

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World



Board Minutes October 22, 2014

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Attending: Kathleen Sideli, Von Welch, Arzetta Hulst-Losensky, Ann LeDuc, Doug Cauble, Deb Hutton, Pat Brantlinger

Ex-officio: Reverend Mary Ann Macklin

By invitation of the Board: Adrienne Summerlot

Submitted by Ann LeDuc, Secretary

I. Call to Order 7:06 PM

Call to order by Kathleen Sideli, President, at 7:06 PM

Changes to the agenda: None.

II. Chalice Lighting and Reading

Chalice lighting and reading by Arzetta.

III. Check-in

Attendance and check-in.

IV. Main Meeting

A. Approval of Previous Board Minutes

Changes to the September 2014 Board meeting minutes were made as follows:
Section E. New Business, 6. Monitoring

Where it was stated "A budget line needs to be created to prepare for regular audits," was replaced with "Money needs to be set aside in a T account to pay for future external audits."

Where it was stated "A bylaw change will be proposed to the finance committee to change bylaw 4.8," was replaced with "A bylaw change will be proposed to the congregation to change bylaw 4.8."

Motion by Deb: to approve the September 2014 Board of Directors Meeting minutes with changes.

Seconded by Pat.

Vote: approved unanimously.

B. Staff Report

Adrienne Summerlot

Adrienne works 22 hours a week as the Director of Religious Education and job shares with Reverend Emily Manvel-Leite, the Minister of Religious Education.

Adrienne manages two RE Assistants. One RE Assistant works 15-20 hours a week and the other works 5-10 hours a week. Recently there has been a change of staff in the 5-10 hour a week position. The new RE Assistant is working closely with K-2 Spirit Play classrooms. Adrienne also oversees childcare staff. Our childcare area is very busy offering childcare for many church functions.

In addition, Adrienne oversees the 3rd-6th grade RE classes, which includes a few 7th and 8th graders. Currently the curriculum called "Exploring Our Sources" is being used in the 3rd-6th grade classes. Middle school OWL is currently in session and will be complete just before spring break. Adrienne recently took a group of our middle

school children to a convention in Louisville. At the convention, the middle school children were able to meet other UU middle school children from many other churches. There are no middle school UU conventions during the winter. Adrienne is planning a “lock-in” at the end of February to fill the gap. She will invite middle school children from several other churches for the overnight. In the future she hopes to have regularly scheduled annual overnights with other churches for the middle school children. Adrienne meets with other Directors of Religious Education in the southern part of the Mid America Region once a month.

Our RE program is also using the principles outlined in the book “Sticky Faith.” Sticky Faith focuses on keeping high school age students engaged in our faith through high school and after.

Currently, there are about 150 students registered for RE classes.

A round table event is being planned for January as a way to increase communication between parents, RE staff, and the RE committees.

C. Minister's Report

Reverend Macklin

Reverend Macklin recently attended a seminar on spiritual direction within congregations. The seminar group plans to meet again in February. She felt that the seminar was a valuable experience.

Reverend Macklin also attended a seminar on mental health at the Christian Theological Seminary.

In preparation for Reverend Macklin’s role as a teaching pastor for Meadville Lombard Seminary, she participated in a teaching pastor introductory webinar.

Judy Bennett’s title will be changing from Membership Coordinator to Director of Congregational Life. The title change acknowledges the work Judy does for the congregation above and beyond that of a Membership Coordinator. Judy will be retiring next summer.

A group from our congregation will be attending an Intra-cultural Competency conference in Louisville.

Attendance at NAACP meetings is encouraged as part of the church’s multi-cultural anti-racism work. The 50th anniversary of the March on Selma is coming up in March 2015. This church has a history of participation.

D. Old Business

1. Board Retreat Follow-up

All

Von will contact Keith Kron regarding the possibility of joining us via Skype during our November Board meeting as our Ministerial Search Representative. If that is possible, we will start the November Board meeting with Keith at 6:30 pm. In preparation for the meeting, we will send our retreat notes and our research notes

regarding the experiences of other congregations to Keith. The Ministerial Search Team job description will be completed after talking to Keith Kron at the Board meeting. (Since this Board meeting, the meeting with Keith Kron has been scheduled for November 14th at 5 PM. Keith will be at the meeting with the Board in person.)

Von has started the ministerial search website. Some of the content from Drew's Interim Minister website will be moved to the new site. The timeline on Drew's site needs to be retained.

Ann has started work on the on-line survey. The on-line survey will be one method for members of the congregation to recommend nominations for the Ministerial Search Team.

Von recently attended a Non-profit Board training in Bloomington. The training covered expectations for Board members. This information would be beneficial to our Board training materials. Leadership Cultivation might want to examine and describe what it means to serve on various church committees.

We will plan to have the strategic planning retreat in the spring with the caveat that it may need to be rescheduled if the timing does not fit well with the ministerial search activities. We may decide to reschedule the retreat to the fall of 2015, after new Board members are in place. One benefit of having the strategic planning retreat in the spring is to provide prospective ministers with the Board's vision for the future. Some ministerial candidates will start reviewing this type of church information very early in the process.

Possible spring retreat discussions might include the goals the Board has for congregational growth and how we would hope to reach those goals.

Perspective ministers are interested in the Board's goals since members of the Board are very active and engaged members of the congregation.

Motion made by Deb: for the Board to endorse decisions made at the Board Retreat.
Seconded by Pat.

Vote: approved unanimously.

The month by month plan for selection of the ministerial search committee was outlined during the Board retreat and will be presented at the December 2014 congregational meeting.

2. Bylaws clean up

Von Welch

See attached "Proposed UUCB Bylaws Changes."

A link will be included to the "Proposed UUCB Bylaws Changes" document in the November Prologue.

Motion by Doug Cauble: for Board endorsement of the bylaw changes.

Seconded by Arzetta.

Vote: approved unanimously.

3. Pledge results update

Arzetta Hults-Losensky

See attached "Pledge Comparisons FY 2013-14 and 2014-15."

Pledges are slightly lower this year, in comparison to where they were at the same time last year.

Occasionally, funds are needed that are not budgeted. For example, for revamping the church website. This money is taken from the excess funds T account.

Finance committee recommended that excess revenue is put in a T account.

E. New Business

1. Belcher Property Documentation

Von Welch

See attached "Update on Belcher Property" and "Option to Purchase Real Estate."

Agreement regarding the Belcher property is written to persist after the death of Mrs. Belcher. Guy Loftman, who acts as our attorney, is working to update the document to include the full property since a section was inadvertently omitted in the original document.

2. Monitoring

The Board member in charge of the reading for the month has increased responsibility to carefully review the month's assigned Board Policy monitoring.

II.B Staff and Volunteer Treatment Reverend Macklin

Written report from Senior Minister

Required exhibit: Personnel policies

See attached "Operations Policies."

Hours paid for vacation policy was revised to say the following:

C. VACATION

The Employer grants paid vacation to exempt staff employees at their regular rate of pay based on their length of service with the Employer. In addition, in special cases, hourly employees working an average of 15 hours per week or more may be granted paid vacation at their regular rate of pay and number of hours per week as outlined in their letters of agreement, based on their length of service with the Employer. (highlighted change effective 7/1/2014)

Employees will start using the Board Policy General Ends Statements to set their goals and Reverend Macklin will review.

A mid-week staff meeting has been added.

An “A-team” meeting is held once a month. These meetings include larger items, like revamping the website. Lay leaders also attend these meetings.

It was noted that the Operations Policies give the Board president a significant role when several types of misconduct are indicated.

I.E. Financial Condition

Reverend Macklin

Written report from Senior Minister

Required exhibit: Statement of cash flow

See attached “Revenue and Expenses as of September 30, 2014” and “2014-2015 Operating Budget.”

Pledge payments were about 19K lower as of September this year compared to last year.

The operating cash position is above the amount needed to pay our bills, but expenditures continue to be monitored closely.

The person who writes the checks for the church cannot sign them.

3. Congregational Meeting Planning All

A portion of the material produced at the Board retreat will be presented at the December Congregational Meeting.

The on-line survey for the congregation to make Ministerial Search Team suggestions will be introduced.

Kathy and Von will draft an agenda for the Congregational Meeting and discuss it with the ministers at their November 3rd meeting.

Leadership Cultivation will report at the December Congregational Meeting in order to increase transparency in their procedures.

We should ask Andrew Appel to present at December Congregational Meeting regarding the Green Spaces Initiative.

The Special Purposes Fund will report at the June Congregational Meeting.

Social Justice grants panel will report at the December Congregational Meeting.

Reverend Macklin and Reverend Wadkins will work on updating the pictures of ministers on the wall in the Library.

Barbara Carlson's service to the congregation as Minister Emeritus has been exemplary. The Board acknowledged the fitting tribute the ministers and the congregation gave to her on Sunday. She remains a Minister Emeritus when she leaves. A letter from the board will be drafted to Barbara Carlson thanking her for service.

Our congregation may apply for a matching grant through the Center for Congregations if an appropriate project for a grant is determined. Such grants may not be used for capital improvements. We can only receive one grant a year so we should use the grant wisely and to the fullest extent.

V. Executive Session 9:02 PM

The board met in executive session at 9:02 pm.

VI. Adjournment 9:55 PM

Motion by Doug Cauble: To adjourn.

Seconded by Pat.

Vote: approved unanimously.

The meeting adjourned at 9:55 pm.

As of September, 2014

2014-15 Operating Budget
(\$ in thousands)

Income		Outlays	
Budget	Actual	Budget	Actual
\$604.7	\$165.3	\$610.3	\$146.1

The operating cash position of the church is above the amount of cash needed to meet current obligations. Cash in and available operating budget funds are above the amount needed to cover outlays of October without any additional income.

Total 2014-15 pledge payments are below the three-year average. The shortfall began in the month of July and has increased pledge payments only a small percentage of budgeted amount. Prior year pledge payments have reduced the shortfall, but only enough to bring the current total pledge to about \$19000 below the three-year average percentage of the three previous first quarter payments.

Expenses are slightly above the planned level for the first quarter of the fiscal year. The expense seems to be caused by an earlier partial payment of Denominational funds. These costs should fall within the planned level by the end of the fiscal year.

The cash flow of the operating budget is within the anticipated level of church finances through the first quarter of the fiscal year. Recommend that we keep close look at pledge payment as we review the financial health of the execution of the Operating Budget.

OPERATIONS POLICIES
UNITARIAN UNIVERSALIST CHURCH OF BLOOMINGTON, INDIANA

[NOT BY-LAWS OF THE CHURCH]

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Operations Policies revised 11-13-13.docx

1. GENERAL

1.01 Use Of Congregational Mailing List

The congregation's mailing list shall not be given out to any outside organization, as this would violate the privacy of our members.

