ongoing participants in the Welcoming Congregation program and strive to make all choices in accordance with the Five Practices of Welcome Renewal. We pay dues to maintain this participation. Certification should be reviewed annually.

C. UCCWC Social and Environmental Policies

1. UCCWC supports social practices that are in line with our UU Principles and Values. In support of our 7th Principle (Respect for the interdependent web of all existence of which we are a part.), we strive to support positive environmental steps within our congregation and property and within the greater community. To this end, we adopt the following policies:
 - a. We prohibit the use of church funds to purchase bottled water, except when no other option is available because of the environmental issues around the manufacturing, transportation, and disposal of the containers of commercially bottled water. We also encourage our members to consider reducing their use of bottled water.
 - b. We recycle items used within congregational activities wherever possible.
 - c. We compost organic waste from our kitchen use.
 - d. We encourage reuse and bringing your own items, such as plates and cups to reduce waste, while conserving water usage.

Section 9: Property Use and Maintenance Policies

The following outlines the basic policies governing maintenance and use of the church's building, facilities, and grounds. While we understand that each event has its own unique requirements, it is the purpose of this policy to establish basic rules.

Additionally, during health emergencies, such as the Covid-19 pandemic, facilities use will also be subject to health and safety guidelines as outlined by the appropriate committee who follow CDC, State, and local health and safety organizations.

A. General Responsibilities

1. The Facilities Management Committee (FMC) will oversee and implement maintenance and management of the church properties as is outlined in their charter.
2. The FMC will provide to the Board, in advance of the church stewardship campaign each year, an annual budget request addressing the anticipated needs for property maintenance, repairs, and upgrades. Any expenses incurred outside this amount must be approved by the Board.

B. Rental Procedures

1. The Facilities Management Committee will develop and review the procedure for creating rental agreements and rental policies, and for managing rental building use in conjunction with the Rental Coordinator, subject to Board approval. Policies and procedures should adhere to guidelines called out in this section.
2. The rental policies must address proof of insurance, a certificate of minimum general liability coverage, deposits, and/or fire insurance.
3. Rental procedures will be reviewed annually by the Facilities Management Committee. Any changes to policies or procedures must be Board approved.

C. Permitted Property Use Criteria

1. Facilities are available for rent for meetings, events, etc., to any person or organization that abides by and supports our congregational mission, covenant, and UU Principles and Values.
2. Major UUCCWC events, especially those open to the public, may require, as determined by the Facilities Management Committee, a Facility Use Agreement Contract to ensure correct procedures are followed.
3. Availability of church property use to non-UUCCWC organizations is on a first come first served basis based on availability after UUCCWC programs are scheduled.
4. Sleepovers for minors are only available for UUCCWC Youth Group sponsored events or an event sponsored by the church's RE Coordinator, as part of an employee-run program.

D. Rental Fees and Insurance

1. Official church programs and activities (i.e., committee meetings, affinity group meetings) pay no rental fees.
2. The Facilities Management Committee will establish a Rental Policy for short-term rentals, outlining rental fees, deposits, insurance requirements, and rental policies and procedures. This policy must be Board approved. Long-term rentals will be Board approved on a case-by-case basis and confirmed in a written contract.
3. The Facilities Management Committee will determine applicable fees based on the standard, local rental fees.
4. UCCWC Members are allowed one free room rental per church year. This excludes the kitchens and weddings (for which there is no fee reduction). All other deposits and fees apply at all times.
5. UCCWC Members and nonprofit organizations are allowed a 50% reduction of rental fees. This excludes the kitchens (for which there is no fee reduction) and weddings. All other deposits and fees apply at all times.
6. Anyone may petition the Board of Trustees for a waiver of any fees. The Board of Trustees will approve or reject the waiver on a case-by-case basis. As applicable, petitioners may be directed to the Hillsboro School District and Hillsboro Library, which allow the use of most of their rooms for free, with a custodial fee, if applicable.
7. The church will maintain sufficient insurance coverage to protect the church from any rental damage, and the Facilities Management Committee will review this coverage annually. However, renters must obtain separate rental insurance to cover their rental activities. The Board of Trustees, or its designee, and/or a Facilities Management Committee designee will require proof of such rental insurance when the rental contract is created and/or approved.

E. General Use of Property

1. The rental procedures and policies identify the normal hours of use. The Facilities Management Committee may set the hours of permitted use to ensure the rental will not seriously impact the neighboring community.
2. Children must be adequately supervised at all times.
3. No church property is to leave the church grounds. Tables and chairs are not available for rent or use, except inside the church building and on church grounds.

F. Property Use for Solicitations, Sales and/or Distributions of Information or Materials (Non-rental):

1. Solicitation of funds on church property for groups other than UCCWC and its Committees shall be limited to non-profit organizations and shall be done in a manner that does not cause members and guests to be confronted by solicitors of funds or by sellers or distributors of informational materials. For example, a small table may be set up in the Social Hall where persons choosing to inquire may receive materials or information.

2. Persons wishing to sell items, solicit donations, or distribute information for other than UUCCWC-affiliated causes may do so only with the approval of the Board of Trustees. Generally, this access will be limited to groups with which UUCCWC has a formal, unique, or longstanding relationship. Board of Trustees approval will be based, primarily but not exclusively, on the fairness of special access, if applicable, and the organization's relationship to and history with one or more of the following:
 - a. UUCCWC congregational member in the organization
 - b. UUCCWC , one of its chartered committees, or a UUCCWC liaison groups
 - c. Official UUA organizations
 - d. Relief efforts for tragedies, disasters, or other emergency situations
 - e. Non-profit status
 - f. Causes, issues, etc. which UUCCWC supports and whose political activities would not cause UUCCWC to violate IRS 501(c)(3) rules – as determined by the Board of Trustees.

