

UUCG POLICY MANUAL

Board Description, Policies, and Procedures

Committee Descriptions, Policies, and Procedures

(June 2008 Revision)

Unitarian Universalist Congregation of Greenville
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CHAPTER I. INTRODUCTION

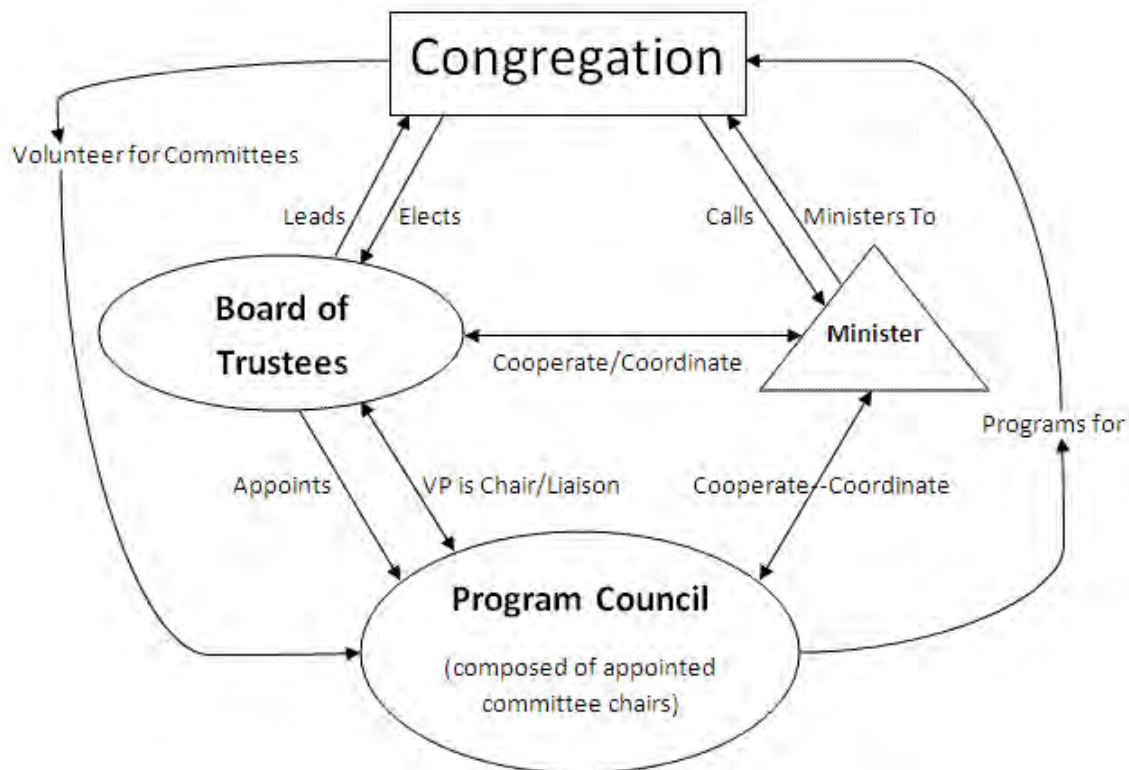
UUCG is a special congregation, made up of our wonderful members and friends who work to create a supportive, nurturing, inclusive community that is welcoming to all.

UUCG's formal leaders -- its Board members and committee chairs -- depend on its members and friends to make us the community presence we are. From maintaining the building to offering the activities and programs we do, volunteers are the core of our being -- volunteers led by committee chairs committed to enriching the life of UUCG.

This policy manual, originally approved by the UUCG Board of Trustees in July 2005, is the basic reference for Board policies and procedures and for the policies and procedures of UUCG Standing Committees. It is intended as a resource for members. It contains the current understanding of how our committee structure functions. As we gain experience and our membership grows, the number and nature of our committees will change, needed policies will change, and the policies herein will need to be updated.

If you have any questions or concerns about these guidelines, please speak with a Board member or the minister.

UUCG Organization Chart



**Board of Trustees
2008-2009**

President (Through June 2009)

Rich Elkins president@uugreenvillenc.org

Vice-President/Program Council Chair (Through June 2009)

Patrice Alexander yp@uugreenvillenc.org

Immediate Past President (Through June 2009)

Vacant – replaced by additional at-large member Masters

Treasurer (Through June 2009)

Claudia Sundman treasurer@uugreenvillenc.org

Secretary (Through June 2010)

Susan Foreman secretary@uugreenvillenc.org

At-Large Members

(Through June 2009)

Brenda Stewart brenda@uugreenvillenc.org

(Through June 2010)

Bev Harju bev@uugreenvillenc.org

(Through June 2009)

Feryl Masters feryl@uugreenvillenc.org

Staff

Ann Marie Alderman, Minister minister@uugreenvillenc.org

Victoria Brown, Director of Religious Education dre@uugreenvillenc.org

Michelle Covi, Office Administrator (volunteer) office@uugreenvillenc.org

Program Council 2008-2009

Program Council is chaired by the Vice President, who serves as liaison between the Program Council and the Board

Building and Grounds Committee Chair
Terry Shank bgchair@uugreenvillenc.org

Religious Education Committee Chair
Patty Gade rechair@uugreenvillenc.org

Finance Committee Chair
Paul Alston finance@uugreenvillenc.org
Stewardship is a Subcommittees of Finance

Endowment Committee Chair
Bill Paulson endowment@uugreenvillenc.org

Fundraising Committee Chair
Jennifer Barr fundraising@uugreenvillenc.org

Hospitality Committee Co-Chairs
Gail Butler & Alan Bailey hospitality@uugreenvillenc.org (will send to both)

Membership Committee Co-Chairs
Kay Alston & Bette Nelson membership@uugreenvillenc.org (will send to both)

Social Action Committee Chair
Pat Tesh sachair@uugreenvillenc.org

Worship Committee Chair
Lora Hylton worship@uugreenvillenc.org

Committees not on Program Council and other notes

Nominating Committee
Tracy Donohue-Stine, Chair 2008-09

The Committee on Ministry is currently inactive to be reorganized in the upcoming year from the previous model of a “Ministerial Relations Committee” to one whose focus is the Ministry of the Congregation.

Communications Committee responsibilities are being handled by the Board.

The Caring Committee is being coordinated by the Minister, and does not have a chair.

CHAPTER II. BOARD OF TRUSTEES

Descriptions, Policies, and Procedures

Board meetings are the third Monday of the month from 7:00 PM – 8:30 PM.

Governance Structure

Board of Trustees – The Board acts as a collective chief executive, sharing leadership with the minister. It determines what should be done, allocates responsibilities for getting it done, and monitors the process; its role is not to do things directly but to delegate. The Board needs to keep a close eye on facilities, finances, policies, and governance structure. It needs to make sure the committees and other groups are working well, and it needs to make sure decisions are made and implemented in a timely fashion.

President – The president is the executive officer, responsible for keeping the Board on track, making sure it performs its executive responsibilities and delegating other responsibilities. The president consults regularly with the minister, sets the monthly Board agenda and conducts the monthly meetings. The president serves for one year, normally after serving as the vice-president for a year.

Vice-President – The vice-president assumes the president’s powers in the president’s absence. The vice-president is, in effect, president-elect and is expected to be formally voted in as president after one year. In addition, the vice-president is chair of the Program Council.

Secretary – The secretary keeps minutes of Board meetings and the names of all voting members in attendance, maintains the list of members and voting members, preserves the papers of the Board and congregation and gives notice of meetings. The secretary prepares a regular beacon column to inform the membership of Board actions and issues of concern. The Secretary shall file copies of the Board and Standing Committee Minutes where they can be read by the Congregation.

Treasurer – The treasurer pays all bills, signs all checks, reports on all receipts and expenditures, maintains records of all contributions received, and notifies members of pledge fulfillment status. The treasurer is an ex-officio member of the Finance Committee.

Past President – The immediate past president serves for one year after acting as president and is a voting member of the Board.

At-Large Members – These members represent the general interests of the congregation. They are members of the Board. They normally serve for 2 years, but may be elected for 1 year to fill the remainder of a term, or to replace a past president who cannot serve.

Minister – The minister participates on the Board as an ex officio member. The minister

is kept informed about all Board activities and is consulted for recommendations and suggestions in problem-solving and in the design and implementation of new programs and policies.

Executive Committee – The president, vice-president, secretary, and treasurer constitute the Executive Committee, which is authorized to make decisions in emergency situations. See policy under Emergency Board Actions for procedures.

Program Council – The Program Council is convened and chaired by the Vice-President and consists of all Committee chairs. The group meets at least quarterly to share information and coordinate activities. The Council may make recommendations and request assistance from the Board. Members are encouraged to keep others informed of relevant information between meetings by telephone or e-mail. The vice-president is responsible for keeping the Board informed.

Individual committee chairs and the Council as a whole shall provide recommendations for the annual budget and shall identify potential leaders for committees within the congregation in liaison with the Nominating Committee.

Bylaws- The Bylaws provide the primary structure for the Congregational Governing Structure. They are approved- and can only be changed- by a vote of the Congregation.

