

# Mt. Diablo Unitarian Universalist Church

## BOARD POLICIES ON CHURCH GOVERNANCE

Adopted and Published by the Board of Trustees

Updated through July 31, 2019

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## **I. BOARD OF TRUSTEES – FINANCE AND ADMINISTRATION**

1. The Board has general charge of all administrative, property and business affairs of the Church, subject to the provisions of the Bylaws.
2. Approves policies and procedures proposed by the Treasurer, Financial Stewardship Council and Finance Committee. The Board reviews the application of those policies and procedures and assures that the financial health of the Church is maintained.
3. Reports the financial condition of the Church to the Congregation on a regular basis.
4. Recommends the annual operating budget to the Congregation for its approval. See II(C) below.
5. Approves all fund raising done on behalf of the Church. See IV below.
6. Sets the principal amount of Church bonds and notes to be issued based upon Congregational approval of maximum authorized principal amount.
7. Sets the interest rate for Church notes and notes to be issued, based on recommendations from the Finance Committee.
8. May designate the President, Treasurer, Senior Minister(s), a subcommittee of the Board, the Executive Committee or others, to act on its behalf in negotiating or approving items within the Board's area of responsibility.
9. Conducts, or directs the Canvas Committee to conduct, a continuing canvass of new members as they join.
10. Approves changes to signatories for bank and investment accounts and changes to holders of passwords for such accounts. See V below. These approvals are recorded in the minutes of the Board.
11. Establishes policies for (a) acceptance of individual monetary gifts that are designated for special purposes not previously approved by the Board, and (b) acceptance of any non-monetary gifts and the disposition of any non-monetary gifts.
12. Establishes policies for the investment of Church funds, excluding Sammons Endowment Fund. See III(E).
13. Establishes criteria for insurance coverage for the Church.
14. Telephone and/or E-Mail polls of Board members are normally not to be used as a means of taking action on an issue since discussion among members may not be possible and inaccurate interpretations can result. Where immediate action is necessary and in the best interest of the Church, such action may be taken by the President if all Board members (excluding any youth Members) are in agreement after E-Mail poll. If all Members do not approve, no action can be taken until the next Board meeting or the matter can be acted upon by the Executive Committee, if within the powers and duties of the Executive Committee.

## **II. FINANCIAL MATTERS**

### **A. Treasurer [Treasurer]**

1. Serves as a Member of the Finance Committee.
2. Coordinates the work of the bookkeeper to assure preparation and review of necessary financial reports.
3. Oversees the books of account for accuracy and timeliness.

4. Provides financial reports to the Board as needed, and interprets the reports for the Board.
5. Monitors the payment of bills and investment of Church bank accounts (excluding the Sammons Endowment Fund).
6. Oversees the submittal of reports required by government agencies.
7. Notifies the Board of changes required in the signatories for bank and investments accounts.
8. Reviews insurance coverages annually to see that they are in accord with criteria approved by the Board.
9. Oversees the sale and redemption of Church notes and bonds.

## **B. Finance Committee [*Financial Stewardship Council*]**

1. Recommends financial policies and procedures to the Financial Stewardship Council and sees that those adopted by Board are carried out.
2. Reviews the financial statements monthly.
3. Reviews the pledge status and pledge delinquencies quarterly.
4. Reviews all Church bank accounts (excluding Sammons Endowment Fund) to assure that they are managed in accord with Board policies.
5. Prepares an annual budget for consideration by the Board of Trustees based on information provided by the Senior Minister(s) (including their recommendations as Chief of Staff of adjustments in compensation of all members of Church Staff), the Committees, the Church Staff, and other Church members.
6. Recommends to the Board of Trustees the interest rate for notes and bonds to be issued each March and September, based on advice of Note/Bond Secretary.
7. Conducts studies and makes recommendations on topics requested by the Board of Trustees.
8. Oversees investments of Church bank accounts (excluding the Sammons Endowment Fund), in accordance with the policies approved by the Board.