G. Property Use by Political Parties or Candidates

In order to maintain UUCCWC's 501(c)(3) status, church facilities may not be rented to any political party or candidate for political office for any political events, campaigning, fundraising, etc.

1. People who happen to be candidates for political office may be invited to speak on church property about topics other than their candidacy, upon approval of the Board of Trustees.
2. According to IRS rules, campaign materials for any candidate for office or a political party may not be on church property after the candidate's speaking engagement.

Section 10: Financial Policies

A. General Financial Policies

1. The church will maintain three types of funds: operating funds, capital funds, and reserve funds.
2. The Board of Trustees will not approve any action that is in violation of the existing Bylaws.
3. The Board of Trustees adopted the following financial policies recommended by the (FC) Finance Committee as follows:
 - a. The UCCWC will not engage in financial transactions that are illegal or immoral in nature.
 - b. No one shall indebted the congregation without Board of Trustees approval or congregational approval, as required by the Bylaws.
 - c. No one shall fundraise, pursue grants, request special monetary donations, or otherwise solicit funds for the church or any of its Committees without Board of Trustees approval.
 - d. All expenditures will be properly documented.
 - e. Members have the responsibility of funding operations at the designated level of service approved by the voting members in a given fiscal year.
 - f. The Board of Trustees has the responsibility for creating and maintaining a balanced budget by expanding or cutting operations to fit the operating pledges received.
 - g. Capital and reserve funds will only be used for the purposes intended by the donor(s). Any exception requires a majority vote of the congregation for each occurrence. A majority vote of the congregation should also be sought for situations where there is a lack of clarity as to the intentions of the donor(s).
 - h. It is the intention that the church maintains at least a two-month operating reserve. Should funds fall below a one-month reserve level, the Board of Trustees and the Treasurer will determine an action plan.
 - i. Financial statements for the church shall be submitted to the Board of Trustees at each monthly Board meeting.
 - j. All accounts of the church (including the Ministerial Discretionary Fund) shall be shown in the financial records of the church, including donations of non-cash assets such as stocks, properties, or bequests. Donor names will not be associated with these records, unless requested by the donor.
 - k. It shall be the policy of the church to sell all non-liquid financial assets as soon as donations are received.

B. Ministerial Discretionary Fund Purpose and Goal

UCCWC has created a Minister's Discretionary Fund (MDF) to provide confidential assistance to members and friends of the congregation and members of the larger community in meeting their basic living needs (such as shelter, food, utilities, medical) and other exigencies (such as transportation, fees). At times, a donation may be made to another agency, or to support a special effort, or to meet other needs that would otherwise go unmet.

All Ministerial Discretionary Funds are used in support of our UU Principles and Values, and usage is deeply grounded in trust between the Minister and the congregation. The Minister has discretionary and confidential use of these funds in accordance with tax-exempt law and this policy.

1. MDF Controls and Review

a. Contributions to the Fund

Contributions to the fund may be made by individuals, by allocations by the Board, or through special offerings as designated to allow contributions to be tax-deductible, no contribution may be designated for the benefit of any particular recipient.

b. Distributions

The Minister will keep a confidential written record including the date, the amount of the disbursement, the beneficiary (the person for whose benefit the payment is made), and the payee (the person or organization to whom the check is made payable). The Treasurer will maintain the account records submitted by the Minister, and they will be audited at least annually by the Treasurer.

The Treasurer will provide the Bookkeeper with a report (excluding beneficiary information or other information that would breach confidentiality) on all transactions on at least a monthly basis so that the Bookkeeper can update the financial records.

c. Restrictions

While exercising due diligence in making decisions about expenditure from the MDF, the Minister has discretion over expenditures, with the following restrictions:

- i. Funds may not be used for the direct or indirect benefit of the Minister and/or any member of the Minister's family.
- ii. Funds may not be used to provide compensation, benefits, or gifts to staff.
- iii. Funds may not be spent on any line item already covered in the Church's operating budget.
- iv. No checks or debit withdrawals will be made out to or disbursed in cash without written approval from the President. Every effort should be made to write checks directly to a merchant or agency for goods or services.
- v. If gift cards are disbursed, there should be a written record including the date and amount of the gift card and its purpose.

d. Oversight and Access

- i. The Minister and the Treasurer shall both have signature authority on the account. A debit card may also be issued to the minister on this account.
- ii. The Treasurer will review the canceled checks, debit card transactions, and receipts to confirm adherence to the written policy keeping confidentiality around any details.
- iii. If the Minister is on extended leave, is incapacitated, or there is no Minister, the President and the Pastoral Care Team will make joint decisions about disbursements from the fund.

The Treasurer may not disburse funds without authorization from the Minister or the President.

e. Review

- i. The Treasurer will initiate a review of the MDF at least every three years. The report will be provided to the Board of Trustees.
- ii. The review will be conducted by an independent CPA or other “auditor” such as the officer of another UU congregation (President, Vice President, Treasurer or Secretary). The reviewer should not be associated with UCCWC, its membership, or any UCCWC minister to protect the confidentiality of the disbursements. Items needed for the review will be decided by the auditor. The Board of Trustees should vote on the choice of auditor, to ensure objectivity.
- iii. The output of the review will be a simple letter to the Treasurer and Minister indicating that all deposits and expenditures were tracked accurately, and that any money spent from the fund was disbursed as described in this policy. Should the auditor find any variance(s) in the recording or use of the funds they will contact the Minister and Treasurer jointly, and they will work together to document the variance(s) and/or come to agreement that such variance(s) will not occur in the future.
- iv. The cost of the review will be borne by the MDF.
- v. The Minister will provide a brief report on the MDF to congregation either as part of the Annual Congregation Report in the spring, or just after the review. The report will describe in general how the fund was used.

f. Fund Retention

Any money left in the fund at the end of each church fiscal year is retained and made available for subsequent years. In the event of a Minister’s departure, all monies in the MDF remain with the Church.

g. Notice of Fund Activity to Board of Trustees

The Treasurer will inform the Board of Trustees of the financial activity in this fund by providing a quarterly report each March, June, September, and December. The quarterly report on the MDF Fund will include: the starting fund balance, the total dollar amount of the deposits made during the quarter, the total dollar amount of the disbursements made during that quarter, and the ending fund balance.