Policy Manual – The Policy Manual provides detailed information about customs, policies and rules of the Congregation. If there is conflict, the Bylaws supersede the Policy Manual. The Policy Manual is approved by the Board. It may be changed by a majority vote of the Board at any Board meeting. The Policy Manual should be reviewed by the Board at least annually to keep it current with the Congregation's needs and situation.

Board of Trustees Meetings

Board meetings are held on the third Monday of the month and are open to all members. The Board shall see that Congregation members are appropriately and timely informed about important matters affecting all. Minutes of the Board and congregational meetings shall be placed in an easily accessible location. The Secretary shall submit a monthly summary of the Board minutes to the *Beacon* newsletter. Other methods of communications shall be used as deemed appropriate by the Board.

The Board may meet in closed session to address sensitive issues, such as personnel, personal, or legal issues. No regular business may be discussed or voted on during a closed session.

Budget

The Congregation shall approve a budget for the next year (July 1 through June 30) at the Annual Congregational Meeting. Normally, the Committee Chairs, Minister, and Board shall submit budget requests to the Treasurer by February 1 to be used in developing the

budget for the next year. Individual members are welcome to submit suggestions also.

The Finance Committee shall develop a proposed budget which shall be submitted to the Board for preliminary approval. The Board shall approve a final budget for presentation to the Congregation. The Congregation shall pass the budget – as presented, or with amendments by majority vote.

The budget should include at a minimum:

- A. Expected sources and amounts of income
- B. The amount of compensation for the Minister and any employees
- C. Totals for income and expenditures
- D. A clear indication of any budgeted deficit or surplus.

While committees are encouraged to detail how they expect to spend requested funds, the actual budget should not be too detailed. An excessively detailed breakdown by line item could prevent Committee Chairs from allocating funds in the most effective way.

Committees are limited in the ability to transfer funds between line items, so one general category allows more freedom than many detailed categories.

Building Maintenance and Cleaning

The Building and Grounds Committee oversees all building maintenance and cleaning. The committee chair or designee is responsible for other functions such as replacing light bulbs and maintaining cleaning supplies. All changes to grounds or building (including furnishings and decorations) shall be approved by the Committee Chair or designee.

Exception to this are:

- The area around the lectern which the Minister shall control
- The RE rooms decorations and furnishings shall be controlled by the RE Chair
- Designated bulletin boards shall be controlled by the designated chair or individual(s)

To supplement the monthly or bimonthly cleaning service, the Hospitality Committee is responsible for basic, weekly maintenance of the kitchen and eating area.

Building Use Policy

UUCG's building is a valuable community asset and will be made available to groups whose activities are consistent with UUCG's mission.

Congregation groups and activities have priority over outside group and all-church activities have priority over the activities of specific church groups. Funeral or memorial services for members and their immediate family will be given priority at the discretion of the Minister or the President.

The Minister is responsible for recommending user fees, to the Board for approval. User fees will be based on actual costs to own, staff, operate and maintain the Church, with consideration of comparable fees charged by other churches. Fees will be reviewed at

least every two years. The building use contract will specify rates, UUCG and user responsibilities, and access. Insurance shall be required for use not covered by the church's policy. UUCG may request a deposit against damage, as defined in the use agreement.

The Administrative Assistant will be responsible for maintaining a calendar of building use, and securing written contracts for building use. A calendar of events, preferably covering at least three months, should be prominently displayed inside the building as well as be published in the *Beacon*. The Administrative Assistant shall be responsible for collecting fees, and the Minister shall be responsible for determining if the use is appropriate. The Administrative Assistant is normally the contact for scheduling and maintaining a calendar of building use. Each user should complete a use contract.

Tax laws discourage churches from renting to for-profit groups and from making a profit on building use fees. Non-profit groups may request free building use or use at reduced fees. The Minister has authority to evaluate and grant such requests.

In questions of whether an applicant is an appropriate user of UUCG's building, the decision will be guided by whether the applicant's mission is consistent with UU values and purposes. The UUCG building may not be used for partisan political meetings for specific candidates or parties. Members in good standing may have free use of the building for weddings, ceremonies, and memorial services for themselves or members of their immediate family. Fees may be charged for use of the kitchen.

General requirements:

Alcohol: Alcoholic beverages may not be sold but wine, beer, and champagne may be served as the sole responsibility of the group or individual user. User assumes responsibility for compliance with laws pertaining to alcoholic beverages and the sobriety of guests.

Equipment: UUCG tables and chairs are available as part of the use agreement. If rental equipment is needed, the user is responsible for coordinated delivery and set up. Use of electrical equipment is limited to, and must be compatible with, the existing 20-ampere circuits available. No special hookups are permitted or authorized. User must return the room to its pre-existing status by the agreed-upon time.

Building users may have access to UUCG materials, such as easels (but not flip charts), TV, VCR, or screen if agreed upon when the building use contract is signed. UUCG may charge a use fee to cover maintenance expenses for such equipment.

Kitchen: Applicable fees, if any, apply to kitchen use for events such as pot luck dinners or food preparation by a caterer. Guidelines posted in the kitchen must be followed. User is responsible for clean up and return of used items to the appropriate places.

Furniture Movement: Unless other arrangements are specifically made, the renter is responsible for moving and returning furniture to its original position.

Piano: Written permission and payment of a use fee is required for use of UUCG's piano or clavichord. The piano may not be moved without advance permission.

If desired, the piano will be tuned for additional pay of \$75.

Sound System: Specific permission must be given for use of the sound system. Users must be trained on proper use of the system before attempting to use it.

Litter and debris: No loose confetti may be used. Potpourri, birdseed, or rice may be used outside only. Candles must always be in non-flammable holders to avoid wax on the floor or chairs. Users are required to clean up after events.

Noise: Renters are expected to honor city noise control codes.

Parking: Parking is permitted in the UUCG parking lot or on the street. User should not park or drive across the lawn between UUCG and adjacent buildings.

Smoking: Smoking is not allowed inside any church building space. Smokers are requested to not smoke within 20 feet of entrances and to properly dispose of cigarette/cigar butts.

General Behavior: Users will extend full courtesy and consideration to others in the building. Users are responsible for the behavior of their children and shall not leave any child(ren) unsupervised.

Compliance: The Administrative Assistant shall monitor for compliance with these policies.

Committee Guidelines

Committees authorized by the Board according to the Bylaws address the program and functional needs of the congregation and the building.

General Guidelines

Committee program years shall be July 1 through June 30th.

All committees shall prepare and submit written annual goals for review by the Board of Trustees by August 1.

All committees shall prepare a written report by April 30 for inclusion in the Annual Report.

Membership

All members are eligible to serve as committee chairs. Members and friends are eligible to be committee members.

Leadership

Committee officers must be members of UUCG.

Committee chairs nominated by the Nominating Committee and appointed by the Board.

Responsibilities of a committee chair are discussed on pages 40-47 of this manual.

Communications and Publicity

Internal Communications

Committee and Board meeting minutes shall be made available, either in the congregation office, the library, or a bulletin board, to any UUCG member.

A mail slot for each member of the Board and for each committee chair can be found in the building office. Board members and committee chairs are responsible for

picking up their mail.

The UUCG *Beacon* is published monthly, provided to each member and friend, and mailed to visitors for three months. The *Beacon* may be subscribed to at a rate of \$10 a year.

The UUCG listserv should be used only by members and friends to make announcements of interest to the entire congregation.

The UUCG Discuss listserv is for discussion, opinions, and commentary. It may be used for controversial opinions or discussions, although obscene or anti-social communications are inappropriate.

Members and friends are encouraged to communicate directly with others interested in issues, rather than the congregation at large, or through third parties.

Anonymous communications are not acceptable.

External Communications and Publicity

UUCG recognizes its responsibility to inform the community about its mission and activities. We welcome the community to all of our public events and programs.

All press releases or information for publication are to be issued by the Communications Chair or other Board designee in consultation with the Minister. Both Communications Chair or other Board designee and Minister should receive the information at least a week before the publication date. If the Communications Chair or other Board designee is not available and the information is time-sensitive, the Minister or the President may submit the information for publication.

Conflict Resolution Process and Procedure

Rationale and Principles of Conflict Resolution

To dwell together in peace.

Most of the time, persons who encounter conflict are able to resolve the matter without assistance from others. However, some situations may arise that are not easily resolved by direct communication. Left unresolved, the conflict may threaten the fabric of the community and/or disrupt the functioning of the church.

To seek the truth in love.

Though we always seek peace, conflict is inevitable in any community of persons engaged in creating meaning in their lives. A congregation can anticipate incidents of conflict and plan for their healthy resolution. Managed well, conflict contributes to the growth of the individual and the community.

So that all shall grow into harmony.

This policy sets forth procedures that may be initiated by any person in the church community (friends, members, staff, and minister) when he or she wants assistance resolving a conflict with another person, persons, or group in the church, including conflicts between staff and members.

Thus do we covenant with one another.

It is impossible to devise a list of unacceptable behaviors upon which we would all agree. Rather, we seek to affirm the principles of the covenant we have entered into with one another. These principles form the basis for guidelines about behaviors we seek to promote and hold to as a community.