## **C. Budget [*Financial Stewardship Council*]**

1. The income of the Church is derived primarily from pledges. It is supplemented by money from special fund raising events and programs authorized by the Board as well as from gifts and donations. The power to decide how Church income is allocated belongs to the Congregation and is exercised through adoption of an annual operating budget, as recommended by the Board and as provided in Section XI(A) of the Bylaws.
2. The Board shall adopt a process to allow review and comment on the proposed budget by Members of the Congregation before the Annual Meeting. The annual operating budget submitted by the Board to the Congregation for approval will be developed initially by the Finance Committee and the Treasurer from requests submitted by Committees and groups of the Church and from recommendations from the Senior Minister(s) for compensation of members of the Church Staff. The Finance Committee recommendations will be evaluated by the Board and a proposed operating budget for the Church's coming fiscal year will be recommended by the Board for approval by the Congregation.
3. Since the operating budget is based on anticipated income, it is not an entitlement to any line item. Subject to Section VII(E) of the Bylaws, any decision to overspend the operating budget must be made by the Board. Likewise, the Board may cut spending should income fall short of the budget.

4. Designated pledges to be used for a specific purpose will not be accepted, unless approved by the Board.
5. Committee budgets are included in the annual budget approved by the Congregation and reflect the priorities of the Congregation. Committees are expected to operate within their budgets. Committees chairs must approve all expenditures charged to their budgets.
6. No Church Committee, Project, or Program may spend more than their allocated budget without authorization from the Board of Trustees.
7. Money may be moved from the budget of one Committee to the budget of another Committee within the same Council without Board approval. The Council must approve any budget transfers between Committees within the Council. (Adopted April, 2009)
8. Any funds remaining in Committee budgets at the end of the fiscal year will be returned to the Church's General Fund. However, with Board approval, a Committee may carry over to the following fiscal year enough funds to continue a program or activity.
9. If a specific need for emergency funds is identified, the Committee chair, or a designated representative, should make a written request for additional funds to the Board Executive Committee. The Executive Committee will evaluate the request to determine if it constitutes an emergency. If the request is an emergency and prompt action is in the best interest of the Church, the Executive Committee can authorize the request or forward it for consideration by the entire Board. (Adopted January, 2009)

#### **D. Maintenance Reserve Fund [Place Council]**

*On May 22, 2012, Board suspended this policy until the Board adopts a new long-range financial plan which is expected to occur by June, 2014 at which time the Board expects to reconsider this suspension.*

*[SUSPENDED: The annual operating budget recommended by the Board to the Congregation will include a minimum allocation to the Maintenance Reserve Fund of \$15,000 or 3% of the total operating budget, whichever is greater. Maintenance Reserve Fund will be used for items such as roof repair or replacement, carpet or floor replacement, structural repairs, etc. (Adopted October, 2000).]*

#### **E. Church Staff**

Under the supervision of the Senior Minister(s), Church staff:

1. Maintains the pledge records, prepares pledge statements and reports, such as delinquent pledges, requested by the Treasurer or Finance Committee.
2. Prepares documents related to bonds/notes as directed by the Note/Bond Secretary.
3. Oversees the counting of the collection plate and prepares a summary of the collection for the bookkeeper.

Under the supervision of the Senior Minister(s), the Church staff responsible for bookkeeping:

1. Maintains the books of account and the supporting files.
2. Prepares the financial statements monthly.
3. Prepares and submits reports required by government agencies.
4. Prepares disbursements for review and signatures.
5. Maintains records of the ownership of Church notes and bonds, prepares checks for interest payments, records gifts to Church of interest on or the principal of bonds and notes.
6. Files government reports.

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7. Tracks the required payroll taxes to be paid.
8. Consults with the Church's consulting CPA concerning journal entries and accounting policies and practices.
9. Issues interest checks every six months on bonds and notes.

#### **F. Note/Bond Secretary [*Financial Stewardship Council*]**

1. Maintains duplicate records of the ownership of Church notes and bonds.
2. Works with the Church Administrator in preparation of forms of bonds and notes. Note: the Church President signs the bonds and notes.
3. Contacts people whose notes/bonds are maturing to see if they will continue to hold their bonds/notes for another period if necessary. (The goal is to consistently reduce debt, so the only instance of new issuance would happen if more notes or bonds are asked to be cashed in than the budgeted debt reduction amount that fiscal year.)
4. Contacts Church members to seek purchasers for notes/bonds.
5. Recommends to the Finance Committee an interest rate for the bonds/notes to be rolled-over in the coming March or September.
6. Projects interest payments and maturities and reports to the Finance Committee.
7. Communicates to the bookkeeper which notes and bonds are rolled-over and at what new interest rate, and which notes and bonds have been paid or donated for cancellation.
8. Monitors the bond/note office procedures for the purpose of making recommendations of changes to the Finance Committee.
9. Performs other related tasks as needed.