1.02 Sunday Morning Announcements

The preferred method of making announcements is to have them printed in the Sunday Order of Service, deadline Friday, 9:00 a.m. To be read aloud by the Board announcement person on Sunday, brief announcements of 25 words or less must be delivered to the announcement box in Room 204 by 8:30 a.m. on Sunday, or emailed to the church administrator no later than the preceding Friday morning at 9:00 a.m.

Special cases when an individual may come forward to make an announcement (e.g., the stewardship chair, the holiday bazaar chair) will be coordinated in advance with the Minister(s).

1.03 Updating Membership Roll

Letters are mailed out annually by the Board Secretary (By-Law 2.2) (typically delegated to the Church Administrator) to any person on the membership roll who has not *participated* for one year, requesting whether or not they wish to have their name kept on the membership roll. Any member who does not reply within 30 days shall be automatically removed from the membership list. Participation means active involvement in congregational activities or financial support of the congregation.

1.04 Child Care

Child care for congregational events can be provided if the Director of Religious Education is notified at least two weeks before the event, and at least two families need childcare in order to attend a given event. Childcare will be provided by UUCB staff or UUCB volunteers only.

1.05 Sexual misconduct and Sexual Harassment:

Policy on Relationships and Conduct: Ethical, Sexual, Professional Code of Ethics

Code of Ethics for Adults and Older Youth

Who are in leadership p roles with children/youth
(adopted by the Unitarian Universalist Association in 1986)

Unitarian Universalist Church Of Bloomington, Indiana, Inc.

Adults and older youth who are in leadership roles in a position of stewardship and play a key role in fostering spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care and support that will enable children and youth to develop to positive sense of self and a spirit of independence and responsibility.

The relationship between young people and their leaders must be one of mutual respect if the positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play

a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth and adults suffer damaging effects when leaders become sexually involved with young persons in their care therefore leaders will refrain from engaging in sexual, seductive or erotic behavior with children and youth. Neither shall they sexually harass or engage in behavior with youth, which constitutes verbal, emotional, or physical abuse.

Leaders shall be informed of the code of ethics and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken.

When any minister, adult leader, child care employee, church school teacher or other person working under the auspices of the Unitarian Universalist Church of Bloomington, IN has reason to suspect that a youth or child under 18 has been the victim of sexual abuse, Physical abuse, or neglect, these suspicions shall be immediately reported to the President of the Congregation, one of the ministers, or a professional staff person of the church.

I have read and understand the above statement and the expectations that it places on me.

NAME _____ Social Security Number _____

SIGNED

POSITION

DATE

\\Emerson\Users\Martha\forms, certificates, etc\Code of Ethics.doc

1.05 Policy on Relationships and Conduct: Ethical, Sexual, Professional

(Draft Revision of Policy 1.05 Sexual Misconduct and Sexual Harassment. Changes/Additions are underlined)

UNITARIAN UNIVERSALIST CHURCH OF BLOOMINGTON, INDIANA
POLICY ON RELATIONSHIPS AND CONDUCT: ETHICAL, SEXUAL,
and PROFESSIONAL

Accepted by the Congregational Meeting of _____

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APPENDIX

Denominational:

1. Unitarian Universalist Ministers Association (UUMA) Code of Professional Ethics.
2. Code of Ethics for persons working with children and youth in UUA- sponsored program. (slightly revised)

Secular:

1. Child Abuse Reporting Law
2. Criminal Laws Relating to Sexual Activity

I. INTRODUCTION/PURPOSE OF POLICY

The Unitarian Universalist Church of Bloomington, as a spiritual community, affirms the principles of the Unitarian Universalist Association: 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 liberty and justice for all;
respect for the interdependent web of all existence of which we are a part.

WE ALSO WISH TO GUARANTEE OUR CHURCH AS A
PLACE OF PHYSICAL AND EMOTIONAL SAFETY.

In concert with these principles, it is incumbent upon the minister and upon all paid staff and volunteer adult leaders to act with integrity and authenticity to support and enable the spiritual and personal growth of our children and congregants. In this privileged role, adult leaders will exercise caution and sound judgment to avoid misconduct and harassment whether emotional or sexual or any behavior that could be construed as imposing on another's personal boundaries.

II. POLICY ON SEXUAL MISCONDUCT AND SEXUAL HARASSMENT

No minister, adult leader, childcare employee, church school teacher nor any other person working in a paid or volunteer capacity under the auspices of the Unitarian Universalist Church of Bloomington shall engage in sexual misconduct or sexual harassment.

Provisions Unique to Ministers

With respect to married ministers or those in committed relationships, this policy prohibits a minister from dating, establishing or encouraging a romantic relationship with a member of the congregation. With respect to single ministers or those not in committed relationships, this policy prohibits dating, establishing or encouraging a romantic relationship with any minor, counselee or the partner of a person in the congregation.

Romantic relationships with single members of the congregation are discouraged because of the potential for abuse of power, but such relationships are not prohibited. If the single minister and a single congregant do find themselves in such a relationship, the minister shall also promptly inform the Board of Directors of the church of the relationship to minimize allegations of impropriety.

Provisions Unique to Youth

All persons working with children and youth will familiarize themselves with the definitions of child abuse, the sexual and physical symptoms, what constitutes inappropriate conduct, the civil and criminal consequences of misconduct and be willing to abide by investigations as well as signing the Code of Ethics.

All ongoing workers will be members of the UU Congregations for at least 6 months. All persons working with a child or adolescent will abide by the "2-person rule" and will never be alone with a child or adolescent without another ADULT present unless written consent from the parent or guardian has been given. EXCEPTIONS TO THIS RULE MAY BE IN THE CASE OF RELIGIOUS EDUCATION CLASSES. (See Reducing the Risk with Youth below).

Allegations or suspected abuse or inappropriate behavior will be taken seriously and tactfully responded to immediately, according to the guidelines in II B and C.

A. DEFINITIONS

SEXUAL MISCONDUCT is a broad term describing sexual harassment or criminal law violations of a sexual nature as well as acts that may be less serious and yet inappropriate such as sexualized behavior with a minor. These acts include any violation of professional or ethical boundaries based upon inappropriate statements or touching in a sexual nature.

SEXUAL HARASSMENT is a specific term describing the following acts:

1. Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when:

a.) submission to or rejection of that conduct is used as a factor in decisions affecting an individual's employment, education or participation in a church activity or b) the conduct has the purpose or effect of substantially interfering with an individual's employment, education or participation in a church activity or creating an offensive, hostile or intimidating environment for work, education to church participation.

2. All sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature shall be deemed unwelcome and violations of the right to be free of sexual harassment when the perpetrator is a minister and the victim is a minor, a counselee, a spouse or partner of a person in the congregation.

3. All sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature shall be deemed unwelcome and violative of the right to be free of sexual harassment when the perpetrator is a minister or anyone who works with youth and the victim is under eighteen years of age.

OTHER FORMS OF MISCONDUCT

1. Emotional abuse: Although difficult to define, no person should unduly impose their emotional needs on another. Especially in the case of young persons, no youth should be used as emotional support to adults and their problems.

2. Abuse of Power: Wherever there are status, age or position differences, an issue of

power imbalance may arise. It is the responsibility persons holding the greater power not to exploit those of lesser status, age or position.

B. REPORT VIOLATIONS

Anyone who believes that he/she has been the victim of the above misconducts is in violation of this policy may report the allegation to the minister, any professional staff member or any board member of the Church.

All allegations of sexual misconduct or sexual harassment under this policy shall remain confidential except to the extent reports must be made to comply with legal requirements as in the case of minors and except to the extent allegations are investigated under this policy.

Allegations of (omit sexual misconduct or sexual harassment) misconduct shall be promptly forwarded to the Board President who will coordinate the investigation unless he or she is the target of the allegation. In that event the Board Vice President will coordinate the investigation. The minister shall be kept informed.

Until proper investigations have been carried out, the target of the allegations will not serve in a Church capacity.

C. INVESTIGATING ALLEGED VIOLATIONS

1. Reports to Authorities as Required by Law: pertaining to minors.

The Board President shall immediately notify Child Protection Services, the Church attorney and Church insurance agent. (See Statutes and appendix).

2. Appointment of Ad Hoc Committee/Confidentiality regarding allegations made by adult victims.

The Board President shall appoint an ad hoc committee consisting of the Board President, one other board member and one member of the congregation to investigate the allegation. The work of the committee shall be completely confidential.

3. Interviews by Committee in the case of adults.

The committee will interview the alleged victim and prepare a detailed written summary of the allegations of the victim and every effort will be made to secure the signature of the victim on this summary. If the victim does not sign, the reason for not signing the summary will be noted on the summary.

The committee will then interview the alleged perpetrator and prepare a detailed written summary of the facts as related by the alleged perpetrator. Every effort will be made to secure the signature of the alleged perpetrator on this summary. If the alleged perpetrator does not sign, the reason for not signing the summary will be noted on the summary.

An interview and written summary will also be prepared for any witnesses possessing relevant information.

People may be recalled by the committee after it receives the testimony of others in order to pursue questions raised by such testimony. The committee should strive to minimize recalls and it should work expeditiously without sacrificing thoroughness.

4. Determination

The committee shall determine the truth of the allegations by consensus. The victim and the perpetrator shall be informed of the decision in writing.

D. CONSEQUENCES

1. Consequences for Minister - violation of this policy by the minister shall constitute good cause for discipline.

The Board shall also inform the following of any determinations of serious violations of this policy.:

a) The Director of the Department of Ministry of the UUA.

b) The Ministerial Fellowship Committee of the UUA.

c) The Unitarian Universalist Ministers Association.

2. Consequences for staff and volunteers - The Board shall determine consequences appropriate to the violation including but not limited to removal from the staff and/or all positions of

authority with the Church.

1. No person found to have violated these policies will work with children or youth of our congregation in the future.

E. COUNSELING FOR PERPETRATOR

Counseling and/or referral for counseling shall be offered to the perpetrator.

F. COUNSELING AND SUPPORT FOR THE VICTIM

Counseling and support shall be extended by the minister and/or other appropriate staff person to the victim of misconduct. Professional referrals will be made for those who need counseling beyond that available within the church community.

G. GUIDELINES FOR MAINTAINING APPROPRIATE BOUNDARIES

These guidelines apply to ministers, employees and volunteers.

1. Refer to professional counselors all matters that you are not qualified to handle.
2. Be careful with physical contact. Some people appreciate hugs; others do not. Any unwanted physical contact could be interpreted as sexual harassment.
3. Counseling should include words of encouragement, support and affirmation - not words of love and affection. Adults working with children, minors and vulnerable adults must establish a relationship of mutual respect and must not impose their own emotional or physical needs on children or youth. See Section III: Reducing the Risk with Youth.
4. Church-sponsored retreats, weekends, trips, and overnights for minors should always have two responsible adults who preferably reflect the gender mix of the group. There must be no use of alcohol or illegal drugs by any member of the group at these events.
5. There should be a minimum of two responsible adults in attendance when meetings involving minors are held. See RE exceptions below.
6. The minister should encourage counselees to attend counseling sessions in the minister's office: a semi-private but confidential environment. The minister should not go alone to the home of a person who is alone for counseling purposes unless there is a compelling reason to do so.