Guidelines

We are not alone in our efforts to establish a basis for how we treat one another. Many Unitarian Universalist congregations have recently developed guidelines by seeking input from children and adults in their congregation. We adopt those guidelines for our congregation, not as commandments but rather as reflections of the principles in the above covenant and to set a tone for our interactions.

We are a community of volunteers.

We are responsible for working to make this a congregation that welcomes all regardless of race, nationality, age, sexual orientation, handicap, or political persuasion.

We remind each other of the principles of this church.

We are respectful of the rights of others to be heard, to be treated with kindness, and to be safe.

We treat others as we would like to be treated.

We are a church family—we look out for the welfare of others.

We help each other and seek help when we need it. Adults help adults. Children help children. Adults help children. Children help adults.

We believe that everyone has a right to share in and enjoy church activities and food. We take only our share.

We are all responsible for protecting and taking care of our church property and for cleaning up after ourselves.

The inside of our church is a special place. It is a place to walk, to speak in a quiet tone and to look out for others.

Procedures for Conflict Resolution

1. Personal Interaction. If a person feels another person or persons in the church community (friends, members, staff, or minister) have violated the principles of the covenant, we encourage respectful confrontation and discussion between the parties involved. These conflicts include those between staff and members, member and member, member and minister, staff and minister. We share responsibility for making this a safe, welcoming, and inclusive church community in which we treat others as we would like to be treated.

2. Committee on Ministry. If discussion between the parties involved does not resolve the conflict, the individual concerned about a conflict may ask to speak informally with any member of the Committee on Ministry in an attempt to gain a different perspective on the situation or to explore new strategies for dealing with the conflict. The names and phone numbers of Committee on Ministry members can be found by checking the information bulletin board.

3. Alternatively (or subsequent to the above step), the individual may choose to bring his or her concern about the conflict to the whole Committee on Ministry. At that point the process becomes formalized. Confidential notes will be taken by the committee secretary at all meetings, and other parties involved in the conflict will be invited to present their perspectives. The committee's responsibility at that point is to assist the parties in developing a mutually agreeable resolution to the conflict.

4. If either party desires an alternative group to the Committee on Ministry, he or she may petition the Board President to appoint an ad hoc group of persons to hear the matter. The Board President will then appoint a group of five currently active members including past Board Presidents if available, and they will work to assist the parties in developing a mutually agreeable resolution to the conflict. This Ad Hoc Group is an alternative to the Committee on Ministry at the onset of the conflict resolution process; it is not a recourse if someone is unhappy with the results of the Committee on Ministry's conflict resolution process. Recourse is addressed in Step 6.

5. Outside Mediator. The Committee on Ministry or Ad Hoc Conflict Resolution Group [hereafter referred to as the committee] may seek information from other persons who have knowledge of the conflict, emphasizing confidentiality in all its deliberations and to all with whom the committee interacts. The committee may also draw upon the expertise of professionals (including, but not limited to, doctors, educators, lawyers, law enforcement officers, social workers, and psychologists) as they deem appropriate, again with a clear understanding of confidentiality. In some instances the committee may determine that the level of mediation needed is beyond their level of expertise, and they may ask if all parties would agree to meet with a professional mediator. If all parties agree to meet, the Board of Trustees shall by resolution establish the processes by which a mediator is selected, employed, and paid. An individual involved in the conflict may also request the services of a mediator, and if all parties agree to meet with a mediator, the initiating person would bear the cost of those services.

The committee will continue to work with the parties and if necessary, the mediator, to assist in conflict resolution. However, sometimes the best that can be achieved in resolving a conflict is for the parties to define parameters of behavior that will minimize the impact of the conflict in the church community. For example, parties might agree to cease written or verbal communication, refrain from discussion of the matter with others, and voluntarily suspend participation for a time in activities that have given rise to the conflict in order for tensions to subside. The emphasis at this point of resolution is for all parties to be involved in setting the boundaries that allow each person room for his or her struggle to be authentic, yet within the context of and with an emphasis upon the greater welfare of the congregation.

6. Board of Trustees. If (1) any of the parties involved refuse to work with the committee or the work is not successful, or if any of the parties involved refuse an offer of mediation or if the mediation is not successful, and (2) if the alleged offending party continues to engage in the behavior, and (3) if the committee finds that the behavior

generating conflict does violate the covenant, the committee will refer the matter to the Board of Trustees.

The Board will review the situation, giving all parties one additional opportunity to present their perspectives. Each party involved may bring one advocate with them to the meeting. The Board may seek information from other persons who have knowledge of the conflict, emphasizing confidentiality in all its deliberations and to all with whom the committee interacts. The committee may also draw upon the expertise of professionals (including, but not limited to, doctors, educators, lawyers, law enforcement officers, social workers, and psychologists) as they deem appropriate, again with a clear understanding of confidentiality. Following the review, the Board will render a final decision in the matter. The primary concern guiding decisions shall be the overall welfare of the congregation. Any Board member directly involved in the conflict shall recuse himself or herself.

The Board is authorized by the Congregation to take action as they deem in the best interests of the congregation. Such action could include, but not be limited to, asking one or more or all parties to leave the congregation until such a time that they can participate without harming the social fabric of the community. This action is subject to review within 90 days upon written notice to the Board of Trustees by any party.

These procedures provide many opportunities for healthy conflict resolution prior to reaching the Board for review. We encourage members of the congregation community to hold the greater good in high regard as they consider their complaints. To that end we may all live our covenant:

To dwell together in peace, to seek the truth in love, so that all shall grow into harmony, thus we do covenant with one another.

Policy Regarding Disruptive Behavior

While openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles, we affirm that our congregation must maintain a secure atmosphere where such openness can exist.

When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.

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

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

The following shall be the policy of the Unitarian Universalist Congregation of Greenville in dealing with these issues:

1. If an immediate response is required, this will be undertaken by the Minister(s), if available, and/or the leader of the group involved. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such time it can safely be resumed. If further assistance is required, the Police Department may be called. Any time any of these actions are undertaken without the Minister(s) being present, the Minister(s) must be notified. A follow-up letter detailing what steps must be taken before returning to the activities involved will be sent by the Minister(s) to the offending party or parties.
2. Situations not requiring immediate response will be referred to an ad hoc committee appointed by the Board of Trustees. The committee will respond in terms of their own judgment observing the following:
 - a. The committee will respond to problems as they arise. There will be no attempt to define “acceptable” behavior in advance.
 - b. Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
 - c. The committee will collect all necessary information.
 - d. To aid in evaluating the problem, the following points will be considered:

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

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

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

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

CAUSES – Why is the disruption occurring? Is it a conflict between an individual and others in the church? Is it due to a professional diagnosis of mental illness?

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

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

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

LEVEL ONE – The committee shall inform the Minister(s) of the problem and either the Minister(s) or a member of the committee shall meet with the offending individual to communicate the concern.

LEVEL TWO – The offending individual is excluded from the church and/or specific church activities for a limited period of time, with reasons and the conditions of return made clear.

- g. Any action taken under item f. (above) may be appealed to the Board of Trustees and/or the Minister(s).

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

The Unitarian Universalist Congregation of Greenville strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. However, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree the disruptive behavior compromises the health of this congregation, our actions as people of faith must reflect this emphasis on security.

Donations

Donations are welcomed and encouraged. They form the primary means of funding activities at the UUCG. Unrestricted cash donations are to be deposited into the general congregation financial accounts. Designated or restricted accounts may be set up with the Board's approval. Donations to Board approved designated or restricted accounts will be accepted and deposited appropriately. Unrestricted donations of services or materials are to be approved by the appropriate Committee Chair.

Occasionally, someone may wish to supplement funds available for a budgeted activity or project or provide funding for an unbudgeted item. These donations are generally welcomed. They should not be used to influence or circumvent congregational or leadership decisions. If the donor places restrictions on the use of donations or requires some action or special consideration in return for a donation, these are referred to as restricted donations. The Leadership must approve these donations.

For restricted donations under \$500, the Treasurer and appropriate chairman may accept the contribution. For restricted contributions of \$500 or more, Board approval is required. If the Treasurer or Committee Chair feels the need, restricted donations less than \$500 may be referred to the Board for approval. If the Treasurer or Committee

Chair feels concern that accepting the donation might violate our Unitarian Universalist Principals, either because of the source or due to restrictions, they may consult the Minister or Board before accepting the donation. The Board may refer donations to a Congregational vote for approval if it feels that is appropriate.

Restricted donations normally will not replace, but will supplement budget appropriations. Unless the Committee Chair or Board decide otherwise, expenditures will be charged to approved budget funds first, (if the expenditure has an appropriate budget line) and restricted donations second. If the restricted donation is not completely spent during the budget year, the funds will be carried over to the next year. The Board will, after consulting with the Committee Chair, decide if the next year's budget will be reduced due to available carryover funds.