#### **G. Financial Stewardship Council [*Financial Stewardship Council*]**

10. Ensures the financial viability and well-being of the Church by implementing a fundraising and fund management structure that meets the spiritual, programmatic and physical facility needs of the Church.
11. Cultivate the sense of stewardships so Members understand and feel that financial support of the Church's both part of the spiritual experience and serves their spiritual development.

#### **H. Stewardship Committee [*Financial Stewardship Council*]**

1. Plans and conducts the Annual Pledge Drive of the membership and friends for pledges.
2. Analyzes Pledge Drive data.
3. Conducts pledge of new members.
4. Recommends to Financial Stewardship Council and Board improvements to Pledge Drive process.
5. Recommends to Board the fair share giving levels to be requested of members.

#### **I. Pledge Records — Confidentiality [*Financial Stewardship Council*]**

This Board policy addresses the confidential nature of individual pledges and payments:

1. Records of pledges made and pledge payments will be entered, maintained and managed by a paid staff member or unpaid volunteer designated by the Chief of Staff. This individual will be supervised by the Church Administrator under the direction of the Chief of Staff.
2. Access to records of pledges and payments is limited to the Senior Ministers for confidential use on pastoral matters, and to the Chair of the Stewardship Committee (or his/her designee) for confidential use in the Annual Stewardship campaign. The Chief of Staff or the Board, by a majority vote, may provide access to these records to other staff or lay leaders.
3. Such designated staff member or unpaid volunteer will prepare aggregated reports, based on pledge records but not identifying individuals, for the Senior Ministers, the Board President and the Chair of the Stewardship Committee, at the request of any of these individuals. The Chief of Staff or the Board, by a majority vote, may authorize other staff or lay leaders to request reports and other pledge data.

Note 1: The Board will request that the volunteer who has been entering and maintaining pledge records and preparing reports provide training for the designated staff member so these responsibilities can be fully transferred by June 2014.

Note to item 3: This policy is designed to accommodate the possible needs of committees and task forces, such as long-range planning, capital campaign finance, etc., for pledge data and reports.

## **H. Operating Reserves Stewardship Council [*Financial Stewardship Council*]**

In order to help assure the financial stability of MDUUC, after careful deliberation and research concerning best practices of nonprofit organizations, the Board of Trustees of MDUUC adopts the following policy:

1. The Board's goal is to maintain an "Operating Reserve" in an amount at least equal to 25% of the budgeted annual operating expenditures in the current operating budget of MDUUC (the "Operating Reserve Goal").
2. The "Operating Reserve" is the amount of available and unrestricted cash held by MDUUC including the Contingency Fund, but excluding:
  - money in the operating checking account
  - all current liabilities
  - all funds designated or restricted by the Board, the Congregation, or donors for specific purposes (including the Maintenance Reserve Fund)
  - all funds reimbursable to specific purposes
  - all earmarks and allocations made by the Board.
3. Funding of the Operating Reserve Goal -- Until such time as the Operating Reserve goal is met, and at any time the Operating Reserve falls below the Operating Reserve Goal, the Board intends to deposit annually into the Operating Reserve the amount of any operating cash surplus

as of the end of each church fiscal year, as determined by the Finance Committee based on the final financial statements for each fiscal year. After approval of the final financial statements for each fiscal year, (a) the Finance Committee shall recommend to the Board the amount, if any, by which the Operating Reserve may be prudently increased by transferring a specified amount from the operating checking account to the Operating Reserve, and (b) the Treasurer shall provide the Board with her/his calculation showing that, after such transfer, there will be sufficient unrestricted funds remaining in the operating checking account for church operations. (In making this calculation, the Treasurer shall subtract from total cash held by MDUUC all current liabilities and funds that are designated, reimbursable, earmarks and allocations.) After consideration of the recommendation of the Finance Committee and the calculation by the Treasurer, the Board shall determine the amount, if any, to be transferred from the operating checking account to the Operating Reserve.

4. The Treasurer shall hold funds in the Operating Reserve only as cash or invested in certificates of deposit fully insured by the federal government.

5. The Treasurer shall report, in a form acceptable to the Board, the current amount of the Operating Reserve, the Operating Reserve Goal, and any resulting shortfall or excess of the Operating Reserve compared to the Operating Reserve Goal: (1) to the Board quarterly; and (2) to the Congregation at an annual congregational meeting.