C. Facilities Fund Purpose and Management

UCCWC has created a Facilities Fund (FF or the Fund) from a bequest from the Celeste Howard Charitable Trust, which named UCCWC as 100% beneficiary, with funds to be used for our buildings and grounds.

1. FF Purpose and Intent

The purpose and intent for this Fund, as specified with the monetary donation, is to be used for UCCWC buildings and grounds. The Fund was established from the Celeste Howard Charitable Trust monetary donation plus existing facilities balance. This Fund must be maintained as a separate, auditable fund.

The Fund consists of two segments, accounted separately:

a. Long-term Maintenance Funds governed by the UCCWC Maintenance Plan

The Facilities Management Committee (FMC) manages the UCCWC Maintenance Plan, including yearly review and update, subject to approval by the Board of Trustees.

- The Maintenance Plan details identified maintenance tasks, their estimated cost, the estimate of when that the task will next be required, and once completed, the estimated duration before that maintenance task will again be required.
- The Maintenance Plan allows for optional contributions from the Congregation, especially for higher-cost maintenance tasks, as a means of extending the years of coverage from the funds available for long-term maintenance tasks.
- The FMC manages the execution of all maintenance tasks, including assessment of when maintenance tasks become necessary and selection and management of any necessary vendors.

b. Capital Improvement Funds

The remaining balance in the Fund not committed to long-term maintenance, as specified by the Maintenance Plan, is available to fund Capital Improvement projects.

- Such projects must either acquire new assets for buildings or grounds or augment or otherwise improve existing capital assets and must not correspond to a maintenance task covered by the Maintenance Plan.
- A proposal for a Capital Improvement project must include at least a summary of the scope of work and estimated expense, and as needed should also include whether external vendor(s) may be required.
- The FMC is responsible for screening and evaluating any such proposal for completeness and consideration of its applicability to submit to the approval process. Such evaluations should strongly consider congregational priorities where they are known, and the FMC should seek out congregational feedback when possible. Feasible safety and accessibility projects should be treated as high priority projects.

2. Contributions to the FF

Contributions to the Fund consist of interest earned (see “K: Policy Guidelines for UUCCWC Investment Funds Account”), any donations that may be made, and optionally, a portion of fees paid for Facility rentals may be invested in the Fund if so designated by the Board of Trustees.

All contributions to the Fund must be distributed proportionally to the Long-term Maintenance and Capital Improvements segments based on the current balance of each segment.

3. Distributions from the FF

All expenditures from the FF are subject to an approval process according to whether the expenditure is for a long-term Maintenance task or for a Capital Improvement project.

a. Maintenance task:

Approval of maintenance tasks is guided by the Maintenance Plan and recommended by the FMC. The specific scope of the maintenance task and its estimated cost, including specific vendor bids where needed, are necessary for approval.

The Board of Trustees is responsible for approval whenever any of the following conditions apply:

- The proposed maintenance task includes contributions from the Congregation
- The estimated cost for the maintenance task exceeds the estimate specified in the Maintenance Plan by 20% or more
- The estimated cost for the maintenance task exceeds \$10,000

In all other cases, final approval by the FMC is sufficient.

b. Capital Improvement project:

Approval of a Capital Improvement project is based on recommendations from the FMC after evaluating a proposal for a Capital Improvement project, as described above.

If a Capital Improvement project proposal is not approved as described below, the scope and estimated cost elements of the proposal may be reworked and resubmitted to the approval process.

- If the cost estimate for the project is \$1,000 or less, the FMC can approve the project, or they can defer project approval to the Board. In this case, the project proposal needs only to identify the project scope, its estimated cost and any specific vendors if required.

- If the cost estimate is greater than \$1,000, the project proposal must additionally specify
 - a. A project plan with expected work tasks, vendor support required, expected timeline and any historic registry approvals needed
 - b. A detailed cost estimate, including specific costs, or high/low ranges as needed; whether congregation contributions should be sought and for what portion of the cost; and whether any grants may be available to help defray costs
 - c. A management plan for managing / overseeing the project

Approval of the project proposal first requires approval from the (FC) Finance Committee for the financial elements of the proposal before final approval by the Board.

For a particularly expensive or complex project proposal, Board approval may be sought in two phases: first a feasibility approval based on preliminary planning, before final approval of a fully detailed project proposal.

D. Annual Operating Fund Budgeting

1. Process Steps for Creating and Approving the Budget
 - a. (FC) Finance Committee solicits feedback from the committee chairpersons and the Board of Trustees about budget needs for the upcoming year.
 - b. Using this input, and the Treasurer's and the (FC) Finance Committee's knowledge of anticipated expenses during the coming year, a Pledge goal is developed and given to the Stewardship Committee.
 - c. A Canvass is performed as directed by the Treasurer and the Stewardship Committee.
 - d. Using the pledge actual amount or qualified estimated pledge amount, initial budget draft will be prepared by the (FC) Finance Committee. The FC should make every effort to adequately fund the needs of the committees in the draft budget. The FC will make recommendations to the Board of Trustees for budget shortfalls or surpluses.
 - e. The Board of Trustees reviews, modifies, and approves budget. The Board of Trustees can invite the (FC) Finance Committee to that meeting.
 - f. The Board of Trustees submits budget to congregation for final approval.