Emergency Board Actions

In the event that immediate Board action is required, i.e. within a few hours, the following procedures will be followed:

1. Contact the President to define the issue and the time constraints. If the President is not available, contact in the following order: Vice-President, Treasurer, and Secretary. The first officer contacted will be responsible for contacting the other Board members and the minister if the minister has not already been notified.
2. The officer who is the first contact will then confer with as many Board members as can be reached to develop a consensus on resolving the issue. Both telephone and e-mail shall be used to try to reach the entire Board in the time required.
3. Agreement on a course of action by four Board members will be sufficient to proceed. If fewer than four members can be contacted, the Board officer in charge is authorized to use his/her discretion in taking action.
4. In emergency situations, where the Board President is unavailable, the highest ranking person available, as listed in item 1 above, shall act in the Board President's stead for any action authorized to the Board President in this manual.

This emergency procedure is a last resort. Every effort shall be made to anticipate problems, to discuss them openly, and to seek a thoughtful response.

Financial Guidelines

Bidding Process- For any expenditure of at least \$1,500, written bids from at least three companies must be requested; if less than three bids are submitted, the Board or designee will request additional vendors to bid or will accept one of the bids submitted.

The Board may delegate responsibility for securing the bids to a designee but retains the sole authority for acceptance of a bid. Depending on the issue, the Board may delegate responsibility for selecting a bid.

The UUCG Treasurer will notify the Board of all projects or purchases requiring bids.

UUCG members and friends may bid on projects in the same manner as non-members. All bids will be evaluated according to the same standards, no preferential treatment will be given to the bids of members and friends, and the expectations for the quality of work will be the same for any bid chosen.

Risk of Liability- No individual or committee shall obligate UUCG for financial liability without consideration and approval by the Board of Trustees. Expenditures within approved Committee budgets may be approved by the chair.

Reimbursement of Board and Committee Expenses – Requests for reimbursement should be submitted, along with receipts, as soon as possible after the expense is incurred but no later than 4 weeks afterward. Committee chairs are responsible for monitoring their budgets and are authorized to approve budgeted expenses, using the UUCG Reimbursement Form and noting the appropriate line item.

Special Plate Collections – The Board President, in consultation with the minister, may approve up to three special plate collections a year for unexpected and worthy projects. This means that non-pledge monies collected at the Sunday service or during special collection calls may be given to the approved causes.

Board Approval of Out-of-Budget Expenses The Board may approve out-of-budget expenses within limits set by the By-Laws.

Fundraising Activities of Congregation Groups

All fundraising activities except the pledge drive are to be coordinated by the Fundraising Subcommittee which reports to the Board. Other groups such as RE and Social Action should inform the Fundraising Chair of plans that involve raising money to avoid conflicts in date and activities.

It is the function of the Fundraising Committee to raise non-pledge funds for the operating budget, as requested by the Finance Committee or Board, or for special purposes. Events should be spread out over the year.

The Board of Trustees, in consultation with the minister, should approve the annual fundraising plan and approve the disbursement of monies raised by the Fundraising Committee. The Board may choose to add money to the social action budget.

Goal Setting Process

The Board, Minister and Program Council shall collaborate in setting goals for the year, when possible at the Board Retreat. Then, all goals will be relayed to the congregation in September, reviewed and progress reported in January, and assessed in the May annual report. This information shall be reported in the UUCG Beacon, on bulletin boards, and in handouts as appropriate.

Membership Policy

This policy will provide guidance for the process by which we certify the number of members reported to UUA by February 1 of each year, which becomes the basis for assessment of UUA and TJD annual dues.

The *administrator* shall maintain a database of all individuals who have expressed an interest in the congregation and have provided their name and address. Each individual is assigned a status of Visitor, Active Visitor, Subscriber, Friend, Former Member, or Member.

When an individual first visits the congregation, s/he shall be entered into the database along with her/his date of visit. The UUCG newsletter is e-mailed or when requested mailed for three months. If the individual makes a contribution of record, s/he becomes a Friend and that date is noted. When an individual signs the membership book, s/he becomes a Member and that date is noted.

An individual is moved from Member to Former Member (and date noted) when

1. s/he has not made a contribution of record during the current or prior fiscal year and
2. has not responded to a letter of inquiry regarding their desire to maintain membership.

Individuals in the Former Member category may be formerly active members whose information we wish to keep in our database.

A contribution of record is defined as an officially recorded contribution of money, goods, or services. Any Member who desires to contribute goods or services instead of a financial contribution for him/herself, or on behalf of another, has only to contact the Minister or the Treasurer.

The Membership Committee Chair, or designee, will review membership status with the Treasurer and Minister in January to determine the membership for UUA and TJD dues; in May to determine the voting roster for the annual meeting; and at other times as deemed necessary.

	Member	Former Member	Friend	Visitor/Active Visitor
Can Vote	yes	no	no	no
Dues paid to UUA and TJD	yes	no	no	no
Support UUCG via recorded financial contribution	yes	no	yes	no
Contacted during canvass/pledge drive	yes	no	yes	yes if active
Listed in directory	yes	no	yes	yes if active
Serve as committee chairs	yes	no	no	no

Serve on committees	yes	yes	yes	yes
Receive UUCG beacon	yes	no	yes	yes
Receive UU World	yes	no	no	no
Participate in UUCG activities, programs, etc	yes	yes	yes	yes

Membership Surveys and Evaluations

We encourage membership input into all congregational activities to suggest new programs and to improve existing ones. Committees that want to conduct surveys or focus groups to gain information for programming should make their request in writing to the Vice-President who will relay it to the Board of Trustees. Whenever feasible, surveys should be consolidated to avoid overburdening the congregation.

The Board of Trustees may appoint an ad hoc task force to conduct an annual congregational evaluation of UUCG programs and operations. The purpose of this survey could be, for example, to assess member appraisal of worship, spiritual growth, inviting and including community, outreach, managing, and leading.

Newsletter Guidelines

Articles should have special relevance for UUCG members and should be signed. Articles submitted for publication should be typewritten or hand printed and may be emailed, faxed, or provided on disk. The preferred method of submission is an e-mailed file in either MS Word or Word Perfect format to the editor's e-mail address. Most articles should not exceed 125 words or 12 typed lines. All articles are subject to editing for clarity, brevity, or style by the editor. Separate inserts need approval.

The *Beacon* editor may request advice from an Editorial Board, consisting of the Minister, the President, and chair of the Membership committee. As a courtesy, the editor should have each issue reviewed by the Minister or President prior to printing.

The editor should notify the author of any article deemed inappropriate for publication. Any complaints about the beacon should be directed to the Editor or the Editorial Board.

Political Issues and Support of Causes

Diverse opinion and vigorous discussion of issues is an important facet of a UU congregation. The rights, opinions, and feelings of members with differing views should be considered and respected. Individuals or groups within the congregation should exercise judgment and sensitivity in the use of UUCG facilities and functions for the promotion of controversial causes.

The UUCG membership list shall not be used for political contacts or mailings.

There shall be no signs on congregation property endorsing any political position or candidate.

Ten (10) members may present a written and signed petition to the Board to request a vote on the use or withdrawal of the congregation name as a sponsor (ability to use the congregation name without being qualified by a committee name) for a specific civic and community issue, activity, organization, or event. Petitions should include all standard information such as rationale, sponsorship goals, key recent activities, organizational leaders, other key sponsoring organizations, and financial reports as appropriate. The Board can approve such use of the congregation name without calling a congregational meeting by a vote of five (5) of the seven (7) Board members. With less than the required five votes, the petitioners may request a congregational meeting.

The UUCG name as an official sponsor of any particular activity or position on an issue shall be allowed only by decision of either the Board of Trustees or by vote of the Congregation.

It is understood that the minister may use personal and professional discretion in deciding which public stands and issues to support, and may identify her/himself as the minister of UUCG but in all cases speaks only for the self and not on behalf of the congregation unless specifically delegated to do so by a vote of the Board of Trustees or the Congregation. The Minister has the freedom of the pulpit to express his/her opinion.

Program Council Liaison Guidelines

The purpose of the governance and organizational structure of the congregation is to encourage broad participation in congregational activities, open communication, cooperation and coordination among groups, respect for diversity of beliefs and opinions, and support for the democratic process.

Responsibilities of the Vice-President/Program Council Chair

At the beginning of the year, review

- (1) the committee descriptions with the chairs and
- (2) the planning and reporting expectations for the chair.

Convene meetings of the Program Council

Inform committee chairs of congregation or Board issues and activities

Report council and committee issues to the Board of Trustees.

Facilitate communication with other groups as appropriate.

When a committee is not functioning, the Vice-President shall recommend the best course of action including redefinition of the committee functions. The Board is empowered to act on the recommendation or to choose another course of action, whenever consistent with the Bylaws.

Proposals to the Board of Trustees

Any UUCG member who wishes to recommend something to the Board may submit a written statement/proposal to the President by Monday of the week prior to the next

Board meeting. Exceptions to the deadline would be made for (1) emergency items that arose too late for the Board meeting at the discretion of the President, or other Board member if the President is unavailable, and (2) amended recommendation as a response to a proposal received in a previous review. Any Board member may request consideration of an issue or proposal at the Board meeting. If approved by majority vote, the issue shall be added to the agenda.