III REDUCING THE RISK WITH YOUTH

A. INTRODUCTION

We are entrusted with the special care and protection of our children and youth. The following guidelines and policies are made in order to ensure that our youth are in as safe an environment as possible and to help avoid false or mistaken accusations of those who work with the youth of our Church.

Every participant in youth activities has the responsibility to treat others with respect and not engage in unwanted sexual advances or inappropriate conduct. Teachers, Facilitators and adult volunteers shall read, sign, and abide by the Code of Sexual Ethics and the foregoing principles.

B. SCREENING FOR WORKERS WITH CHILDREN AND YOUTH

Regular attendance at the UU Church of Bloomington for at least 6 months is a prerequisite for ongoing youth work.

Screening for all ongoing workers, prior to the start of their employment or volunteer position should include:

1. An employment application.
2. A screening form to include applicant's name; address; a full explanation of prior criminal convictions; the area of youth work the applicant is interested in; any training or education in youth related work; a description of church work over the last 5 years; a description of any youth work (at churches or any other organization) over the last 5 years; and the names and addresses of 2

references.

A employment background check may be done on all youth workers, at the discretion of the ministers and staff.

All ongoing workers will have a training session to help recognize risky situations and handling of suspected abuse situations.

Individuals applying for higher risk positions, (camps, overnights, or largely unsupervised activities and persons in paid positions) will also have an interview with a responsible staff member, coordinated by the DRE.

C. SAFETY POLICIES

Since our building is equipped with windows on all classroom doors, one teacher or childcare worker may be present during regular Religious Education sessions as long as constant monitoring occurs.

For all other groups of children and youth, it is mandatory that at least 2 adults be present. At least one adult must be over 25 years old.

One adult shall never be alone with one youth without the written consent of the youth's parent or guardian.

One adult may be alone with 2 youth without special permission. Exceptions to this policy may be made in brief incidental occurrences such as upon arrival of the first youth or the last youth to be picked up. If such situation extends beyond 15 minutes a religious educator shall be informed by the adult present.

On occasions where a larger group subdivides into smaller subgroups for discussion or activity, small groups will consist of at least 2 youth and their adult leader.

If an adult is driving with youth there must be written parental permission for the adult to be alone with the youth.

D. BEHAVIORS

Youth workers will be charged with the responsibility of identifying potentially suspicious or inappropriate behaviors and reporting them immediately to a staff member. Any inappropriate conduct or relationships between an adult worker and youth will be confronted immediately and investigated.

Children and youth need to be assured of a safe emotional environment as much as possible and adults working with them must establish a relationship of mutual respect.

Any youth participant who observes or experiences discomfort with language, conduct, or contact whether sexual or non-sexual that infringes on his or her personal boundaries is encouraged to inform an appropriate person such as a minister, a Board member or DRE. Adults are responsible for reporting incidents according to the childcare risk management policy. Specific allegations of sexual abuse will be addressed, investigated, and reported according to law.

Incidents of disrespectful or harassing behavior by youth may be addressed and resolved by the group. If the victim prefers to address the issue privately, he/she may seek the counsel of a teacher, advisor or staff member.

E. RESPONDING TO ALLEGATIONS OF ABUSE

In the event of an allegation of sexual abuse involving a minor that takes place at a church function, serious legal violation, personal injury requiring professional medical treatment, serious damage to any property or church property, and any alleged misconduct as identified above, immediately contact a minister and Board President who must follow the legal statutes, and follow the guidance of the Church attorney and Church insurance agent.

Emphasis is placed on protecting the alleged victim, while cooperating with civil authorities, getting the facts and projecting a professional attitude in case of publicity. All allegations need to be taken seriously.

1. Secure the safety of the alleged victim. Remove the alleged perpetrator from the group. Offer support to the alleged victim, and/or help seek medical treatment if necessary.
2. Notify the parents or caregivers.
3. Document all your efforts at handling the situation.
4. Do not prejudge the situation, but take the allegations seriously and reach out to the victim and the victim's family. Showing care and support help to prevent further hurt.
5. Treat the accused with dignity and support. If the accused is a church worker, that person should be relieved temporarily of his/her duties until the investigation is finished.
6. Refer requests for public statements to a church authority.
7. Be careful to safeguard the privacy and confidentiality of all involved.
8. Institute support meetings as needed for others who were present or involved.

RULE VIOLATION

Persons working with youth are required to bring to the President of the Board, the Director of Religious Education and/or the chairperson of the Youth Advisory Committee any incident which involves:

1.06 Newsletter and Publications Policy

The responsibility for the editorial practices and policy of the church newsletter rests with the Executive Minister. The Church Administrator is responsible for the production of the newsletter.

The primary function of the newsletter is to inform the congregation of church programs and activities. Space and emphasis will be allocated according to the following priorities:

- Information about Sunday services
- Communications from the Ministers
- Information about Religious Education programs and classes (all ages)
- Information about all-church functions, e.g., annual canvass, congregational meetings
- Communications from the Board, the staff, and church committees
- News of church members/friends; brief announcements of members' special needs
- District and denominational news
- *As space permits*, community news and announcements of activities of organizations of particular interest to the church or its members
- *As space permits*, once per month, a small section of classified ads from members/friends may ~~will~~ be included (Bulletin Board section)

Advertisements for ongoing business and professional services will not be published, but the newsletter will accept a one-time announcement of a member's ENTRANCE into a business or profession.

All newsletter items must be turned in to the office by 10 a.m. on the day of publication. Articles received after 10 a.m. may appear in the next issue.

Every newsletter item must have the name and daytime phone number of the person submitting the

article.

The Church Administrator is the editor of the newsletter and other congregational publications.

The Friday UU Update is intended to provide short 45-50 articles about congregational events that are taking place within the next 10 days.

The order of service may contain brief notes about events taking place within the next week.

Any questions or problems concerning the newsletter or other congregational publications should be addressed to the Church Administrator.

1.07 Plate Collections at Services

Plate collections/offerings shall be taken at each service and benefit the operating fund. Exceptions may be authorized by the Executive Minister.

1.08 Free Services for Rites of Passage Members who have made a financial pledge to the congregation are entitled to free use of the building for rites of passage after they have been pledging members for six months.

1.09 Church Office Closings The administrative offices will be closed on federal holiday and from December 24 through January 1. Office closings on week days will be posted on the office entrance door.

1.10 Snow and Inclement Weather

In the event of heavy snow or other inclement weather and dangerous travel conditions, the decision to cancel services or events rests with the Minister(s). WFIU and WTIU will be notified of such cancellations.

1.11 YRUU Policies

Developed by YRUU Advisory Committee; June 1998
Revised May 2001, Revised April 2004, Revised October 2013
Unitarian Universalist Church of Bloomington, IN

Sexual Behavior Policy

Sexual or romantic behavior at YRUU meetings is prohibited.

Every participant in YRUU activities has the responsibility to treat others with respect and not engage in unwanted sexual advances or conduct. Any sexual advances or conduct between an adult and a youth are considered sexual misconduct and are prohibited. Facilitators and adult volunteers shall read, sign and abide by the Code of Sexual Ethics and the "Reducing the Risk" policy of this church. Any youth participant observing or experiencing discomfort with sexual language, conduct or contact is encouraged to inform the group, a facilitator or another appropriate person such as a minister or staff member. Adults are responsible for reporting incidents according to the Reducing the risk of Sexual Abuse policy.

Inappropriate sexual behavior will be addressed by advisors and/or group members when it arises. Serious or continuing problems shall be referred to the staff.

Smoking Policy

There will be no tobacco use inside the church building or on church property by anyone.

Youth Driving Policy

Youth will not drive other youth in or on motorized vehicles during youth group programs. Drivers and passengers shall wear seat belts during all local and long distance driving. It is expected that parents will volunteer their driving services when necessary.

Drug Policy

Illegal drugs and alcohol are prohibited at any youth event. Youth and adults may not be part of the group while under the influence of illegal drugs or alcohol.

Committee Job Description - EML Youth Advisory Committee (YAC)

Committee:

- Monitors compliance with YRUU policies.
- Will have shared responsibility with the DRE for implementing YRUU policy and procedures.
- The YAC will act as a support/liason committee to older youth programs (YRUU), reporting to and work with the Director of religious Education and the Religious Education Committee to support the religious educational needs of High School Age Youth.
- Will respond to serious issues or concerns raised by youth, facilitators, parents, or DRE in as timely fashion as possible.
- Coordinates communication among parents, youth, facilitators and congregation.
- Maintains a volunteer advisor list.
- Arranges for an annual discussion of the Youth Advisors Handbook
- Communicates with other committees of the church when necessary (for example, with Sunday Services Committee for planning of Youth-led service.)
- Makes budget recommendations in consultation with the DRE. The YAC will initiate amendments to the YRUU policy when necessary and in consultation with the DRE.
- With the DRE, defines obligations and responsibilities of facilitators.
- Keeps minutes of meetings.
- Recommends new and evaluates current facilitators each year for approval by youth group and the Board. (3-4 facilitators). The DRE is a voting member of the Evaluation Committee.

Will be composed of at least 3 youth,(High School Youth is defined as youth in grades 9-12), at least 3 parents, a Board member, the facilitators, the DRE and the chair(s) of the committee. The chair of the YAC will be a participating member of the RE committee and will represent the needs and goals of the YRUU as an RE Committee Member. All meetings will be generally open to members of the congregation. The committee reserves the right to call an executive session at their discretion. In the case of an executive session it is necessary for at least one parent, one youth, one facilitator, one board member, the DRE and one chairperson to be present.

DRE's Role with YRUU and YAC

In the event of absence of a YAC Chair, the DRE and the RE Committee are responsible for recruiting for the position to ensure a liaison with YRUU. Until an appropriate representative is found, the DRE will act as a liaison to and a resource for YRUU.

The DRE and the RE committee is responsible for recruiting qualified YRUU facilitators with Youth input.

The DRE and the RE Committee have ultimate authority over how the approved YRUU budget

monies are spent or transferred. Transfers of monies away from program lines must be discussed between the DRE, Program Facilitators, and Committee Members (RE and YAC) before final action is taken.

1.12 Congregational Spokesperson

The President of the Congregation shall be the spokesperson for the congregation with the designation following the approved board leadership succession should the President not be available.

1.13 Solicitation and Leafleting on Church Property

Solicitation and leafleting by non-church persons or groups is prohibited on church property.