E. Budget Revision Process

1. A budget revision should be undertaken if the financial situation of the church is drastically altered for any reason. The Board of Trustees may request a total budget revision at their discretion. A budget revision would follow the applicable steps of the annual budgeting process listed above and would take approximately 60 days.
2. Minor adjustments are expected in the course of a fiscal year. The Board of Trustees may make minor revisions at any time in consultation with the (FC) Finance Committee and committees affected by the changes.

F. Changes in Budgeted Funds

1. The Board of Trustees may, at its discretion, transfer monies from one budgeted item to another. The (FC) Finance Committee and any affected committees must be notified.
2. Income over and above projected amounts will be allocated at the Board's discretion based on the current and future needs of the church.

G. Special Offering Collections

To preserve the stability of our operating funds, and to prevent the proliferation of donation requests disturbing the focus of worship, special donations and collections will be limited. They may include the following groups and situations or others upon Board approval.

1. As a congregational member of the following UUA officially affiliated groups, UUCCWC may hold special offering collections during regular church service(s) annually for the following organizations in addition to the usual offering collection:
 - a. **UUA on UUA Association Sunday**—in affirmation of our 4th Principle: A free and responsible search for truth and meaning; and in support of our historical commitment to the wider faith association.
Funds collected during the special collection on UUA Sunday will all be sent to the UUA, primarily for use in the development of special programs. These funds are to be in addition to the congregation's payment of regular UUA fees.
 - b. **UU UNO** on United Nations Sunday—in affirmation of our 6th Principle: The goal of world community with peace, liberty, and justice for all.
 - c. **The UUCCWC Ministerial Discretionary Fund** on Christmas Eve and one Sunday approximately six months later—in affirmation of our 1st Principle: The inherent worth and dignity of every person; and our commitment to compassion and helping members and friends of the congregation who are in temporary need. These two offerings may be substituted for, or in addition to, the usual offering collection.

Funds collected for the Ministerial Discretionary Fund will be in addition to any other funds normally budgeted for use by the Minister and will be managed according to the normal procedures for the fund. Collections for the Ministerial Discretionary Fund are the only two special collections which may be substituted for a usual general offering collection without prior Board of Trustees approval.

- d. **UUA Welcoming Congregation Renewal Collection** on the first weekend in June during the UUCCWC Pride service toward a Washington County Queer Non-Profit in support of our commitment as an officially recognized Welcoming Church, and in affirmation of our 3rd Principle: Acceptance of one another and encouragement to spiritual growth in our congregations.

- e. **UUSC on UUSC Justice Sunday**—in affirmation of our 2nd Principle: Justice, equity, and compassion in human relations.
 - f. **UU Ministry for the Earth** on the Sunday closest to Earth Day— in support of our commitment as an officially recognized Green Sanctuary, and in affirmation of our 7th Principle: Respect for the interdependent web of all existence of which we are a part.
2. Funds collected during the special collections for the organizations listed above are to be used first to pay for congregational fees, if any, to the listed organizations. Any funds collected in excess of the fees owed will also be given to the listed organization.
 3. Additional special collections and/or collection dates may be designated throughout the year by a vote of the Board of Trustees. Scheduled, annual special collections may be permanently added or deleted by the Board of Trustees by amendment of the Policies and Procedures.
 4. Board of Trustees approval of new special offering collections will be based, primarily but not exclusively, on the fairness of special access, if applicable, and the organization’s relationship to and/or history with one or more of the following:
 - a. UCCWC congregational membership in the organization.
 - b. UCCWC and/or its official committees & liaison groups.
 - c. UU Principles and Values and official Sources.
 - d. Official UUA organizations.
 - e. Relief efforts for tragedies, disasters, or other emergency situations.
 - f. State and federal non-profit status.
 - g. Causes, issues, etc. which UCCWC supports and whose political activities would not cause UCCWC to violate IRS 501(c)(3) rules—as determined by the Board of Trustees.
 5. Special collections may be suspended at any time, on a case-by-case basis, by a vote of the Board of Trustees based on wider church needs.
 6. Members of the church, especially children, may be encouraged to participate in the Trick or Treat for UNICEF and the UUSC Guest At Your Table programs and worship service activities related to the programs. However, the programs are not considered special collections, and funds for the programs will not be requested of the congregation through offering collections during regular Sunday services.

H. Treasurer's Report

The Treasurer's Monthly Report to the Board of Trustees shall consist of at least the following:

1. A balance sheet summary for the previous month
2. A year-to-date summary income statement showing current balances of income and expense accounts
3. The balances of any capital and reserve funds the church may have.
4. Other financial information as requested by the Board.

I. Committee Budgetary Responsibility and Fundraising

To prevent the proliferation of distracting fundraising efforts, the Board of Trustees has developed guidelines for requesting permission to raise funds as follows:

1. Committees may spend up to their approved budget amounts without additional Board of Trustees approval. If a committee should need to exceed its budget or desires funding for a special project, it must submit a request for additional funds (including fundraising, grant requests, or requests for special monetary donations) to the Board of Trustees. The Board of Trustees should solicit advice from the (FC) Finance Committee if the budgetary ramifications of the request are unclear.
2. Funds budgeted for operating the church are derived from the stewardship canvass rather than fundraising. Any fundraising (including grant requests or requests for special donations) conducted by a committee should only be conducted with prior Board of Trustees approval, as it is the Board's responsibility to designate the use of the funds raised.

Anticipated revenues from fundraising activities should be included in the Committee's budget request. If a committee wishes to conduct additional fundraising, it is invited to make recommendations to the Board of Trustees for fundraising events or activities, and for uses of the monies received.