Any Board member receiving a request that should properly go to a committee or the Program Council should refer the request to the Vice-President, who, as Chair of the Program Council, will make the proper disposition of the request.

Proxy Votes

Members who may not be able to attend Congregational Meetings, but who want to express their opinions, or ensure a quorum, may provide a proxy to someone to hold at the meeting. The proxy must be brought to the meeting. Members may cancel proxies and cast their votes themselves if they find they can attend the meeting. Proxy holders must surrender proxies to the member upon request. Proxies must comply with requirements of the By-Laws.

Proxies may either state specific voting instructions, or allow the holder to vote as they feel appropriate. If time and situation permit, the Administrative Assistant or Secretary shall prepare printed proxies for members to sign. Handwritten or printed proxies are acceptable.

Religious Education Safety

UUCG recognizes that religious communities must be dedicated to the creation of safe environments for all our members, particularly our children and teenage youth, who are vulnerable to incidents of abuse.

Screening and Selection of Workers with Children and Youth

All workers who provide direct care or supervision of children or teenage youth must meet the following criteria:

1. Be an active UUCG attendee for at least six months. Second adults may begin before six months if approved by the RE Chair or DRE. It is strongly recommended that those who work with our children be at least 18 years old.
2. All compensated workers must consent to a criminal background check and such check may be performed at the discretion of the Board or minister.
3. All applicants for compensated positions must complete an application form and supply two references. These references should be people who have known the applicant for at least a year, preferably in relation to previous work with children or youth. Government-issued photo identification, such as a driver's license, must be presented.
4. All workers must sign the Code of Conduct form.

Event Supervision Recommendations

A minimum of two adults should be scheduled to supervise groups. Exceptions, for exigent circumstances only, may be made by the primary on-site adult leader. For the purposes of these requirements a “group” is defined as those minors who have been assigned to a nursery, preschool, or individual class or specific program or activity within the context of that class, as well as youth who are taking part in a planned, organized component of their religious education program.

Minimum adult-to-child/youth ratio is as follows:

Nursery/Preschool — 1:6

Elementary — 1:6

Middle School — 1:8

High School — 1:10

If the host site for an event involving children and youth has established more stringent adult-to-child/youth ratios, those of the host site will be used instead of the above ratios.

If an adult other than a parent or guardian has a private one-to-one meeting with a child or youth during the event, another worker in the program shall be notified about the meeting, either before the meeting or promptly afterward.

No adult, other than a parent, guardian, or sponsor is to be alone with a child or youth off-site.

Corporal punishment may not be used under any circumstances.

Transportation To and From Events

All drivers must be at least 22 years of age, hold a valid driver’s license, and provide proof of motorist insurance.

The vehicle must be equipped with seatbelts for all youth passengers, and seatbelts are to be used when transporting youth during events.

Written permission of the parent/guardian of all minor passengers shall be obtained prior to being transported. This permission shall include all relevant details pertaining to the event, such as date and location, name of driver(s), time of departure and time of return.

No driver may consume alcohol or use any form of drug which can impair physical or mental ability to carry out his/her duty as a driver.

A minimum of two adults must accompany a group going off-site. Exceptions, for exigent circumstances only, may be made by the primary on-site adult leader.

Reporting of Incidents, Response, and Removal of an Advisor

All persons associated with a UUCG event, including compensated workers, volunteers,

adults, or youth, who acquire knowledge or a reasonable suspicion that one or more youth has been sexually molested or exploited, injured, or been the victim of significant objectionable conduct shall immediately report the incident to the person in charge of the event.

Every person in charge of an event to whom a report of exploitation, molestation, injury, or objectionable conduct is made shall immediately:

- (i) Gather the basic information about the situation and people involved to determine whether the incident should be reported to the police or social services.
- (ii) Notify the Minister and President of the situation and determine a next course of action.
- (iii) Report the incident to the parent or guardian of the apparent victim(s).
- (iv) Prepare a written report on the incident for minister and Board.

Removal of an Adult Advisor

Should circumstances or events arise that indicate that an adult advisor is no longer a suitable person for working with children or youth, that adult will be removed from involvement or contact with children or youth.

Any person with concerns about an adult advisor should contact the UUCG Minister and President, who will assess the need for removal. In seeking to remove an adult advisor, the Board of Trustees will afford the affected worker or advisor an opportunity to know the charges against him or her, to know the evidence, and source thereof, supporting such charges, and the right to reply to or rebut such charges. In disputed cases, the adult volunteer may request mediation through the Conflict Resolution process. The adult volunteer may not continue working with children until all concerns are removed.

It is understood that such action will be handled with due caution and discretion. Because of potential exposure to charges of discrimination or other legal hazard, the Board shall be kept informed about any removal action under this policy.

Smoking Policy

UUCG is declared a smoke-free building in its entirety.

CHAPTER III. UUCG COMMITTEES

Mission, Strategy, Responsibilities, and Tasks

A. Introduction

UUCG is a special congregation, special because of our wonderful members and friends who create a supportive, nurturing, and inclusive community that is welcoming to all.

UUCG relies on its members and friends to make us the community presence we are. Volunteers are our heart, and people volunteer for a variety of reasons.

1. They enjoy being with others.
2. They value the community service being performed.
3. They find spiritual meaning within the community and its activities.
4. They know that groups can be more effective than individuals.

All volunteers should be encouraged to find their niche at UUCG within our various committees and activities. Committee chairs' leadership thus makes real their commitment to enriching the life of UUCG.

Each committee makes important contributions to maintaining and improving our congregational life and to fulfilling our UU ministry

Committee Chairs

Committee chairs (other than the nominating committee chair) are appointed by the Board. Past committee chairs and the Minister can be called on for advice. *The Congregational Handbook* (located in the office) is an excellent resource.

As we work together toward fulfilling UUCG's mission, committee leaders need to nurture their volunteers, lead their committee effectively, and communicate fully.

Nurture volunteers

1. Try to identify/recognize the gifts each volunteer brings.
2. Try to make your committee members feel involved/appreciated.
3. Respect their ideas.
4. Try to operate the committee democratically.
5. Say thank you often.

Lead effectively

6. It is neither expected nor desirable that the chair personally do all of the committee's work. Delegate and get your committee members involved.
7. Try to make sure you and your committee members understand the purpose and responsibilities of the committee.
8. As the year begins, identify committee projects for the coming (July-June) year. Form 1 offers one way to identify and prioritize activities, on which a "goal" will serve your stated committee purpose and "objectives" are the activities you will do to meet that goal. It is understood that priorities and plans may change during the year.

9. In setting priorities, remind members that undertaking a large number of projects requires either a large number of volunteers or a lot of work by a few volunteers.
10. Let committee members assume responsibility for projects, perhaps rotating responsibility.
11. Meet regularly. Remind members of date, time, and place several days before the meeting.
12. Appoint or elect a committee secretary to keep minutes. The minutes need not be elaborate. The purpose is to record who is doing what, time tables, recommendations. Use any format you or your secretary prefers. One option is to copy and use Form 2.
13. Monitor your committee's budget. Note the section below on committee budget management.
14. Submit brief, monthly reports to the Board Secretary. A Form 2 would be okay, or write a brief narrative or a bulleted list of items.
15. It is essential for the committee chair or designee to attend regularly scheduled Program Council meetings and desirable to support the Council Chair by attending Board meetings.

Communication.

16. Communicate regularly with the Board and as needed with other committee chairs and the congregation. Notify other committee chairs when your plans will affect them. For example, the Hospitality Committee should be timely informed when their assistance will be needed. Good communication is important to keep everyone informed. We all care about how well our programs and activities are working and there are many ways we can help each other.
17. The Administrative Assistant is responsible for keeping the building use calendar. Please notify him/her of committee meetings or other activities that will take place in the church. This will insure that space is available.
18. Keep the *Beacon* editor informed, so the whole congregation knows of your committee activities. Keep in mind that the beacon is issued at the first of each month so please submit articles and announcements by the deadline, which is usually mid-month.
19. The chair may choose to be responsible for communications or may ask the committee secretary or another member to be responsible for communications.
20. When possible, participate in UUCG management by attending Board retreats for planning and development.

Committee Budget Management

21. Only the Chair can authorize expenditures. Committee members may not make purchases on their own, unless prior approval is given by the Chair. Board approval is not needed for expenditures that were part of the approved budget.
22. Use Form 3 for reimbursement. This form asks for the information the Treasurer needs to keep accurate records.
23. Keep track of your committee expenditures, using Form 4 if you like.
24. If expenditures are wanted outside the committee's budget, the Chair can make a

request to the Board.

Relationship to UUCG Board of Trustees and Minister

Committees relate formally to the Board of Trustees through the Vice-President who chairs the Program Council. The Vice-President calls and presides at the quarterly or more frequent meetings of the Council. The Vice-President shall present regular reports to the Board and is the conduit for presenting issues, concerns, or suggestions from standing committee chairs to the Board. Please notify the Vice-President at least a week before the Board meeting of issues for that month's Board agenda.