2. PROPERTY

2.01 Loan of Church Equipment

Equipment of the church may not be loaned out to any private individual or organization. Exceptions to this policy must be approved by the Executive Minister or designee on a special one-time basis.

2.02 Renting Church Space

The Church allows use of meeting room space by many organizations whose purposes are consonant with our mission. However, the Minister(s) reserve the right to deny use to any group that espouses a belief that is in conflict with our mission or the purposes and principles of Unitarian Universalism.

2.03 Facilities Use Guidelines

Facilities User: Retain this copy of our Facilities Use Policy for your reference.

FACILITIES USE POLICY

Unitarian Universalist Church of Bloomington

2120 N. Fee Lane Bloomington, IN. 47408 812-332-3695

Revised September 2013

PURPOSE

The congregation of the Unitarian Universalist Church of Bloomington wishes to serve the community by sharing its resources with nonprofit organizations, service groups, and individuals whose activities are compatible with the goals and principles of Unitarian Universalism. Our policies are intended to enlist the cooperation and responsibility of all who wish to use our facilities. These policies should be read by those requesting the use of our church's facilities.

GENERAL RULES

1. Facilities Use Policy may be reviewed and amended from time to time with the oversight of the Executive Minister.
2. Implementation of the Facilities Use Policy will be done through the church office by the Church Administrator.

3. Priority - The congregation's programming needs will have the highest priority for building space.
4. Approval for use of the church's facilities on one occasion does not guarantee approval for use in the future.
6. Fees - Donations may be requested of facilities users to help share the costs of utilities, maintenance, and general wear and tear.
7. Smoking is not allowed in any part of the church building.
8. Alcohol use may be permitted and use must conform to the Alcohol Use Policy (Exhibit C).
9. Use by Social Justice Groups - Certain service groups whose activities relate directly to the social concerns of our church may be permitted use of the facilities at a reduced rate provided they do their own set-up and clean-up. Facilities use by these groups must be sponsored by a UUCB social justice task force.
10. Members' Rites of Passage - There is no charge to members of the church for use of space for Rites of Passage, if they have been pledging members of our congregation for at least six months.
11. Saturdays - All non-church activities or receptions must end by 6:00 p.m. on Saturdays to allow time for clean-up and set-up for use on Sunday.
12. Daily Use - Ongoing daily use by non-church groups of portions of the building will not be allowed.
13. Use of meeting room (sanctuary) - Respect for the beauty and value of the meeting room is encouraged for all who enter. Users of the facility are requested not to bring food or drink into the meeting room. Activities involving food and drink in the meeting room must be approved by the Administrator in consultation with the Executive Minister.
14. A Damage/Security Deposit will be requested of users of the facility (Exhibit B). Deposits will be returned promptly if no damage or breach of security occurs and if cleanup is satisfactory. The deposit may be retained fully or in part if there is damage, breach of security, or inadequate cleanup. Costs in excess of the deposit will be the responsibility of the user group or individual and will be requested accordingly.
15. Safety - Persons responsible for hosting an activity on the church premises will be given written information concerning the location of first aid kits and fire extinguishers, and instructions for responding to fire and other emergencies.
16. Liability - A Release of Liability Form is included on the Facilities Use Agreement. Signing of this form affirms the acceptance of the provisions of that Release. No non-church person or group may occupy the church facilities without signing the Release.
17. Use of Church's Name in Advertising - A non-church group using our facility shall not use the Church's name for other than listing the location of the event, and in such a manner that the Church cannot be construed as sponsoring such event.

GUIDELINES FOR USER GROUPS

We are proud of our facilities and we're happy to share them with you. In return, we ask that you be respectful in the use of the Church's building and property.

1. Application - Persons or organizations who wish to request the use of space within

the Church's building should first read the Facilities Use Policy. A Facilities Use Agreement must be completed which will specify the name and purpose of the organization, the room(s) requested, as well as other pertinent data. Any donations, damage/security deposits, or key deposits are requested to be paid in order to confirm the facilities reservation.

2. Responsible Person - The person who signs the agreement acknowledges that he/she will be in attendance at the requested activity and will be responsible for building security.
3. Use of the building is limited to those rooms specified in the Facilities Use Agreement, plus hallways and restrooms.
4. Use of furniture (other than tables and chairs) or equipment (such as sound system, piano, harpsichord, or toys) is not permitted unless specified in the Facilities Use Agreement. Furniture must be replaced after any rearrangement.
5. No posters or signs can be attached to the walls. Be particularly careful of any artworks which may be displayed in Church rooms. No removal or rearrangement of art objects is permitted without permission.
6. Keys may be loaned to after-hours users of the building. A key deposit is required which is refundable when the key is returned. Keys must be returned within 48 hours from the date of use.
7. Building Security Policy - Before leaving, all interior lights must be turned off and all exterior doors must be locked.

Security - Non Church Groups

- a. A Damage/Security Deposit is required from each group.
- b. This deposit will be forfeited the first time the group fails to meet its security responsibilities and a second deposit must be made for continued use of the facility.
- c. A second violation will result in loss of the second deposit and denial of use of the facility for six months.

Security - Church Groups

- a. A Damage/Security Deposit will not be required
- b. The first failure by a Church group to meet its security responsibilities will result in a written reprimand and warning from the Executive Minister.
- c. With a second violation, the group will be denied use of the facility for six months and will be required to submit to the Executive Minister a written explanation for their carelessness.

8. Children and youth (under 18yrs) must be under responsible adult supervision at all times. For safety reasons, we require that two supervising adults must be with every child or group of children under 14 years of age.
9. Recycling is encouraged whenever food or beverages are served.
10. Storage - User groups may not store any items on Church property without special permission. Also, the Church is not responsible for any items of property that may be left by user groups on the premises.
11. Janitorial Services are not included in the requested donation for use of the building. If help with set-up or clean-up is desired, this can be arranged on a cost (hourly) basis.

12. Parking is restricted to areas designated for that purpose.
Parking on the right-of-way on Fee Lane is prohibited by law.
 13. EMERGENCIES
 - a. First Aid Kits (three) are located in the Kitchen, the Religious Education Wing upstairs, and in the upstairs workroom Room 204. Notify the Church office, 332-3695, if a Kit is used so that it can be replenished. Use of a First Aid Kit should not be substituted for necessary professional medical care.
 - b. There are several Fire Extinguishers located throughout the building.
Familiarize yourself with these locations:
Lower Level - Meeting room, Kitchen, Social Hall, west hallway by the restrooms.
Upper Level - Library, Workroom, RE kitchenette at the east end of the hallway.
 - c. In case of Fire:
 - (1) Phones are located in the Kitchen and in the lower level hallway near the restrooms, and in the Church office Room 204.
 - (2) Dial 911 to report the fire. Stay on the line to give location and other pertinent details.
 - (3) Alert others to vacate the building.
 - (4) After the emergency has been cared for by the fire- fighters, notify a Board officer.
 - d. Ambulance - Dial 911
 - e. Other Emergencies - Such as storm damage, flooding, vandalism, etc.
- Please notify the Church Administrator, 812-332-3695 ext. 200.

ALCOHOL USE POLICY

Groups using Church facilities may be granted the privilege of serving alcoholic beverages. If this privilege is granted, the following policies must be observed.

1. The host or host group sponsoring the activity on the Church premises assumes all responsibility for observance and enforcement of the alcohol use policies.
2. For non-church groups, the alcoholic beverages to be served are to be provided only by the host or host group.
3. Only beer or wine (including champagne) may be served.
4. No Kegs - Beer cannot be dispensed from kegs.
5. Food must also be served when alcohol beverages are served.
6. Alternative non-alcoholic beverages must also be offered and displayed and served in a manner that is equally prominent and attractive as the alcoholic beverages.
7. Underage drinking, as defined by Indiana Law, is prohibited and must be strictly enforced.
8. Alcoholic beverages must be provided free of charge.
9. Recycling is encouraged in the use of plastic, metal, or glass containers.

Alcohol Pol 99.doc

Attachment A to the Alcohol Policy (approved at January 15, 2003 Board meeting)

- a. For public events such and the 2003 New Year's Eve Party, all alcohol, whether free or sold, shall be served by a licensed bartender.
- b. Concerning the serving of wine at the Holiday Bazaar, whether or not it is sold or provided free in exchange for a donation, we need to obtain a temporary beer and wine permit, and a temporary permit for bartenders. Cost is currently \$25 for the permit and \$4 for each bartender.
- c. For events such as fundraiser dinners or the Seder feast, it is our accepted policy to provide wine or beer as a part of a meal, if the alcohol is optional with non-alcoholic beverages also provided, and the alcohol is not a separately priced item.
- d. Underage drinking, as defined by Indiana Law, is prohibited and must be strictly enforced.

- e. Private parties held on church property may serve wine or beer in accordance with our Alcohol Use Policy, if permission is requested before the event.

2.04 Music property loan

The Music Director has discretion to lend music to other groups. (Minutes of 12/11/95)

2.05 Football Parking Fundraising

No non-congregational events will be scheduled in our building or parking lot on IU home football game days, in order to allow groups within the congregation to sell parking spaces in our parking lot to football fans as a fundraiser.

In most cases, congregational events will not be scheduled on IU home football game days. Exceptions to allow scheduling of congregational events may be made in special cases, with the approval of the minister(s).

2.06 Key Policy

Keys to the building will be loaned temporarily to representatives of groups renting space, or members of the congregation upon payment of a refundable key deposit of \$10-\$100. No key deposit is required for Staff members. The Church Administrator is the Executive Minister's agent for key control, and keys will be returned promptly upon request of the Church Administrator.

2.07 Posting of Notices on Entryways

Entry doors and adjacent windows shall be kept free of solicitations and advertisements.

3. DONATIONS

3.01 Memorialization of Members

The Membership Book will contain a registry of names of all members who have died. The updating of the book will be responsibility of the Membership Coordinator. The book will be stored in a secure location.

3.02 Use of Memorial Markers

When donations are used to buy a tangible object, the memorial marker should go on the object itself.

3.03 Donations of Art to the Church

Gifts of artwork offered to the Church will be evaluated by the Ministers in consultation with aesthetics advisors.

The donor will provide the following information for accepted pieces: 1. Donor's name, address and phone number. 2. Description of artwork. 3. Name of artist.

Donors understand that all donated artworks become property of the Congregation, which may dispose of the artwork as necessary.

3.04 Memorial Plantings

Memorial plantings will be discouraged since loss by natural causes and future building or landscaping plans may be unavoidable.

3.05 Policy for Scattering of Cremated Human Remains

Cremated human remains will not be scattered or otherwise deposited on church property.

4. FUNDRAISING

4.01 Fundraising by Social Justice task forces.

The following form will be used by groups within the congregation who wish to do fundraising for a special community purpose.

Petition to Fundraise
For non-Religious Education church groups
Unitarian Universalist Church of Bloomington, Indiana

The purpose of this form is to gather information so that the Management Team can decide whether to approve a fundraising event by a church committee or task force.