3. Because of the church's 501(c)(3) status, at no time on any UCCWC property will fundraising be allowed which sponsors, lobbies for or against, or raises funds for any candidate for political office or any political party.
4. Non-UCCWC groups who wish to do money-raising activities are governed by the policies listed in this section.

J. Capital Funds Policy

Monies collected for the Capital account shall be dedicated to acquiring assets or funding major building improvement projects with a life span greater than 3 years and may not be used to defray any operating expenses. Assets would be defined as an item of permanent value to the church as opposed to a consumable item (for example: salaries, supplies, printed materials, etc.). Earnest money to purchase land/building would fall under the heading of acquiring an asset.

The Facilities Fund also includes monies dedicated to acquiring and improving capital assets. Refer to "C. Facilities Fund Purpose and Management."

K. Investment and Reserve Funds Policy

Decisions regarding investment of the church funds will be made by the (FC) Finance Committee under the auspices of the Board of Trustees (Board). Board members and FC members with potential conflicts of interest in a particular investment issue will refrain from involvement in that issue.

L. Policy Guidelines for UCCWC Investment Funds Account

1. Investment Policy

The investment funds shall be invested conservatively. This may be in obligations of the U.S. Government, high-grade commercial paper, certificates of deposit, or other similar low-risk, short-term debt investments including money market or mutual funds containing these types of instruments. Each year, the (FC) Finance Committee will give a line-by-line review to the Board showing the fund's investments for low-risk and liquidity. Investments may be made in instruments with maturities of one year or more if the monies are not expected to be used in the current year.

As the amount of the investment funds increases, prudent investing may require the investment in conservative equities. At that time, arrangements should be made to use the investment services of the UUA for funds not needed within the current year.

2. Investment Funds Account currently consists of the following funds.

- a. The Joan Ferguson Memorial Reserve Fund covers short-term emergency needs and will be repaid in order that the initial Fund's balance of \$30,000 is never depleted and will grow with the addition of interest.
- b. The Amitor Fund provides for lectures dealing with issues actively promoting peace or conflict-free solutions to community or world needs.
- c. The Church Community Fund is for undesignated contributions or bequests which will be used for the general benefit of the church.
- d. The Facilities Fund as specified in "C. Facilities Fund Purpose and Management".
- e. Standing Funds are for individual designated contributions or bequests. Some of the Standing Funds' designations are: Audio-Visual, Facilities Development/Operating Maintenance, Family Camp, Garden, Leadership Training, Music, and Religious Enrichment.
- f. The Capital Reserves Fund is for capital expansion and other designated uses for church buildings.
- g. Additional designated funds may be added to the Standing Funds by the recommendation of the (FC) Finance Committee with Board approval. A donation or bequest in excess of \$5,000.00 may establish a new fund with the approval of the FC and the Board.

3. Interest from the Investment Portfolio Allocation

Actual interest received will be re-invested in the fund that generated it.

4. Borrowing from the Joan Ferguson Memorial Reserve Fund

Funds needed to meet payroll obligations in an emergency will occur automatically and will require an immediate emergency meeting of the Board to determine how the funds will be repaid and how future payrolls will be met.

A member of the Board may request that the Fund be used to meet a critical need of the church. The member shall notify the other members of the Board at least 24 hours in advance of the vote. A unanimous vote of all of the members of the Board is required to borrow from the Fund for non-payroll purposes. Each motion to borrow from the Fund must be accompanied by a motion proposing how and when the borrowed funds will be replaced. All borrowed funds are expected to be replaced within one calendar year.

5. Earnings from the Joan Ferguson Memorial Reserve Fund

The earnings from the Fund's investments should become part of the Fund as a hedge against growing operating budget commitments. If the Fund plus earnings exceeds the three-month operating budget "safety net," the Board may act, by majority vote at two consecutive Board meetings, to use the excess earnings for the operations/needs of the church.

6. Use of the Church Community Fund

- a. Up to ten percent (10%) of the Church Community Fund principal may be spent each year on projects not in the operating budget. Approval for these projects will be made by the Board.
- b. Should there be a major expense or emergency spending required by UCCWC beyond the ten percent (10%) per year expenditure authorized from the Church Community Fund account, an amount may be authorized by vote of the congregation. A quorum for a meeting called for this purpose shall be at least forty percent (40%) of the voting membership of UCCWC. Such decisions will require at least eighty percent (80%) majority of the voting members present at the meeting (per Bylaws Article Eleven, Section 6).

7. Use of the Designated and Standing Funds

A committee, team or member may request the use of funds from the Designated or Standing Funds (such as the Amitor Fund) for the purposes intended. The use of these funds will be approved by the (FC) Finance Committee and the Board for an amount that meets the goals of the project proposed.

8. Accounting for Investment Funds

Separate accounting records will be maintained for the separate funds. These are automatically included in the consolidated accounts of the church. The investment funds accounting records will be reviewed by the Internal Financial Review Committee annually when the books of the church are reviewed.

Section 11: Church Communication Policies

The Board of Trustees may adopt additional policies to ensure safe, fair, and effective use of media that are consistent with other policies.

A. General Communications

The Board of Trustees, committees, and employees will communicate with the congregation by means of weekly newsletters sent by email posting, hosting Zoom meetings, and by creating and maintaining a Website, a Church Intranet and, as approved by the Board, additional social media sites.

B. Language

In all communications, written and verbal, care should be used to employ language that is inclusive, and which promotes equity among all people. In spoken communications, such as within meetings, participants should speak with our covenant in mind and remember that, always, kindness is key.

C. Newsletters

The following guidelines for the publication of the UCCWC newsletter have been established in the interest of conserving space, reducing cost, and maintaining quality.