The minister is a resource and consultant to committee chairs, so phone or e-mail the Minister to share information or invite input. The Minister knows our members and friends and has access to the variety of resources at the Thomas Jefferson District and UUA.

See the Appendix for additional information on committee chair work and skills.

UUCG Committees

Below follow written committee descriptions – a narrative description of each committee’s mission, strategy and tasks, sometimes with written guidelines from the Board. See also Committee Guidelines above.

Building and Grounds Committee

Mission: To maintain a safe, aesthetic, welcoming environment that enhances the worship, spiritual, and communal experiences of members, friends, and visitors; to provide a clean building with well-groomed grounds; to make recommendations for maintenance and improvements and to communicate with the Board of Trustees and the long range planning committee on space and resource needs.

Strategy: The committee, aided by other volunteers, will ensure that routine (weekly, monthly, etc.) and preventive care for the building and grounds is done and that building users respect the property. It will also monitor space and resource needs at least yearly.

Tasks:

- Grounds: Lawn care, including weeding, fertilizing, mowing, new plants
Maintain parking lot, tool shed, and exterior of building.
- Inside: Supplement periodic contract cleaning as needed.
Arrange for and coordinate repairs and improvements to building.
Arrange for periodic carpet cleaning and window washing.
Maintain appropriate supplies for cleaning, replacing light bulbs, etc.
Decorate the building for special occasions.
Arrange for flowers (real or artificial) for Sunday services.
- Budget for routine expenses: Make recommendations for capital expenditures to the Board and the Long Range Planning Committee.
- Provide a copy of its meeting minutes to the Board Secretary.

Committee on Ministry

Currently in reorganization. Section to be Revised.

Finance Committee

Mission: To insure adequate income for the UUCG operations; to responsibly monitor expenditures; to insure complete and accurate accounting of income and expenditures; to coordinate efforts by the Stewardship and Fundraising Subcommittees, and help increase the Endowment.

Strategy: This committee will advise the UUCG Board on all financial matters, including budget preparation, monitoring income and investments, financial projections, and capital campaigns. It oversees and coordinates the activities of the (sub)committees concerned with the Endowment, pledge campaign and fundraising.

Tasks:

07/15/08

Provide a copy of its meeting minutes to the Board Secretary
 Prepare and monitor the operating budget
 Assist treasurer with evaluating insurance policies and modes of financing major improvements.
 Support the annual pledge campaign as conducted by the Stewardship Subcommittee
 Recommend and monitor capital campaigns as needed
 Evaluate and recommend investments (in conjunction with Endowment Subcommittee)

Stewardship Subcommittee to Finance Committee

Mission: To operate the annual pledge campaign with input from the Board of Trustees and all committee chairs to achieve UUCG's budget goal and insure that resources are available to cover UUCG's operating expenses and carry out new programs as approved by the Board or Congregation. (mission to be re-written when possible)

Strategy: The Subcommittee will operate during the entire fiscal year and will include a chair, the Treasurer, and the President, among others. The Subcommittee may adopt acceptable procedures for canvassing, including training and pledge materials. Its chair is a member of the Finance Committee.

Tasks:

- Provide a copy of its meeting minutes to the Board Secretary
- The timetable for completion of the following tasks may be modified by the Subcommittee as needed.
- December - Appoint pledge dinner chair(s)
Set dates for pledge dinner.
- December/January - Request that committee chairs submit budget requests
- February - Announce Pledge Dinner and Canvass in beacon
Direct design and printing of pledge dinner and materials
Coordinate development of new budget with Finance Committee.
Train volunteers involved in the pledge process
- March- Manage Pledge dinner
Commence pledge drive
Finish pledge drive
- April- Report to the Finance Committee so the final budget can be prepared for approval at the Annual Meeting.

Fundraising Committee

Mission: To oversee UUCG's overall fundraising; to supplement UUCG pledge and non-pledge income for operating expenses and special projects.

Strategy: This Committee will coordinate with the Finance Committee, the Board and the Minister to set annual or longer-term fundraising financial goals, and to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, product/art sales, etc. It will take the lead in certain types of congregation-

wide fundraising activities, such as a dinner/dance or auction, and it will recruit and work with members or volunteers on approved projects for fundraising. The Committee will set general guidelines on acceptable fundraising options, including type of project and cooperation with other groups. It will support UUCG applications for grants or outside funding, in cooperation with other UUCG committees and interest groups, when these activities are deemed appropriate and consistent with UUCG's mission and if approved by the UUCG Board. (Example: Some grants require matching funds which the Fundraising Committee may be asked to help procure.) The committee will monitor fundraising efforts to be sure that ethical practices are used, that donors are acknowledged appropriately, and that fundraising efforts are effective.

Notes:

The responsibilities of the Fundraising Committee DO NOT include UUCG's annual pledge canvass or capital campaign, although individuals involved with this committee may be active in these other activities as well.

When fundraising for a specific project can best be achieved by one-on-one requests for support from individual UUCG members or from community businesses, approval by the Board should be requested. The type of request and timeframe should be specified to avoid possible conflicts with other UUCG activities.

Tasks:

- Provide a copy of its meeting minutes to the Board Secretary.
- Publish an annual calendar of fundraising events approved by the Board.
- For each project, recruit a director to plan, publicize, organize, and implement.
- Record expenses and proceeds.
- Report to the Finance Committee and the congregation.

Endowment Committee

Mission: To support UUCG through the faithful management of bequests in wills, charitable remainders and other trusts, charitable gift annuities, assignment of life insurance, and transfers of property.

Strategy: The committee should meet every six months or more frequently as needed to review investments and make recommendations for actions to the Board for Board approval. It also recommends steps to inform the congregation on contributions to the Endowment Fund.

Tasks:

- Monitor Endowment Fund investments
- Encourage member contributions to the Endowment Fund
- Provide a copy of its meeting minutes to the Board Secretary
- Maintain accurate records of the Endowment Fund and make them available to the Board annually for review

Report annually to the Board on the status of the Fund
Recommend for Board approval distribution of income: up to one-half for the physical UUCG building, i.e. maintenance, capital improvement or renovations, or mortgage reduction; up to one-fourth for scholarships or grants to UUCG members for UU-related activities, training, and conferences; and up to one-fourth for outreach into the community.

Hospitality Committee

Mission: To create venues for social enrichment and strengthening of UUCG's social network.

Strategy: The Hospitality Committee conducts fun events for congregation members, friends, and visitors. It arranges social settings for conversation and camaraderie. In addition to refreshments after each Sunday service, the committee plans events for most months of the year. It seeks opportunities to try new events that contribute to its mission.

Tasks:

- Provide a copy of its meeting minutes to the Board Secretary
- Sunday "Social Hour", including
 - Recruit volunteer to prepare beverages and set up table according to instructions posted in the kitchen.
 - Identify a Refreshments Coordinator who serves for a month, puts up the sign-up sheet for refreshments, reminds people to bring items, and stays to help clean up.
 - Put dishes in the dishwasher. Clear off and wipe down tables. Sweep kitchen.
 - Vacuum if necessary. Take home dish towels to wash.
- Recruit volunteers to stock items for kitchen.
- Work with the Building and Grounds Committee and Membership Committee.

Membership Committee

Mission: To support UUCG's efforts to attract, welcome, integrate, and retain members; to create a welcoming environment that enhances the sense of belonging to a supportive, caring community.

Strategy: The Membership Committee performs regular activities to welcome visitors and to support community building.

Tasks:

- Provide a copy of its meeting minutes to the Board.
- Operate a phone tree for last minute changes in church scheduling or emergency events.
- Renew UUCG brochures on display as needed.
- Coordinate with the Hospitality Committee
- Publicize and conduct a Newcomer Orientation two or three times a year.
- Announce the orientation in the Order of Service and in the *Beacon*
- Send invitation to individuals and families

Plan Orientation with the minister
 Organize orientation material for presentation for three Sundays after church
 Describe the process for joining the UUCG, i.e.
 Attend Orientation
 Sign the Book
 Make a Pledge
 Read New Member Packet
 Identify and follow up with visitors
 Plan the New Member Welcoming Ceremony with the minister and provide handouts to congregation for the ceremony
 Ensure that UUCG and UUA brochures are available.
 Recruit Sunday Morning greeters
 A coordinator of greeters recruits and reminds volunteers by sending a Thank You Postcard
 Before their Sunday; the coordinator posts greeters responsibilities on the welcome table, and trains greeters.
 Greeter responsibilities include:
 Arrive at UUCG by 10 AM.
 Put out hymnals
 Fold programs
 Welcome arrivals at the door.
 Ask visitors to sign the visitor's book
 Pass the collection baskets
 Count attendance and record at welcome desk by door.

Communications and Publicity

The Board may appoint a committee and chair to oversee communications and publicity functions of the congregation, or may appoint individuals to assume the responsibility for various functions of communications and publicity. If no committee and chair are formed, then coordination of these activities rests with the Board.