After completing this form, return electronically or on paper to Church Administrator Carol Marks, admin@uubloomington.org. She will take it to the next Management Team meeting.

Today's Date: _____

Contact person:

_____ Phone: _____ E-mail: _____

Name of fundraising event:

Date, Time, and Place of event: (Before submitting this form, contact the church office, admin@uubloomington.org, to reserve space for your event.)

Name of committee or task force that is sponsoring event:

Did the committee or task force vote on whether or not to sponsor this event, and if so what was the result of this vote?

Will a representative of the committee or task force be prepared to answer questions about this fundraiser? If so, who? What is the best way to contact him or her?

How will money be collected?

Where will money be transferred and how will this be accomplished?

_____ (Please continue on the reverse side)

Please describe the purpose of this fundraising event:

Please see the church's Fiscal Manual, attached, for information on how to handle cash and checks from fundraising.

Please give additional information that you believe would be helpful:

-- If you have questions about this form, please contact the Church Administrator, Carol Marks, admin@uubloomington.org or Rev. Breeden, breeden@uubloomington.org, or Rev. Macklin, macklin@uubloomington.org.

COMMITTEE CHAIR OR TASK FORCE LEADER:

SAVE THIS INFORMATION FOR REFERENCE

Fiscal Manual

Unitarian Universalist Church of Bloomington, Indiana

Security of Cash and Checks – Protection of Assets

1. All blank checks and voided checks will be kept in a locked location.
2. Cash and checks will be deposited on the day they are received.
3. After 60 days the Church Administrator and Treasurer will investigate any outstanding checks.

Separation of Duties Regarding Cash Handling and Bookkeeping

1. Staff member preparing the bank deposits will be a different person from the one maintaining the church's accounts.
2. Two individuals will count cash that is to be deposited, and will both sign the cash-in form or offering form before giving it to administrative staff for deposit.
3. The Treasurer or other officer of the church who does not do the bookkeeping will review bank reconciliations on a monthly basis.

Petty Cash Funds

2. Petty cash funds for General Petty Cash (Church Administrator) and Religious Education Petty Cash (Director of Religious Education) will be reconciled monthly by someone other than the petty cash custodians.
3. Receipts for reimbursement to petty cash will be submitted monthly for payment.

Payment of Invoices and Payroll

1. All invoices should be stamped paid and dated to prevent double payment for the same bill.
2. Treasurer will review and sign off on all electronic payment advice for online bill paying and direct deposit of paychecks.
3. Treasurer will review online bill pay and direct deposit of payroll on the bank's website on a monthly basis. Username and password will be provided to the Treasurer for this purpose.

Job Descriptions and Employee Status

Job descriptions and employment status forms should be updated annually or whenever a change of status occurs. (Personnel Committee)

Money Management Rules: How to Handle Cash from Fundraising

Top 5 Guidelines

- 1.) Arrange with the church administrator for working cash if needed.
- 2.) Do not pay receipts out of cash. Submit receipts or other requests for reimbursement.
- 3.) Always have 2 people count and verify the amount of money.
- 4.) Use standard cash-in and check request vouchers to process money.
- 5.) Do not leave cash unattended.

Details

1. If you need start up change contact the Church Administrator, Carol Marks, at least 5 business days in advance. Money can either be moved to an approved transmittal account if you have an existing budget or loaned from petty cash. Loaned amounts will be deducted from cash on hand after your first day of sales.

2. Turn in any cash and checks to drop box or a staff member within 24 hours of each event.

3 – 4. Trackability and accountability are critical.

- Use the Cash-In slips provided in Room 204 to turn in money to be deposited. Always have two people count each deposit. The cash-in slip should be signed by both counters and be included in the envelope with the cash. The deposit should be given the Office Assistant or to the church administrator, or a Board officer if available, or deposited in the cash drop in closet door next to the nursery (Room 104). Please use a #10 envelope for this purpose and be sure it is sealed.
- Use Check Request Vouchers to request reimbursement for money you have spent on behalf of your project. You must have a balance in the budget line or T-account you are using in order to be reimbursed.
- Do NOT disburse cash out of the cash you are taking in for the project to pay people back for things they have bought to benefit the project, or to pay honorariums for speakers. Original receipts and a Check Request Voucher must be submitted for checks to be generated. These vouchers and receipts should be given to the Church Administrator or Office Assistant. Checks are written on the 15th and last day of each month.
- Use a cashbox if the fundraiser is ongoing. After each event, count the cash that is in the box, separate the amount you want to keep there for change (not more than \$25), and prepare the balance of cash and checks for deposit in the church's bank account, in the fund you are using, e.g. Booktable, YUUMS bagel sales, etc. Be sure to put a signed paper in the cash box that says how much cash is remaining there and who counted it.

5. Secure the cash in a locked location when not in use.

Questions, please see Church Administrator Carol Marks or Treasurer John Lawson.

[F:\Carol\Rules & Guidelines\2008-05 Fiscal Manual, Money Handling.docx](#)

4.02 Fundraising for Urgent Causes. Fundraising events or special offerings to provide relief for emergencies or natural disasters, may be approved by the Minister(s).

4.03 Fundraising by Youth and Children of the Church. We encourage charitable giving within our Religious Education program. These fundraising events must be approved by the DRE and one Minister.

4.04 Fundraising by Other Groups Within the Church. Other groups within the church wishing to hold fundraising events that are not covered by other operations policies are required to complete a Petition to Fundraise (See policy 4.01) form and provide a copy to the Church Administrator. Approval is granted by one minister and the church administrator.

4.05 Selling Tickets, Items, or Soliciting Donations for a non-Church organization. Selling tickets, cookies, or other items to profit a non-Church organization is not allowed on church property without permission from the Church Administrator, requested at least one week in advance.

5. STAFF

5.01 Assistance to the Indigent

The Congregation currently has no budgeted resources to provide emergency cash or other monetary assistance to the indigent who seek help. The ministers, staff, and other representatives of the Congregation are encouraged to provide information to those in need about the many social service agencies in Bloomington and Monroe County.

For the protection of the Church's staff, representatives of the Congregation are prohibited from giving money or other material assistance to those who visit the Church seeking help.

5.02 Ministerial Use of Discretionary Fund/Account

The Minister(s) shall under no circumstances use the Discretionary Account for personal expenses.

5.03 Personnel Policy

Personnel Policy Manual
Unitarian Universalist Church
of Bloomington, Indiana

Date Adopted: _____9-9-2013 (by WTB, EML, CHM)____

(Changes on Page re: C. VACATION)____; revised 9-9-2013

Unitarian Universalist Church of Bloomington

General Information

Address: 2120 North Fee Lane, Bloomington, IN 47408
Phone: 812-332-3695
Email: admin@uubloomington.org
Website: www.uubloomington.org

Welcome to your new job

We appreciate that you've decided to spend your valuable time and effort working at the Unitarian Universalist Church of Bloomington and hope you will soon feel the U-U Church is a great place to work. Even though you are new to the church, you are a very important part of the team.

Beginning a new job means meeting many new people and learning many new things. Reading this manual thoroughly is the first thing you should do to get started. Whenever you are unsure about a rule or a policy, you can look in the manual.

Remember that the manual is just the beginning of your training as a new employee. Read it over now and read it over again after you have worked for a few weeks, when some of the details will make more sense. The best way to learn your job is to ask questions. Part of everybody's job is to help train new employees.

About the Unitarian Universalist Church of Bloomington

The first organization of Unitarians in Bloomington occurred in 1949 when a small group of faculty and students organized a Fellowship under the auspices of the American Unitarian Association. Adults held lay-led discussions on Sunday evenings in IU facilities or in members' homes. Religious education classes for children were held in the Indiana Memorial Union building.

In the ensuing years, the church has grown dramatically. The current property, purchased in 1964, has undergone a series of improvements; the most recent was the near doubling of the building and construction of the large Meeting Room in 1999. Church membership is over 400. The staff includes professionals in charge of church administration, campus ministry, religious education, and music. Future development is guided by long-range planning inspired by Appreciative Inquiry.

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I. EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

We have prepared this Personnel Manual to help you to understand some of the policies and procedures of the Unitarian Universalist Church of Bloomington, Indiana, (referred to herein as "Employer"). Employees should familiarize themselves with the Manual, as it will provide answers to some questions you may have about your employment. Nothing in this Manual or in any other written or unwritten policies and practices of Employer creates an express or implied contract, promise or representation between Employer and any employee.

The Employer's policies generally will be applied consistently. However, the Employer reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, this Manual provides a general overview only.

From time to time, changes in the Manual may become necessary. Therefore, the Employer reserves the right to amend, supplement or rescind any provisions of this Manual as necessary.

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. This Manual does not apply to ordained ministers(s) called by vote of the congregation. Employment "at-will" means that an employee or the Employer may terminate the employment relationship at any time for any reason, with or without notice.

This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor or the Church Administrator. Your comments and suggestions are genuinely encouraged.

B. EMPLOYER MISSION

Mission Statement

In this liberal religious community of inspiration, love and action:
we celebrate life
we nurture one another
we welcome all
we care for the earth and
we work for the common good.

C. EQUAL EMPLOYMENT OPPORTUNITY

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

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Church Administrator who shall report this to the Personnel Committee. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

D. SEXUAL HARASSMENT

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

submission to the conduct is made either explicitly or implicitly a term or condition of employment; submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or
the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct which may constitute sexual harassment, depending on the circumstances, include but are not limited to, the following:

repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature; or unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or the deliberate use of offensive or demeaning terms which have a sexual connotation; or inappropriate remarks of a sexual nature.

Any employee who believes he or she has been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to his or her supervisor or the Personnel Committee. If the report or complaint involves the supervisor or Church Administrator, or if the above are unavailable, the individual receiving the report or complaint should immediately report it to the Personnel Committee.

Every complaint or report of sexual harassment will be promptly investigated. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken. If appropriate, the Personnel Committee may consult with UU MidAmerica Region or the Unitarian Universalist Association (UUA).

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

E. HARASSMENT

The Employer prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by law, and that:

has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Some examples of conduct which may constitute harassment, depending on the circumstances, include but are not limited to, the following:

epithets or slurs; or
threatening or intimidating acts; or
written or graphic material; or
written, verbal or physical acts that purport to be jokes or pranks.

Any employee who believes he or she has been harassed by another employee, a supervisor, an agent of Employer, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor or the Church Administrator. If the report or complaint involves the Church Administrator, or if the Church Administrator is unavailable, the individual receiving the report or complaint should immediately report it to the Personnel Committee.

Every complaint or report of harassment will be promptly investigated. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Retaliation or reprisal against employees who report harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

F. RESOLUTION OF EMPLOYEE PROBLEM OR GRIEVANCE

Effective communication is essential for productive working relationships. Employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner.