1. The newsletter will be provided weekly in digital format and will be posted to the Website and to the Church Intranet. Congregation members who do not have access to email may request print copies of newsletters.
2. Requests for content inclusion must contain the name(s) and phone number(s) and/or, email address(es) of contact person(s) and should be sent by e-mail to newsletter@uccwc.org by Friday of the week before the newsletter will appear. Exceptions must be cleared through the Minister, a Board member, or the Office Administrator.
3. The newsletter editor may make changes to spelling, grammar, or language to bring the submission in line with current policies.
4. No personal ads are printed in the newsletter or any church digital media. The community bulletin board outside the social hall and the Church Intranet are available for personal ads.
5. Formatting and order of the newsletter are at the discretion of the newsletter editor.
6. Questions regarding guidelines or submissions should be emailed to the newsletter editor at newsletter@uccwc.org.

D. Newsflashes

1. A Newsflash should be time sensitive and of concern to the whole congregation. Examples of appropriate use of the Newsflash are: The death of a member/friend, their partner or child; church closures due to weather; or special gatherings at church due to catastrophic events (e.g., events of 9/11). For questions regarding other potential uses of a Newsflash, contact a Board member.
2. A Newsflash will not be used for routine committee or team announcements which are more appropriately handled through the Intranet, Order of Service announcements, the newsletter; group email; and/or posts on the Website or church social media.
3. Who can *approve* a Newsflash? The Minister and the President are authorized to approve a Newsflash. If neither the President nor the Minister is available, the Chair of the Communications Committee or its Board liaison is authorized to approve a Newsflash.
4. Who can *send* a Newsflash? Persons authorized to send a Newsflash are the Minister, President, the Chair of the Communication Committee, and the Office Administrator at the direction of one of the above.
5. The person authorizing the Newsflash will provide the text of the announcement and forward it to those people responsible for posting to each of the applicable venues.

E. Sunday Service Announcements

1. Purpose of announcements

The purpose of worship service announcements is to enhance community spirit by keeping the congregation informed about church events and by inviting their participation in planned activities. Announcements should be limited to those which affect the entire congregation or to which all members are invited to participate. Announcements about Religious Education activities may also be included because they involve a significant number of the congregation.

2. Who makes announcements?

Announcements should be made by the Minister, the Worship Associate, a Committee member, or a Board member when appropriate. At the invitation of the worship leaders, for special activities, a group leader or representative from the congregation may be asked to make the announcement. Announcements printed in the Order of Service may be read from the pulpit if the worship leaders involved deem them to be especially important.

3. Requesting an Announcement

Requests for service announcements should be made to the worship team or Minister by noon on the Wednesday before they are to be made. Text of the announcement should be provided. Announcements should avoid or explain acronyms, introduce contact people, and identify locations of sign-up sheets or gathering places (as appropriate).

4. Announcement

The Minister or the Worship Team member in charge of the service will make the final decision as to whether an announcement from the pulpit will be made based on these guidelines, the number of announcements, and the theme or length of the service. Deference will be given to announcements following these guidelines. Announcements not used may be referred for inclusion in the Intranet, the Website, or church social media, as appropriate.

F. Directory and Calendar

1. The church Office Administrator will produce annually a church directory including all the church membership and at a minimum the following listings:
 - a. Church Mission Statement
 - b. UCCWC Covenant of Right Relations
 - c. Staff Listings
 - d. Board of Trustees
 - e. Staff Supervised Ministries
 - f. Newsletter Editor
 - g. Chairs of all Chartered Committees
 - h. Denominational Affairs Coordinators
2. The church calendar will be posted on the Website and managed by the Office Administrator. All scheduled use of church facilities and Zoom accounts (when applicable) should be requested through the Office Administrator via the calendar. The Communications lead should have access as well, to be used in the absence of the Office Administrator to schedule events. Requestors should check the current calendar for availability before making requests.

G. Website, Intranet, and Social Media policies

1. General Understandings
 - a. Content Control

UCCWC reserves the right to control the content of information published or posted on the Website, Church Intranet, and on church social media. This policy applies to all types of information generated, used, or held by UCCWC whether church or personal.

All individuals who have been granted access to UCCWC information or information systems, including but not limited to full and part-time staff, contractors, temporary workers, those employed by others to perform UCCWC work, volunteers and all who represent themselves as being connected in any way with UCCWC, are covered by this policy and shall comply with this and associated policies, procedures, and guidelines.
 - b. Information reliability
 - 1) Information used for the Website, Intranet, and church social media content should come from trusted sources. Sources should be listed and properly attributed.

- 2) It is the responsibility of each posting individual to make reasonable efforts to make sure their information is accurate and properly credited. (Note that free, Internet supplied information may be inaccurate, invalid, or deliberately misleading.)

c. Prohibited Content

- 1) External links that take a user to another document on an external server, not belonging to UCCWC and violating UU Principles and Values are not permitted on the Website or social media. Members and friends who share content are asked to use their best judgment about whether a site is compatible with UU Principles and Values.
- 2) At no time shall any UCCWC confidential information reside on the Website, Intranet, or any social network. Care must be taken not to inadvertently disclose such information through comments and questions posted in any of these venues.
- 3) No content shall be published on the Website, Intranet, or any social network that is proprietary in nature without the express permission of the owner(s)
- 4) Acquisition of stock (for-pay) media is allowed if it can be accommodated within a committee budget, otherwise the expenditure must be approved by the Board of Trustees.
- 5) No pornography, violence, or hate speech of any kind will be tolerated. The Webmasters and social media monitors have the authority to delete any content that does not abide by UU principles of respect and tolerance.
- 6) Content of a commercial nature shall not be promoted on any public-facing media owned or licensed by UCCWC without express permission of the Board of Trustees.

d. Ownership of Website

UCCWC shall retain license or ownership of its Website including all content and code. The church will, however, pay a company for hosting the Website and for guaranteeing the security of any money-collecting features.