Tasks:

Maintain UUCG's website, with updates and changes approved by the Board.
 Coordinate ongoing public information activities with other UU congregations, such as National Public Radio ads.
 Publish digital and print versions of the UUCG newsletter, the UUCG Beacon.
 Publicize special events, such as fundraising efforts and public programs, within the congregation and to the public
 Prepare UUCG pamphlets and materials.
 Maintain the UUCG e-mail/listserv.
 Evaluate and recommend new communication projects.
 Advertise UUCG and UUism in the Pitt County region.

The UUCG *Beacon* is the primary means of ongoing official communication with members about our ministry, business, and activities. It is also an important tool for

public and community information. The editor of the *Beacon* is responsible for collecting articles, doing appropriate editing, laying out the newsletter and submitting camera-ready copy for printing. The *Beacon* editor sets the monthly deadline, usually a date between the Tuesday after the Board meeting and the Tuesday before the last Sunday of the month.

The Administrator is responsible for arranging for printing and distribution by mail or e-mail, including picking up the printed Beacons, affixing mailing labels, and mailing Beacons.

Caring Committee

A Special Committee for Caring shall assist and advise the Minister in coordinating and administering the caring ministries of the congregation, such as sending cards, flowers, phone calls or meals for members and friends who are ill, are experiencing life transitions, or are in need of special attention. The Minister may appoint a chair from the membership of the committee, if needed, otherwise, the Minister shall be responsible for chair functions.

Nominating Committee

Committee: Consists of three voting members of the congregation

Mission: To identify and recruit nominees for Board members and committee chairs

Strategy: The Nominating Committee members actively interact with members to become acquainted with people and learn their interests, strengths, and availability for participation on the Board and committee.

Tasks:

- Provide a copy of its meeting minutes to the Board Secretary
- Develop nominees for Board and nominating committee positions to be voted on at the annual congregational meeting as specified in the Bylaws.
- Develop nominees for committee chair positions to be appointed by the board.

Nominating Committee Guidelines (as approved by the Board):

The Nominating Committee shall be responsible for identifying and recruiting Board and committee chair nominees for vacancies as described by the UUCG Bylaws. The Nominating Committee shall inform nominees of the process and advise them of their responsibilities. The committee's recommendations should be prepared for congregational consideration by late April and published in the May *beacon* in preparation for the Annual Meeting when Board members are elected. The committee may be asked for recommendations when a Board member or committee chair must leave their office before their term is over.

Positions elected annually for one year term:
President

Vice-President/Program Council Chair

The Immediate Past President serves for one year. If unable to serve, an At-Large Member is elected to serve for one year.

Positions elected in odd years for two-year term:

Treasurer

One (1) At-Large Member

Positions elected in even years for a two year term:

Secretary

One At-Large Member

Beginning in 2004 the Board President was elected for one year, and then became the Immediate Past President member of the Board for one year. The Vice-President/Council Chair was elected for one year, was confirmed as President in 2005, and will become Immediate Past President member of the Board for one year.

In future, should the president be unable to serve a full year as the past president member of the Board, the Board may appoint a person to fill this position when it comes open during the year. If the vacancy is known before the annual election, a third at-large position shall be elected by the congregation for a one year term.

Religious Education Committee

Mission: To provide children's religious education that is consistent with UU principles and UUA recommendations and is responsive to the interests and needs of UUCG children.

Strategy: Youth RE program planning will be done with maximum involvement of parents and children. Adult RE Programs shall be coordinated with the Minister. Whenever possible, RE activities will involve the entire congregation and will be coordinated with UUCG's social action projects. Regular reports of RE activities will be made to parents and the congregation through letters, announcements, and the *Beacon*. RE programs will be announced sufficiently in advance to allow maximum participation. The RE Committee will evaluate the overall Religious Education Program at least yearly. See also Religious Education Safety above.

Tasks:

Provide a copy of its meeting minutes to the Board Secretary

Coordinate weekly programs on Sunday

Design community service projects, for the children alone or in conjunction with UUCG social action programs

Organize and conduct special education programs, i.e. Coming of Age

Conduct at least one children's Sunday worship service for the congregation

Organize occasional parties and social activities for fun and camaraderie

Make recommendations to the Board about resources needed to operate and improve

the children's RE program.
Arrange childcare for services
Recruit and hire childcare provider(s)
May work with other community churches to offer public Adult RE programs

Social Action Committee

Mission: To practice the UU principle of service in our congregation and the community; to support programs and activities that honor the UU principles: the inherent worth and dignity of every person; justice, equity and compassion in human relations; acceptance of one another and encouragement to spiritual growth; a free and responsible search for truth and meaning; the right of conscience and the use of the democratic process society at large; the goal of world community with peace, liberty, and justice for all; respect for the interdependent web of all existence of which we are a part.

Strategy: The Social Action Committee performs specific community service projects and recommends financial support for various community agencies using monies collected during Fifth Sunday "give away the plate" collections. It usually works on continuing projects, such as First Born, and several smaller projects during the year. Individual volunteers assume responsibility for specific projects.

Tasks:

- Provide a copy of its meeting minutes to the Board.
- Organize volunteers for monthly food distribution at First Born.
- At monthly meetings, identify other short-term or time-specific projects.
- Recommend specific levels of financial support to community groups.

Worship Committee

Mission: To coordinate with the minister and lay leaders the presentation of varied and meaningful Sunday services; to inform the congregation and visitors about UU principles, the history of our denomination, and UUA positions on social issues; to spur spiritual growth; to contribute to the community spirit of UUCG.

Strategy: The Worship Committee aims to provide Sunday worship services and additional activities consistent with UU principles and interest to the congregation. It considers seasonal topics as well as relevant committee activities in its planning. It conducts regular reviews of congregational satisfaction and preferences to keep service topics in tune with interests.

Tasks:

- Provide a copy of its meeting minutes to the Board Secretary.
- Plan services and music
- Arrange for outside/lay speakers
- Recommend possible topics of interest to the minister for community programs presented by UUCG alone or in cooperation with other churches

APPENDIX

A. Leadership -- Some General Notes on Leadership Behavior

1. Nine Behaviors of Leaders (not an exhaustive list)

Good leaders exhibit the following traits.

- Motivating others
- Empowering others
 - Giving people important work to do
 - Offering visibility and public recognition
- Encouraging teamwork
 - Groups may be results oriented, process oriented, or relationship oriented. Which characterizes your committee?
- Preparing people for change
 - Sometimes the practices of previous committees still work well; sometimes, a new approach is necessary.
- Having a strong, clear vision
 - Be clear about your committee's purpose.
- Using multiple options thinking
 - Don't stop at the obvious. The first answer may not always be the best or "right" one.
- Taking intelligent risks
- Stretching one's personal creativity
- Being passionate about committee's work
- Delegate!
 - Don't assign or delegate work simply to avoid an unpleasant task.
 - Assign the right person to the right task.
 - Be clear on what is expected, what process or outcome is preferred.
 - Make sure the person has the support and resources to get the job done.
 - Follow through by checking that the individual is comfortable with the assignment, is clear on expectations, and understands how/where help is available.

2. Participation in Group Discussion (not just for leaders!)

Remember the discussion is a cooperative venture in serious conversation. It succeeds best when everyone feels free to join in at any time.

- Listen thoughtfully to others. Ask for explanations when needed.
- Speak when having something to contribute to the discussion, but don't monopolize it.
- Under usual conditions, don't speak more than a minute at a time.
- If you don't understand something, say so, perhaps there are other members who don't understand either. Ask for an example.
- If disagreeing with what is said, say so frankly but in a friendly way.
- Don't wait to be called on, especially at the beginning of the discussion.

- Remain seated while speaking and address others informally.
- Come to the meeting with the intention of taking part.
- Don't expect an important question to be settled in one discussion.

The above just scratch the surface. Facilitation of group process, be it informal discussion, a large group meeting, or other -- is a profession, and many books are available on the subject. Co-leaders -- for example a "vibes watcher" -- can be helpful. But the above points 1-9 are basic. See **3. Active Listening** and **4. Communication** below.

3. Active Listening

- Active listening conveys respect and interest for the views of the other person. It involves:
 - Putting aside your views and really listening. Even if you disagree, give your full attention and listen to the other person's point of view.
 - Allowing the other person to talk. Wait until he or she finishes before responding.
 - Hearing what is being said. You will have a better understanding of where the other person is coming from.
 - Paying attention to how it is said. For example, a person may say, "I'm not angry with you" but his or her tone of voice and facial expression suggest that he or she really is angry.
- Use your body language to say "I'm listening."
 - Make frequent eye contact
 - Keep your body oriented toward the speaker.
 - Nod your head
 - Say "yeah", "unh huh", "I see", etc.
- Ask questions
 - Ask open ended, non-confrontational question (no one likes to feel like they are being interrogated).
 - Invite the speaker to tell more about his/her concerns, expectations, and interests.
- Paraphrase
 - Restate what the speaker has said in your own words
 - Do not evaluate or judge
 - Focus on the speaker
 - Include both facts and feelings
 - "So, you believe strongly that..."
 - "The way you see it..."
 - "You were very unhappy when..."
 - "What I hear you saying is, you..."
 - Use "I feel" to show appropriate, accurate disclosure of your feeling.
 - Use "when you..." to give concrete, non-judgmental descriptions of behavior.
 - Be direct and short, non-blaming.
 - Use "because" to describe tangible negative effects of what something means or what it costs.