Staff members should first express their concerns verbally or in writing to the other individuals involved and attempt to settle differences among themselves.

If this does not resolve the problem, the employee should present any complaint or grievance to his/her supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the concern or grievance in writing to the Executive Minister. (If the Executive Minister is the employee's supervisor, the concern or grievance should be submitted to the President of the Congregation.)

The Executive Minister or the President of the congregation shall then recommend a resolution of the problem to the supervisor and employee. The resolution recommended by the Executive Minister or President will be binding upon the congregation and employee.

It should be noted that the Regional Executive of the MidAmerica UU Region can be called upon at any point for advice.

G. INTERNET POLICY

Employer provides Internet access (including e-mail) to many of its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on the Employer's computer system are the property of the Employer and may be accessed only by authorized personnel.

Inappropriate Internet use includes, but is not limited to:

transmitting obscene, harassing, offensive or unprofessional messages; or accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law; or transmitting any of the Employer's confidential or proprietary information, including member/friend data or other materials covered by the Employer's confidentiality policy.

Employer reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded into Employer's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Prior written authorization from the Church Administrator is required before introducing any software into Employer's computer system.

Only authorized staff members may communicate on the Internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Employees may not state their status as a church employee in non-work Internet communications while expressing their personal opinions or beliefs. Any violation of this policy may result in disciplinary action.

H. MEDIA INQUIRIES

All requests for non-routine information about the Employer from newspapers, television and radio media should be directed to the Ministers or the President of the Congregation. An appropriate response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

I. CONFIDENTIALITY

Employees may have access to confidential information about the Employer, including but not limited to information about members, friends or other staff members. Such information must remain confidential and may not be released, removed from the Employer's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Church Administrator.

J. CONFLICTS OF INTEREST

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the Employer, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the Employer.

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the Employer. Employees who have questions about whether an activity violates this policy should discuss the matter with the Church Administrator.

K. OUTSIDE EMPLOYMENT

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee. An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of Employer duties; reflect discredit on the Employer; or tend to increase Employer's payments for sick leave, worker's compensation benefits or long term disability

benefits. Collateral employment should not result in outside telephone calls while on duty for the congregation.

Activities that may constitute a conflict include use of the Employer's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage.

L. EMPLOYMENT OF RELATIVES AND MEMBERS

Members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

As a general policy, employment with the church is open to members of the congregation as well as other members of the community.

M. PERSONNEL RECORD

It is very important that employees keep up-to-date all the information provided to the Employer at the time of hire. This information is essential for many purposes, including benefit administration, mailings to the employee's home, and contacting friends or family in case of emergency. The Church Administrator should be promptly notified of any changes in:

Address and telephone number;
Marital status (including legal separation);
Legal change in employee's name;
Dependents;
Changes in beneficiaries;
Person to notify in case of emergency; and
Any relevant changes in licensing or education.

N. INITIAL REVIEW PERIOD

New employees and employees who are transferred to another position may be required to complete an initial review period of ninety days. This period may be shortened or lengthened at the Employer's discretion. Upon completion of this period, the employee will be considered a regular employee.

Upon satisfactory completion of the initial review period, hourly employees may be eligible to receive a raise of 50 cents per hour, at the discretion of Employer. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of Employer.

O. PERFORMANCE EVALUATION

In general, employees will receive a written performance evaluation once each year that will be maintained in the Employee's permanent personnel file. Factors considered in assessing performance include but are not limited to quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation, and personal conduct.

Employees are requested to identify goals and objectives in advance so that their work may be evaluated on the basis of clear criteria they have helped to develop.

II. WAGE AND HOUR ADMINISTRATION

A. EMPLOYMENT CLASSIFICATIONS

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedule.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as “non-exempt” employees. Those in administrative, management, or supervisory positions who are not subject to such regulation are referred to as “exempt” employees.

Exempt staff positions include the Church Administrator, Director of Religious Education, Minister of Religious Education, and Music Director. All other employees are Non-exempt Staff.

Exempt staff positions will be funded adequately to provide basic major medical health insurance, a retirement plan, and a flexible benefit plan. Non-exempt staff positions may be eligible for some benefits according to the number of hours worked per year.

B. HOURS OF WORK

A normal, full-time workweek consists of 40 working hours. Individual positions will require varying numbers of hours per week; these will be specified in individual letters of agreement. Some positions require working evenings and/or Sunday mornings. Individual work schedules may change from time to time. Attendance at meetings at the request of the employee's supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events which are part of their employment. These events will also be considered time worked.

C. BREAK PERIODS

The time of meal and break periods will be at the discretion of the employee's immediate supervisor. Generally, there will be one paid 15-minute break period for each four-hour work period.

Employees working 6 hours or longer usually receive an hour unpaid meal period. Non-exempt employees should not perform any work during their meal period, except as otherwise directed by their supervisor. Break periods may not be accumulated, nor may they be substituted for tardiness or longer meal periods.

D. TIMEKEEPING AND OVERTIME

Non-exempt employees must submit a written and signed record of their time worked at the end of each pay period. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Where required by applicable law, overtime will be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty hours in any one work week. Holiday, vacation and sick leave are not counted for purposes of overtime compensation. Employees should not work overtime without authorization in advance.

E. PAY AND PAYROLL DEDUCTIONS

Pay adjustments, when available, will generally be considered for all employees once a year. Any adjustments will normally begin at the beginning of the fiscal year. Employees are generally paid at the end of the month.

Deductions made from employees' wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

Employees are responsible for promptly notifying the Church Administrator of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

III. EMPLOYEE BENEFITS

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through Employer. This summary is not intended to and does not create an express or implied contract, promise or representation between Employer and the employee. These benefits are subject to change at any time at the discretion of Employer. Any questions about employee benefits should be directed to the Church Administrator, who consults with the Personnel Committee and Human Resources Advisory Committee.

A. GROUP INSURANCE PROGRAMS

1. Health Insurance Benefits

Employees who work at least 750 hours per year may enroll in the group health insurance plan sponsored by the Unitarian Universalist Association (UUA). Employees are responsible for payment of premiums. Further information concerning the plan and any alternative health related benefits may be obtained from the Church Administrator. The Employer does not sponsor a group health insurance plan, and purchase of private health insurance by employees is permitted.

2. Group Dental, Term Life, and Long Term Disability Insurance

Employees who work at least 750 hours per year are offered the option of purchasing group dental insurance, term life insurance, and long-term disability insurance through the group plan sponsored by the UUA. New employees must enroll within 90 days of date of hire. Further information concerning these policies is available from the Church Administrator.

3. Workers' Compensation Insurance

Employer carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's immediate supervisor or the Church Administrator. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work.

B. RETIREMENT BENEFITS

The UUA maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, the Employer contributes a percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis.

Before an employee can become a participant, there are certain eligibility requirements that must be met. Each employee should review this material carefully and discuss any questions he or she may have with the Church Administrator or with the appropriate staff members at the UUA.

C. VACATION

The Employer grants paid vacation to exempt staff employees at their regular rate of pay based on their length of service with the Employer. In addition, in special cases, hourly employees working an average of 15 hours per week or more may be granted paid vacation at their regular rate of pay and number of hours per week as outlined in their letters of agreement, based on their length of service with the Employer. (highlighted change effective 7/1/2014)

(Non-exempt staff employees who are half-time or more are entitled to a prorated amount of vacation time.) Vacation eligibility for eligible staff members is as follows:

Length of Service Amount of Vacation

0-4 years: 1 hours per 26 hours worked

More than 4 years but less than 8 years: 1 hours per 17 hours worked

More than 8 years: 1 hours per 13 hours worked

Increases in vacation accrual rate will be made on the first day of the month following the anniversary date of the year in which an employee completes his or her 4th or 8th year of employment.

Vacation time must be requested in advance and can only be taken with the approval of the employee's supervisor. In the event of conflicting vacations requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements.

Accrual of vacation time past the end of the fiscal year in which it was accrued may not exceed one week.

Employees who resign with at least two weeks' notice may receive payment for the accrued vacation days that have not been used.

D. HOLIDAYS

The following paid holidays are observed each year for Core Staff--Ministers, Church Administrator, Director of Religious Education, Minister of Religious Education, Music Director, Membership Coordinator—will be paid for the following holidays:

New Year's Day
Martin Luther King, Jr.'s Birthday
Washington's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Eve

Church offices will generally not be open on these holidays.

Additionally, the church offices will be closed December 24-January 1.

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed

as the holiday. If employees are required to work on an observed holiday, they generally will be granted another day off.

E. LEAVES OF ABSENCE

1. General provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by the Employer. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify his or her supervisor.

2. Sick leave with pay

All full-time exempt staff employees accrue one day of paid sick leave for every month worked, up to a maximum of twelve days per calendar year. One year's worth (12 days) of sick time may be carried forward into the following year. Part-time exempt staff employees accrue sick leave on a pro rata basis. Non-exempt staff do not accrue paid sick leave.

Sick leave is to be used when the employee is unable to work due to the employee's own illness, injury or other medical condition. Sick leave may also be used as part of medical leave or sick childcare leave. Sick leave should be used for routine dental or medical appointments.

Employees must notify their supervisor before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition, including why the employee was not able to work.

The Employer reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by the Employer, and at the expense of the Employer.

3. Medical leave without pay

Unpaid medical leave may be granted in instances where an employee's medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the employee's supervisor. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a request or requirement for authorization to speak with the employee's treating physician. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter. Regarding any medical leave of absence, Employer reserves the right to request a second opinion from a physician chosen by the Employer.

4. Personal leave with pay

Employees who have been employed full-time for at least one year may be given paid personal leave of three days per year, which must be approved in advance by their supervisor.

5. Military leave without pay

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence and the expected date of return.

Employees may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

6. Funeral or bereavement leave with pay

Employees may be eligible for a leave of absence for up to three days with pay for the death of an immediate family member. The number of paid days off will be determined by the Personnel Committee based on the circumstances.

7. Jury duty leave with pay

Employees called for jury duty are paid their regular pay for up to twenty working days. Employees should appear for work upon being excused from jury duty on any day.

8. Parental leave without pay

Full-time employees who become natural or adoptive parents may be eligible for a leave of absence of up to six weeks. The leave must begin within six weeks of the birth or adoption. Biological mothers may also be eligible for sick leave or medical leave without pay following the birth of a child. Such a leave may, in the discretion of the Personnel Committee, run concurrently with unpaid parental leave.

F. VEHICLE USAGE AND REIMBURSEMENT

Employees using their own cars for church-related business may be paid mileage. Trips must be authorized by the employee's supervisor. Employees using their own cars for church-related business must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips.

All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by Employer.