2. Sites Management

The Communications team will retain primary responsibility for the development and/or management and access of the Website and the management and access of the Intranet and the church social media accounts, in conjunction with the Office Administrator.

The team will have primary responsibility for ensuring the security of the UCCWC hosting site, databases, and any UCCWC related systems. Their charter will address policies in this regard.

- a. The Communications team will provide a webmaster for the Website and site managers for the church social media accounts. The Communications team will provide a liaison to the Office Administrator for management of the Intranet.

- b. The webmaster and site managers will be trained to recognize security issues and breaches, will report any such issues to the Communication team and the Board of Trustees, and will take steps to mitigate any such breaches. Routine use of virus/malware prevention software should be employed on all sites.
- c. All content posted to the Website or social media should follow the content guidelines posted above.
- d. End users of the Church Intranet should be informed of content guidelines and out-of-compliance content removed. End users should also be reminded that all content should adhere to our UU Principles and Values and the UCCWC Covenant of Right Relations.
- e. Procedures
 - 1) Regarding Prohibited Content.
Webmasters will make initial decision about allowability of any content. If there is an appeal, the issue will be referred to the Board of Trustees.
 - 2) Permissions to use personal images:
Written permissions to use personal images or videos on public facing digital media will be required. These permissions will be stored on the Intranet and with the Office Administrator. Permissions will be assumed to be indefinite unless otherwise specified. Images with a limited permission will be removed by the expiration date requested.

3. Security

- a. User account login usernames, passwords, secret questions, hosting server passwords, database server passwords, email server passwords and other security parameters that can be used to gain access to UCCWC systems, must not be sent over the Internet in unprotected, unencrypted readable form.

Webmasters may send these parameters in encrypted, .pdf formatted email attachments with password protection or speak directly to end users via telephone.
- b. The webmaster and site managers will have individual account usernames and passwords for the sites managed. These should never be shared. If management passes to another person(s), a new account should be created, and the old password should be removed and replaced by the new account manager. Master Passwords are kept by the Board President, Minister, Office Administrator, and the Chair of the Communications Committee. Guest administrator accounts are prohibited for the Website, the Intranet, and Social Media.
- c. To manage the UCCWC digital presence, the webmaster and site managers should use computers or other digital tools that have up-to-date virus and malware prevention software. If they use a wireless network, it should be encrypted.

4. Multi-Platform Team

The Multi-Platform Team is a sub-group of the Communications committee formed to enable the congregation to meet during times when in-person gatherings were restricted. This team continues to provide digital services as an adjunct to in-person services and events.

Responsibilities are:

- 1) To produce multi-platform church services with onsite producer and sound tech as well as a zoom host/co-host (on or off site).
 - 2) To train all team members in the most current and/or applicable features and functions of the Zoom platform.
 - 3) To work with the Worship Team and other team members to ensure the smooth operation of Multi-Platform services.
 - 4) To follow all security and permission policies as outlined in the Communications Section 11: G.1.
5. Adverse Weather/Travel Conditions Policy
- a. The decision whether to hold a worship service when it may be unsafe to travel will be made and carried out by the following staff and lay leaders who will communicate among themselves as best as possible prior to making a decision. If one or all are not available, the decision will fall to the one or ones remaining in the following order:
 - 1) The Worship Associate or the Minister
 - 2) The President or Vice-President
 - 3) The RE Coordinator or RE representative of the weekend
 - b. When the decision is made, it shall be communicated in as many of the following ways as possible:
 - 1) A newsflash may be sent.
 - 2) The church answering machine message will be changed to reflect the closure.
 - 3) The Website will have an announcement posted about the cancellation.
 - 4) A cancellation notice will be sent out to the press if time permits.
 - 5) A cancellation notice will be posted on the church Signboard if time permits.
 - 6) A cancellation notice will be posted on Google Gmail Business Site, if time permits.

H. Response to Press and Media:

Church issues which may involve the press or media involvement must be handled responsibly and thoughtfully. For this reason, in the event of an emergency, or any situation that may invoke media attention, we ask that all employees and congregational members follow the guidelines outlined below.

1. The Minister will be the spokesperson for UCCWC. They will make any necessary press announcement or comments.
2. If the Minister is not available, the President will then assume the above responsibility.
3. It is requested that UCCWC employees, volunteers, individual Board members, or members of the church not make any comments to the press or media. Any questions will be deferred to the Minister or the Board of Trustees.

I. Compliance

1. People failing to comply with this policy and associated policies, standards, guidelines, and procedures will have their access rights removed.
2. UCCWC reserves the right to monitor use of the Internet, Intranet or Social Networks either at random or for cause.

Section 12: Affiliations

A. General policy on affiliation

The UCCWC may affiliate with other organizations insofar as their policies do not conflict with any UCCWC policies or Bylaws. Affiliated groups may participate with the UCCWC programs and may use our facilities following our facilities guidelines.

B. Affiliation with UUA

UCCWC is affiliated with the UUA as a Fair Share congregation. We pay dues, receive services and training materials from, and participate in several programs run by the UUA. We also belong to the Pacific Western Region (PWR) local area.

1. Role of Church Representatives (Delegates) to UUA and PWR

The role of UCCWC delegates is to represent the interests, concerns, and opinions of this congregation to the best of their ability, to attend business meetings, to vote on issues under consideration, and to make a brief report to the Board and to the congregation via postings on the Church Intranet.

The Denominational Affairs Representative(s) (DAR) is one such delegate who attends the Mount Hood Cluster of the PWR. This representative will, in consultation with the Board, educate the congregation (via postings on the Church Intranet) regarding the issues to be voted upon at these meetings.