- What Not to Do
 - Accusations – “You always... you never... why don’t...”
 - Generalizations – “You...” “You’re wrong...” “What you need is...”
 - Overkills “You stupid...” “Everybody knows...”
 - Label, Name calling- “That...” “You’d better not...” “You ought...”
 - Sarcasm – “To...” “Why did you...” “Don’t you know...” “...you.”
 - Moralizing- “Should...” “If only you did it my way...”
 - Assigning motives- “If only you were more like me...”
- Dealing with difference
 - Recognize different opinions as opening options
 - Open the disagreement to the group by saying “Does everyone agree with this view?” What do others think about this?”
 - If you think someone is not participating out of a sense that his experience or point of view is too different from everyone else’s, you could say something like “What is the experience of others?” or “We are a pretty diverse group here and I am sure others have experienced this differently.”

4. Communication

- Set the Stage
 - Set a limit on the amount of time
 - State purpose of meeting
- Communicate clearly
 - Listen Actively
 - Listen to clarify; this helps you check your assumptions:
 - “I’m not sure what you mean by ...”
 - “Could you please clarify for me...”
 - “Please explain to me what you mean by ...”
 - “Would you please say a little more about ...”
 - Paraphrase what you hear; paraphrasing lets the other person know you are trying to understand her or his problem, and checks your own understanding of the problem:
 - “As I hear it...”
 - “It sounds like...”
 - “It seems that...”
 - Elicit concerns
 - Use “I” statements, e.g.
 - “The way I see it...”
 - “What I prefer is...”
- Attend to Emotions
 - Explicitly ask about feelings
 - Recognize your own emotions
 - Empathy- “This must be hard.”
 - Reflection – “You seem angry.”
 - Affirmation – “You work hard.”

Validation – “Anyone would feel...”
Respect – “You deserve to ...”
Support – “I want to help...”
Non-verbal: Facial expression, touch

- Closure
 - Summarize agreements/impasses
 - Agree to revisit unresolved issues(s)
 - Clarify next steps

- Responsibility
 - Clearly state who is responsible for doing what
 - Make sure assignments are clear
 - What, when, where
 - Limitations, special considerations

- Time lines
 - Time lines may help coordinate and organize long term or complex tasks

B. The Committee Chair’s Work

A chairperson’s job is never easy; if it were, good men/women such as you wouldn’t be asked. But chairpersons' work can be made much easier simply by understanding what is expected of them and how to get the job done through their committees. Here is a brief guide, which could help make your load much lighter.

1. Approaching the job.

- **Getting organized.**
 - Acquaint yourself thoroughly with the specific purpose of the committee and the problem to be solved or the action needed.
 - Select carefully the people who will work with you
 - In some cases, your committee will be selected for you. In that case, a phone call to each member, explaining the purpose of the committee and announcing the date and place of the first meeting is in order.
 - Send also a card announcing your meeting and something about the agenda.

- **Conducting Meetings**
 - First meeting
 - Summarize the purpose of the committee; what has been done previously, and the responsibilities.
 - Encourage every member to contribute to discussion.
 - Do not dominate discussion, but do steer it and keep it on the subject at hand.
 - Encourage every member to contribute to the discussion.
 - Do not dominate discussion, but do steer it and keep it on the subject at hand.
 - Call for definite decisions on a course of action. This is important.
 - Delegate the workload the committee has decided to do, to each member. Do nothing yourself that someone else can do. Leave no part of the workload to yourself except that of general coordinator.

Set a definite time limit for each job to be done. This may be the time of your next meeting.

- **The follow-through**

Do not just assume that everyone will do what they said they would do by the specified time. People are busy and it is easy to put things off or forget.

Call each member and remind them of their job by asking two or so days after the meeting if it is completed.

Call again as necessary.

Assist people with their assignments only where absolutely necessary.

2. Overview of the job

- The basic function of a committee chairperson is to:

Get action from his/her committee.

Get the job done through her/his committee.

- The committee chairperson must make sure the committee acts as authorized by the Congregation.

- The committee chairperson is responsible for:

Calling meetings of the committee.

Providing ample opportunity for all committee members to express themselves.

Bringing about formal action for the committee.

When this formal action requires work to be performed, he should divide the responsibilities among the members of the task force and assign specific responsibilities to each member.

It is the responsibility of the chairperson to set deadlines for work to be completed and to check from time to time with members of the committee who have been assigned work to see to it that the work is being done.

The chairperson may assign certain portions of the work to self, but should exercise caution in this direction since it is easy for too much of the workload to fall on the chairperson's shoulders.

She or he should report the activities of his task force monthly (or less frequently, if indicated) to the Board. The President may ask for a report directly to the Board, or the chairperson may ask to come to the Board and report.

3. Responsibilities of the job at UUCG

- General responsibilities

Call regular committee meetings and keep minutes

Develop agendas, conduct meetings, and delegate tasks to accomplish the goals of the committee.

Attend quarterly Program Council (P.C.) meetings

Monitor committee budget.

Submit an annual report.

- **Specific responsibilities**

Keep the minister and Vice-President/P.C.Chair informed of planned activities, especially those that require coordination

Report to the Vice-President/Program Council Chair, or to the President if the Vice-President is unavailable, any items you'd like addressed by the Board

Notify the Building & Grounds Committee Chair of committee meeting times

Submit information to the *beacon* editor to inform and involve the congregation

Recommend members for the committee in consultation with the Nominating Committee.

Provide new committee members with information about the committee -- written committee description and appropriate policies and procedures.

Work with the committee to set goals and communicate those goals in writing to the Board in August.

Schedule meetings on a monthly or as-needed basis and ensure that members receive timely notification of meetings.

Assure that committee minutes and expense records are kept. A copy of the minutes is sent to the Board..

Prepare a proposed budget for the upcoming year if appropriate and submit it to the Finance Committee by the announced deadline.

Plan to attend the annual Board/committee chairs/organizational leaders retreat and other church-wide leadership events.

Participate in the quarterly (or more frequent) Program Council meetings.

Coordinate committee activities with the minister.

- **Meetings**

All committee meetings should be placed on the church calendar by notifying the secretary of the Board of their date, time, and location at least five days before the meeting.

Committees are encouraged to meet at UUCG to allow easy access for committee members and interested congregation members.

C. FORMS

Form 1. Setting Committee Goals

Committee _____ Date _____

Chair _____

Goal: To

Objectives: 1.

2.

3.

<u>What needs to be done</u>	<u>Who will do it</u>	<u>By when</u>	<u>Results</u>
------------------------------	-----------------------	----------------	----------------

Objective #1. To

A.

B.

C.

Objective #2. To

A.

B.

C.

Objective #3. To

A.

B.

C.

Form 2. Committee Minutes

Committee Name:

Date:

Members present:

Issues discussed:

Decisions or actions to be taken.

(If applicable, note action to be taken, by whom, and by what date.)

Date of next meeting:

Minutes taken by:

Form 3. UUCG Reimbursement Form

To facilitate record keeping one form must be filled out for each reimbursement. Each form MUST be signed by the chair of your committee.

Amount Requested _____

Committee name _____

Budget line name (ex. Church cleanup) _____

Make check to: _____

Person making request: _____

Signature of Committee Chair: _____

Date requested: _____ Date reimbursed: _____



UUCG INTERNAL Event Scheduling Request

Completion of this form and submission to the Administrative Assistant in person, by fax at (252) 355-6658, or by e-mail office@uugreenvillenc.org, will insure your room request and publication on the church calendar. If there are any conflicts with your request, you will be contacted.

Basic Information			
Event Title		Sponsoring Group/Committee	
Lead Contact/Event Chairperson		Contact's Daytime Phone #	
Expected # of Participants			
Room(s) Requested		Any special needs?	
Child Friendly:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Event Information			
Describe Event			
Date & Time Requested: (1 st choice)		Date & Time Requested: (2 nd choice)	
Regular meeting to be scheduled to the end of the church year (June)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Open to non-members?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cost to attendees	Member: \$ Non-member: \$
Impact Assessment			
Primary Impact Area:	<input type="checkbox"/> Financial – Event will raise funds for UUCG <input type="checkbox"/> Congregational – Event will benefit UUCG members, regional UU groups, or the UUA <input type="checkbox"/> Community – Event will benefit the community at large and/or heighten awareness of UUCG		
Describe Financial Impact			
Describe Congregational Impact			
Describe Community Impact			
OFFICE USE ONLY			
Received by		Date	
Approved as requested		Approved with changes	

If you would like this event announced in the newsletter or in the orders of service, please complete the reverse side of this form.

Publicity

Is this event to be announced in the newsletter?

- Yes
 No

Is this event to be announced in the orders of service?

- Yes
 No

Please draft a paragraph for the newsletter here:

Please draft a line for the order of service announcements here:

You may also send announcements by email to office@uugreenvillenc.org

Thank You for using this Form!!!