IV. OTHER EMPLOYER POLICIES

A. ATTENDANCE AND PUNCTUALITY

Each employee is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. All scheduled absences must be approved in advance by the supervisor. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the employee's supervisor. If the employee expects to be absent the following day, he or she should inform the supervisor of that fact at the same time.

Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

B. WORK AND DISCIPLINARY GUIDELINES

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures which normally occur in four steps:

1. Verbal warning or counseling for a first occurrence.

2. Informal written warning for a second occurrence.
3. Formal written warning for a third occurrence.
4. Suspension without pay or termination for a fourth occurrence.

Written warnings (formal and informal) will be retained in the employee's personnel file as a record of work performance. Formal written warnings are in effect for varying periods of time depending on the severity, up to a maximum of one year, during which time an employee will not be eligible for merit wage increases or employee-requested transfers or promotions.

The Employer reserves the right in its discretion to bypass any of the above steps and utilize a higher level of discipline for any given occurrence. The severity of discipline will depend upon the severity of the occurrence as well as the employee's work history.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

Failure to perform work in a manner acceptable to Employer.

Absenteeism or tardiness.

Leaving work without permission.

Failure to report absences as required.

Sexual harassment or harassment described in this Manual.

The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Employer premises (including meal and other breaks).

Unauthorized possession of weapons.

Disclosure of confidential information.

Smoking in unauthorized areas.

Failure to report-on-the job injuries.

Working another job while absent.

Failure to accurately complete or permitting another person to complete the employee's timecard.

Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job.

Theft or dishonesty.

Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).

Discourteous treatment of others.

Taking Employer property without paying for it or without written permission.

Reckless, careless or unauthorized use of Employer property, equipment or materials.

Improper or profane language.

Violation of any other Employer policy.

Employee threats and violence.

C. WORKPLACE THREATS AND VIOLENCE

Threats, threatening behavior, or acts of violence against persons by anyone on church property will not be tolerated.

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property may be removed and will remain off church property pending the outcome of an investigation. If the Employer determines that an Employee has violated this policy, the Employer may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

All employees shall inform the Personnel Committee, the Church Administrator, or their supervisor of any behavior which they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment.

D. SEPARATION FROM EMPLOYMENT

Employees who resign are requested to give at least two weeks' written notice in order for the congregation to find a suitable replacement.

Any employee who is absent for three consecutive days without notifying his or her supervisor, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law.

E. SAFETY AND ACCIDENTS

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

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or Church Administrator. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Church Administrator. In the event of a fire or other emergency, dial 911 immediately, and all staff should follow evacuation procedures as directed by supervisor.

F. PERSONAL PROPERTY

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

G. PROFESSIONAL BEHAVIOR

Employees should maintain a professional attitude and appearance that is appropriate to their position and the Employer-congregation. Name badges should be worn when employees are on duty on Sunday. Personal mail and non-essential telephone calls at work are discouraged.

H. INSPECTION RIGHTS

Churches, like other organizations, are sometimes the victims of thieves. The church has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, the church can make no assurances that they will always be secure. The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on church premises. Therefore, the Employer reserves the right to open and inspect any desk, file cabinet, storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on church owned desks, cabinets, closets or storage areas.

I. EMPLOYMENT AUTHORIZATION

Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying. When applicable, employees must usually provide an original document or documents to the employee's supervisor that establish identity and employment eligibility from the date employment begins.

This page should be separate from the Personnel Policy Manual, as it will be placed in the employee's personnel file after it has been signed.

PERSONNEL MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Personnel Policy Manual of _____. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the Employer.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the Employer or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment and that no representations may be made contrary to the foregoing, either express or implied. I understand that this statement of policy is subject to change.

I understand that this Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that the Employer reserves discretion to add, change or rescind any policy, practice or rule at any time with or without notice.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Policy Manual, dated _____.

Date

Employee Name (Print)

Employee Signature

5.04 Church Administrator Spending Limit The Church Administrator is authorized to spend up to \$2,000 from the operating budget without Board approval, effective November 13, 2013.

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OPTION TO PURCHASE REAL ESTATE

In consideration of \$500.00, Fred H. Belcher and Elizabeth Ann Belcher, Husband and Wife, of Monroe County, Indiana, Grantors of this option, hereby grant to the Unitarian Universalist Church of Bloomington, Inc., Grantee of this option, an option to purchase the real estate which Grantors own generally known as 2010 N. Fee Lane, Bloomington, Indiana, and more particularly described as follows:

A part of the Southwest quarter of Section Twenty-seven (27), Township Nine (9) North, Range One (1) West, bounded as follows, to-wit: Beginning on the West boundary line of said quarter section, at a point 490 feet South of the Northwest corner thereof, thence East 264 feet, thence South 165 feet, thence West 264 feet, thence North 165 feet to the place of beginning, containing One (1) acre, more or less.

The terms of the option are as follows:

1. This option can be exercised under any of the following circumstances:
 - 1.1. At such time as Grantors shall decide to sell such real estate.
 - 1.2. At such time as the survivor of the Grantors decides to sell such real estate
 - 1.3. At such time as the estate of the latter of the Grantors decides to sell such.
 - 1.4. At such time as the in-kind transferee from the estate of the latter of Grantors to die decides to sell such.
2. At such time as Grantors or their successors decide to sell such real estate, they shall notify Grantee of such in writing, stating the price of the intended sale.
3. If Grantee does not agree in writing to purchase the real estate for the price asked by Grantors or their successors, within thirty days of delivery of written notice to the Grantees of that price, then Grantors or their successors shall have the right to sell the real estate to any third party for the price asked or a higher price.

RECORDED
A.M. 11:55 P.M. _____

JUN 13 1996

Jim Miller
RECORDER MONROE CO., IN

4. If Grantors or their successors are willing to sell at a lower price than a price offered within six months, then Grantee shall have only 10 days to exercise its option to purchase at the new asking price.

5. The \$500.00 paid for this option shall be credited toward the purchase price, if the option to purchase is exercised by Grantee.

Date: 6-7-96

Fred H. Belcher
Fred H. Belcher

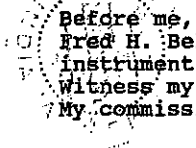
Date: 6-7-96

Elizabeth Ann Belcher
Elizabeth Ann Belcher

State of Indiana

SS:

County of Monroe



Before me, the undersigned, a Notary Public, personally appeared Fred H. Belcher and acknowledged the execution of the foregoing instrument this 7 day of June, 1996.

Witness my hand and official seal.
My commission expires: May 24, 1997

Deena K. Anderson
Deena K. Anderson, Notary Public
Resident of Monroe County

State of Indiana

SS:

County of Monroe

Before me, the undersigned, a Notary Public, personally appeared Elizabeth Ann Belcher and acknowledged the execution of the foregoing instrument this 7 day of June, 1996.

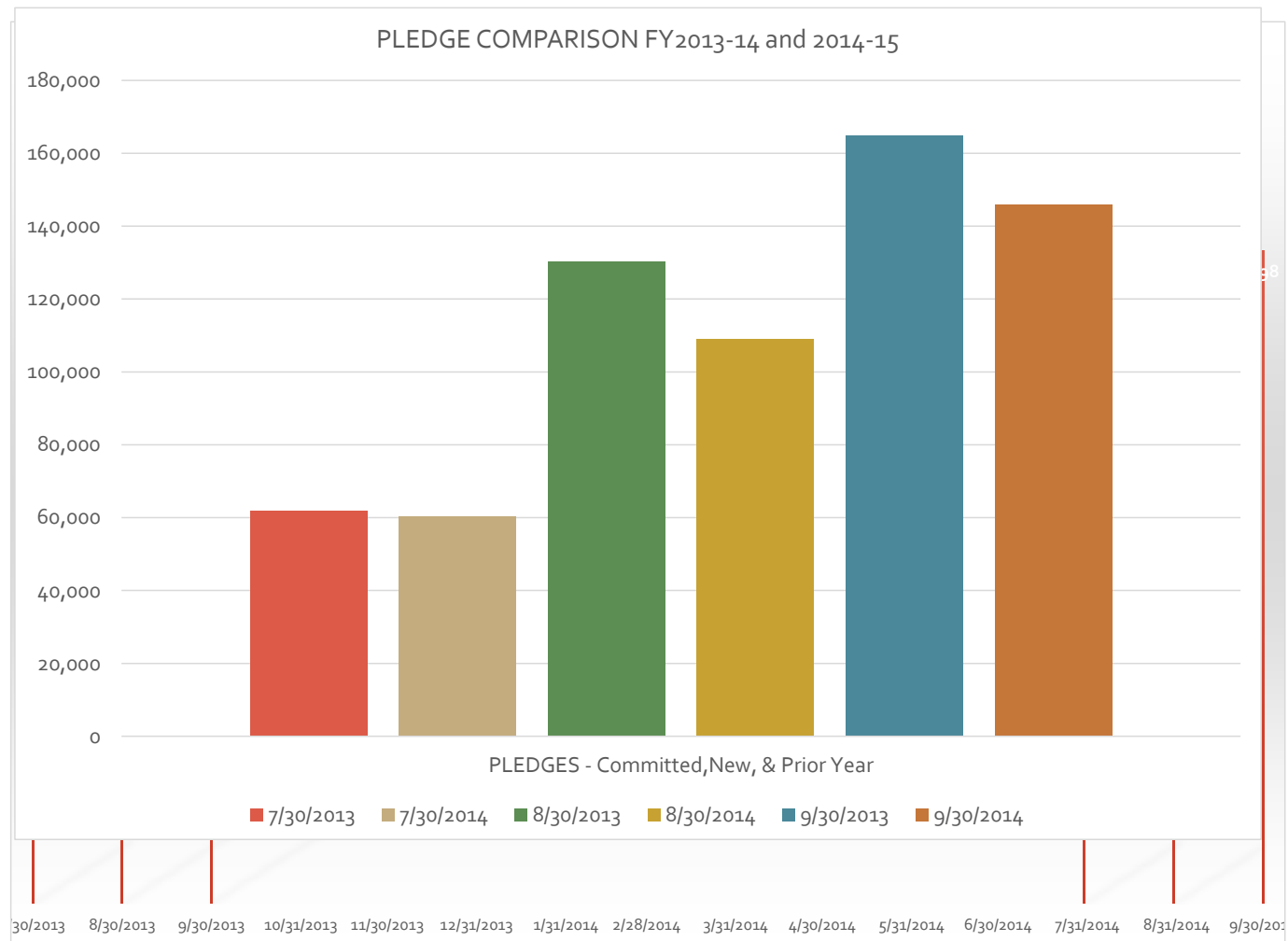
Witness my hand and official seal.
My commission expires: May 24, 1997

Deena K. Anderson
Deena K. Anderson, Notary Public
Resident of Monroe County

Prepared for
Unitarian Universalist Church
of Bloomington, Inc. by:
Guy R. Loftman
Attorney at Law
Atty # 8877-53
532 N. Walnut, Suite A
Bloomington, IN 47404-3804
(812) 339-4899

Pledge Comparisons

Date	PLEDGES - Committed, New, & Prior Year
7/30/2013	61,800
7/30/2014	60,349
8/30/2013	130,302
8/30/2014	109,086
9/30/2013	164,883
9/30/2014	145,898



Proposed UUCB ByLaws Changes

This document is a collection of bylaws changes to be proposed at the December 2014 congregational meeting.