2. Denominational Affairs Representative(s)

This volunteer position for a church member(s) is appointed by the Board of Trustees. It helps ensure that the Board and the Congregation are kept aware of UUA and Pacific Western Region issues and concerns, as well as providing informational opportunities or suggestions to help our congregation respond in a more meaningful way when sending delegates to these bodies.

- a. The position is appointed by the Board of Trustees and becomes advisory to the Board. In the absence of an appointed volunteer, an "at-large" member of the BOT will serve as Denominational Affairs Representative.
- b. The term of service is expected to be two years.
- c. The Board will ensure that the representative will be oriented and receive all necessary information, links, and emails.
- d. The representative will make a brief report, either written or in person, each month, to keep the Board aware of any concerns, time frames or recommended processes and educational opportunities.

- e. The activities of this position include but are not limited to:
- 1) Serving as a clearinghouse for denominational information, study guides, recommended activities, and on-going congregational communication between our church and these organizations, and distributing the information using our Newsletter, Council of Committees meetings, Intranet, and direct personal discussion with members
 - 2) In collaboration with the BOT, holding a forum prior to UU General Assembly and/or PWR Assembly to disseminate information to the congregation on the Study-Action Issues that are proposed as Statements of Conscience and any items to be voted on at each UUA General Assembly and PWR
 - 3) Ensuring that Delegates to General Assembly receive necessary information from our church, the district, and the UUA
 - 4) Encouraging additional member attendance at General Assembly and Pacific Western Region, as well as other UUA and regional activities.
 - 5) It will be the responsibility of the representative to notify the Board of significant dates in order for delegate selection to be placed on the appropriate Board agenda.

3. Other Congregational Representatives

Other representatives/delegates are those persons selected to attend the UUA General Assembly or the PWR Assembly. These representatives will, in consultation with the Board, educate the congregation regarding the issues addressed and voted upon at the meetings they have attended.

(Note: All meetings are open to all UU members. Delegate status is not required for attendance.)

4. Qualification and Selection of Delegates

- a. Those members interested in being considered as representatives/delegates should inform the Board of their interest.
- b. Delegates must be members of the congregation.
- c. An active member of the Board may serve as a delegate, but some delegates should be non-Board members.
- d. Persons who have not been delegates in the recent past should take precedence over those who have.
- e. The Board will consider the slate of volunteer candidates and select candidates based on their ability to effectively represent our church. Delegate selection will be made at a Board of Trustees meeting preceding the deadline for the least-expensive registration date announced by UUA or PWR.
- f. The Board will select as many delegates as are allowed by UUA. If there are not enough candidates, the Board may appoint a lesser number.

- g. The Board will officially appoint the delegates by vote, which will be recorded in the minutes.

5. Financial Support of Approved Representatives

- a. The Board of Trustees has voted that it is the church's intention, when the budget allows, to offer reimbursement for a portion of the early registration fee for all Board-approved delegates representing the church at the Pacific Western Region Assembly and the UUA General Assembly.
- b. This intention will be evaluated each year, prior to those events, and implemented if possible, depending on costs and available resources. The Board will be responsible to track this reimbursement. The amount required to support the reimbursement may be submitted as part of the Board's annual budget and may be moved to a separate line category or moved into another existing line category, at the request of the Board.

D. Affiliated Groups

Should any group of members wish to form an affiliation with the UCCWC, they should contact the Board for guidance and approval.

Appendices

Appendix A: Committee Charter Template

(ABC) Apple Book Committee Charter – mm/dd/yyyy

Purpose:

State the essential purpose and/or the vision for the standing Committee. If the Board has charged the Committee, include the essential reasons for establishing the Committee and/or purpose(s) from that charge.

This section provides the context, reasoning and justification for the responsibilities and goals.

Responsibilities and Goals:

List the responsibilities and goals for the Committee as specifically as possible. Completely define the scope of Committee responsibilities and the scope of their actions. Specify any budget requirements for the Committee.

This section providing scope should be largely strategic, relating to long-term goals and responsibilities, but can also include specific tactical responsibilities, relating to the actual means of achieving goals. Consideration should be given to including only essential details. Non-essential details about how the Committee might do their work can best be defined by internal Committee processes.

Leadership and Organization:

Define Committee size, such as minimum size and maximum size, and conditions or requirements for Committee members. Are volunteers accepted or must new members be appointed, and if so, by what process? Define necessary Committee leadership positions, such as chair or co-chairs and secretary.

Specifying terms for Committee leadership positions is recommended. Terms for Committee members may optionally be specified. Indicate the process for replacement of members.

Reference to Covenant and supporting Diversity, Equity and Inclusion is recommended. Include wording such as: “All activities conducted by the committee will comply with the UCCWC Bylaws, UCCWC Policy Manual and the UCCWC Personnel Manual. We reaffirm our UCCWC Covenant of Right Relations. Holding this Covenant in mind, we seek to support diversity, equity and inclusion within our community, balancing the needs of both individuals and the community at large”.

Relationship to the BOT and other Committees and teams:

Per Bylaws, the BOT is the governing body of UUCCWC, including over Chartered Committees.

Include wording to acknowledge, such as “The <name> Committee serves at the direction of the Board”.

Specify how the Committee work relates to the Board of Trustees. This should include:

- *Board responsibility, if any, for membership approval and/or approval of leadership positions.*
- *Board approval authority, if any, for work products of the Committee, actions by the Committee and Committee expenditures.*

Indicate and detail relationships the Committee has to other Committees and teams:

- *This is especially important where the Committee has inter-related accountability or responsibility with other Committees or teams.*
- *Supporting relationships should also be noted whether the Committee needs support by other Committees or teams or the Committee itself has support responsibilities to other Committees or teams.*