[Current version of the ByLaws](#)

[Conventions in this Document](#)

[Motion: New Section 2.4: Membership requirement for Board, SPF, LCC](#)

[Motion: New Section 2.5: Requirement for Fiscal Management](#)

[Motion: Section 4.8: Budget Variations as Percentage of Line Item](#)

[Motion: Clarification of Sections 7.1 and 7.2 Regarding Donations and the Special Purpose Fund](#)

[Motion: Section 7.4: Special Purpose Fund Committee Term Limit](#)

[Motion: Section 7.5: Update of SPF Record Keeping and Reporting](#)

[Motion: Update of Index by Board Secretary](#)

Conventions in this Document

Proposed text for addition is underlined. Proposed text for deletion is ~~struck through~~. All changes are **highlighted** to make them obvious.

Motion: New Section 2.4: Membership requirement for Board, SPF, LCC

Currently we have no obvious requirement to be a member to serve on the Board of Directors, Special Purposes Fund Committee, or Leadership Cultivation Committee. Section 2.1 implies membership is required ("may become a Member eligible to vote in any Church meeting and to hold office, ..."). This new section clarifies the requirement.

Motion is to add a new section as follows:

2.4 Requirement for leadership positions. Membership is required to serve on the Board of Directors, Special Purpose Fund Committee, and Leadership Cultivation Committee.

Motion: New Section 2.5: Requirement for Fiscal Management

We currently have no requirement for management of funds or fiscal decision making. The following new section adds a requirement to be a member or employee to manage significant funds or make significant fiscal decisions. The subjective term “significant” is intentionally used to allow for appropriate interpretation in the future.

Motion is to add a new section as follows:

2.5 Requirement for fiscal management. Management of significant funds or the making of significant fiscal decisions shall be by authorized Members or Employees only.

Motion: Section 4.8: Budget Variations as Percentage of Line Item

This used to read “10% or \$1,000, whichever is greater” and was amended to \$3,000 at 12-12-2010 congregational meeting. Our understanding is that this was done at the time as an increase. Since we now have line items in the budget that exceed \$100,000, \$3000 is once again a small amount. We propose making this a maximum of \$3,000 or 5%.

Motion is to add text to Section 4.8 as follows:

4.8 Budget. The budget is proposed by the Board and established by the Congregation at the annual Spring meeting, or at subsequent special congregational meeting prior to the start of the fiscal year. During the fiscal year total expenditures projected to exceed the budget by more than 5% must be approved by the Congregation. Congregational approval also is required for an expenditure in any budget line that is projected to exceed the budgeted amount by more than **5% or \$3000, whichever is greater**. Any mid-year changes to the annual budget may be made at the Fall congregational meeting or at a special congregational meeting. In addition, Board approval is required for all overages on budget lines.

Motion: Clarification of Sections 7.1 and 7.2 Regarding Donations and the Special Purpose Fund

Discussion:

Section 7.1 states “Unless otherwise required by the terms of a testamentary bequest or memorial contribution...” which seems to exclude other gifts (such as the one that has recently been made to the SPF). We propose changing this to be any “gift” for clarity. The clause regarding terms would exclude pledges and gifts with designations.

The last sentence of 7.2 is unclear and seems to specify that the Church Board directs use of SPF funds, which contradicts other statements in 7.3. We propose removing this sentence.

Additionally correct a typo in 7.2: "...may not be used..."

Motion is to modify sections 7.1 and 7.2 as follows:

7.1 Creation of the Fund. There shall be maintained a fund for religious, charitable, educational and civic purposes, which shall be known as the Special Purposes Fund of the Church. The fund is to be administered separately from the other financial affairs and property of the Church for the purposes and in the manner here provided.

Unless otherwise required by the terms of a ~~testamentary bequest or memorial contribution gift~~ whereby money or property has been received by the Church, the Board of Directors shall cause the care, management and allocation or expenditure of assets so received to vest in the elected committee members of the Special Purposes Fund (SPF).

7.2 Purposes of the Fund. The Fund shall be used solely for the purposes here specified, as determined from time to time by the SPF Committee administering the Fund. Unless otherwise specified in a gift, the income and principal of the Fund may not be used to pay operating expenses of the Church, including interest on indebtedness of the Church, but may in the discretion of the SPF Committee be spent for capital assets, including the retirement of the principal of indebtedness incurred for new or existing assets, and for amenities and auxiliary purposes of the Church, including contributions for denominational, charitable, educational, and social service purposes outside of the Church. ~~Within these parameters, general or limited purpose contributions may be made, accepted, and used for purposes specified by the Church Board.~~

Motion: Section 7.4: Special Purpose Fund Committee Term Limit

Discussion:

While Board members and Leadership Cultivation Committee members have limits on repeated terms, the Special Purpose Fund Committee has no limits currently. This change implements a two-term limit to cultivate fresh perspectives on the committee.

Motion is to add text as follows:

7.4 Selection and Organization of the Committee. The members of the SPF Committee shall be five in number; three elected by the Members of the Church, one member of the Board of Directors of the Church elected by the Board, and the Treasurer of the Church. Thereafter one member of the committee shall be elected

each year for a three-year term, with their terms overlapping. **Members may not be elected to more than two consecutive three-year terms.** Vacancies occurring during a term shall be filled by the Board of Directors of the Church for the remainder of the term. Each new Board shall elect the SPF Committee member to be chosen by it from among its members at its initial meeting.

Motion: Section 7.5: Update of SPF Record Keeping and Reporting

Discussion:

Keeping minutes in the Church office is no longer standard procedure for the SPF Committee, they are kept electronically. We propose to not keep them in the Church office, but instead make them available on request.

Currently the SPF Committee is required to only report annually. Current practice is for the SPF Committee to also report twice a year to the board (which is inline with the Board's monitoring policies), which seems like good practice and we propose to require this in the bylaws.

Motion is to modify Section 7.5 as follows:

7.5 Records of the Fund. The Committee shall keep accurate minutes of their meetings, ~~including a record of the summons and notice of each meeting. These minutes shall be kept in permanent form in the office of the Church which will be made available to any member of the Church on request.~~ The Committee shall also prepare a permanent record of contributions and any tribute or memorial designations by donors, for preservation in the Church office. They shall render reports of income, expenditures, and assets of the Fund to the Church Corporation not less often than at each Spring Annual Meeting of the Church **and to the Board of Directors at least twice per year.**

Motion: Update of Index by Board Secretary

Discussion:

The Index on pages 12-13 is out of date. Since the index isn't normative, rather than specify all the changes in detail, we propose to authorize the secretary of the board to update the index using their judgement.

Motion:

The Secretary of the Board is authorized to update the Index for the bylaws at their discretion.

Revenue and Expenses - as of September 30, 2014			
Category	Revenue		Notes
	Budget	Actual	
Pledges and Grants	\$520,000	\$121,913	Pledge payments are about \$19 thousand lower than last year through September.
Bazaar	10000	0	
Other fundraising	6000	1844	
Facilities use	6100	1093	
Interest income	50	0	
Investment income	2500	549	
Kroger-Marsh	7000	1750	
Sunday plate	28000	7582	
Talent Auction	11000	0	
Misc	4000	3087	
Prior year pledges	10000	23985	Prior pledge payments are slightly above last year's payments at the end of September.
Totals	\$604,650	\$161,803	Total income level is approximately \$19,000 below September 2013 level.
	Expenses		
	Budget	Actual	
Outreach	1000	162	
Childcare	11915	2117	
Committees	12442	1481	
Denomination & MCUM	46450	10255	
Ministry - Salary	144100	34818	
Ministry - Benefits	37015	7396	
Ministry - other	8570	2359	
Music	38598	9537	
Office	110203	26304	
Plant	120075	32758	
Religious Education	79887	18902	
Totals	\$610,255	\$146,089	Total expenses are a bit above the three year average. The primary increase to expense results from early comparative payment of Denomination costs.
Net operating balance		\$20,955	The balance is about 3% below the three year average..
Net Other Income		3505	
Total	-\$5,605	\$24,460	

Update on Belcher Property

Von Welch
October 4, 2014

This report is an update the report on the Belcher Property to the South of UUCB presented to the Board in April of 2010.

1. The Special Purposes Fund Committee (via Chris Haynes, chair) reports it has \$25,258 designated for purchasing the property (as of the end of 14Q4 in the "Lundin Reserve-Pchse Belcher - Prop" fund).
 - a. It is unclear how the \$30k figure in the 2010 report was derived. We note a handwritten note on that report which may be an attempt to correct the \$30k figure to \$17.5k.
2. Indiana University's Master Plan from 2010¹ makes no indication of using the Belcher property, which would indicate they continue to have no interest in the property as reported in 2010.
 - a. It is noted that the space across Fee Lane from UUCB is indicated to be a parking lot in the Master Plan and it is now a baseball field instead, so the Plan is obviously not binding.
3. Looking at the Monroe County Property Assessment Detail Reports², it appears that what we refer to as the "Belcher Property" is actually two parcels: a one acre lot that includes the house (53-05-27-300-024.000-005), and a smaller undeveloped lot, about a third of an acre, just south of the main lot (53-05-27-300-019.000-005).
4. The Assessment Details Reports estimate the total value of the two properties at \$172,400 (\$171,600 and \$800 for the main and undeveloped lots respectively).
 - a. Several people have expressed skepticism regarding that estimate and estimate its value as significantly higher. The property is in a very unique location and it is hard to find comparable sales to gauge the value. As a data point of uncertain relevance, the Assessment for the Church itself is \$1,363,100.
5. We have a legal agreement to buy the Belcher property. Guy Loftman, UUCB's attorney, summarizes the agreement as: "Basically, when Mrs. Belcher dies or wants to sell we have the opportunity to purchase it for their asking price. If we don't, they can sell it to someone else for that price without notifying us further. But if they decide to sell for a lower price we can still match it."

¹ <http://masterplan.indiana.edu/iub/neigh10.pdf> - see page 313

² <http://monroein.egis.39dn.com/>

- a. Guy further added: “As a practical matter, when the time comes we might offer to split the cost of an appraisal, then see if we could work out a deal around that.”
- b. It is noted that the agreement is only for the main parcel (as described in bullet #3). Guy is working to amend the agreement include both parcels.

Copies of the Assessment Reports, the Legal Agreement, and the 2010 Report to the Board can be found in the [“reports/Belcher Property”](#) folder in the board’s share Google drive folder.