6. The funds in the Operating Reserve may be expended by the Board (a) to sustain the financial operation of MDUUC in the event of necessary and unbudgeted increases in operating expenses and/or losses in anticipated operating revenue; and (b) when the Board determines that a specific expenditure would result in greater benefits to MDUUC than maintaining the current balance in the Operating Reserve. The Operating Reserve may not be used for discretionary ("nice to do") purposes.

7. When the amount of Operating Reserves exceeds the Operating Reserve Goal, the Board may either retain those funds in the Operating Reserve or use such excess funds for other discretionary purposes it determines to be in the best interest of furthering the mission of MDUUC.

### **III. ADMINISTRATIVE MATTERS**

#### **A. Personnel Committee [*Personnel Committee*]**

1. Advises Board and Senior Minister(s) on compensation guidelines for members of Church Staff, including guidelines provided by the UUA and other appropriate comparisons.
2. As requested, advises Board and Senior Minister(s) on personnel policy, staffing needs and other personnel matters and assists the Senior Minister(s) in conducting searches for Church Staff positions.
3. At request of Senior Minister(s), consults with Senior Minister(s) on compensation of Church Staff.

#### **B. Ministerial Intern Committee**

1. The purpose of the Intern Committee is to provide assistance, support, guidance and feedback to the Intern Minister from a lay committee; and to provide input to the Senior Minister(s) concerning review and evaluation for the intern and his/her work.
2. Membership: This committee shall have five members as follows:
  - a. One selected by the intern.
  - b. Two selected by the Committee with the approval of the Senior Minister(s) and the Board.
  - c. One Board liaison, who shall be a fully participating member of the Committee.
  - d. One appointed by the Senior Minister(s).
3. Term of Office:
  - a. The two at-large members selected by the Committee shall each have one term of three years. The terms will be staggered.
  - b. The intern's selection, the Senior Minister(s) selection and the Board liaison member shall each have a term of one year. If reappointed, they may serve for a total of three years.
  - c. Under no circumstances shall any person serve on this Committee for more than three consecutive years.
  - d. A former member may return after an absence of two years.
  - e. Any vacant position shall be filled by the appointing body for that position.
4. Committee Chair:
  - a. The committee chair shall have served at least one year on the Committee. (Adopted December, 2009)

#### **C. Legacy and Endowment Committee**

1. Informs Congregation members of the need for Church's Endowment Fund and encourages donations to the Endowment Fund for the long-term benefit of the Church.
2. Educates Congregation members concerning opportunities for long-term planned giving.
3. Administers and invests Church's Endowment Fund.
4. At least one month prior to Board's approval of budget for recommendation to Congregation for approval by members, advises the Board, the Treasurer and the Finance Committee of the amount of the annual distribution from the Endowment Fund to be made pursuant to Section XII(C) of the Bylaws.

#### **D. Ushers [Worship Council]**

1. Take the weekly collection at Sunday Services.
2. Place the weekly collection in the Church safe.

#### **E. Memorial Committee [Financial Stewardship Council]**

1. Receives funds donated in honor of persons deceased and living, which are deposited in the restricted Memorial Account.
2. Acknowledges the gift to the donor.
3. Expends funds from the Memorial Account for the benefit of the Church in accordance with the donor's wishes.
4. Where funds from Memorial Account are to be used for a designated purpose, which is handled by another committee, funds may be transferred to an account managed by that committee.

#### **F. Credit Cards and Electronic Fund Transfers [Financial Stewardship Council]**

1. Issuance of credit cards for use by Senior Minister(s) and Church staff must be authorized by the Board.
2. Credit cards and electronic funds transfers may be used to make payments to the Church only with prior approval of the Board.

#### **G. Money Handling Policy [Financial Stewardship Council]**

This money handling policy applies to any Church-sponsored event, activity, or fund-raising effort that collects money. Its purpose is to assure that any money collected will be properly accounted for with a minimum amount of risk.

Church policy requires the following:

1. Any person responsible for handling money at a Church event/activity/fundraiser must understand and comply with the procedure below.
2. No money collected at an activity should ever be left unattended.
3. After the activity, all money collected must be deposited in the Church office safe, in an envelope clearly marked with the event name, date, amount of deposit, and the name of the depositor. *The only money that may be removed from the deposit is the money put into the cash box prior to the activity for the purpose of making change.*
4. Activity proceeds must be deposited into the Church safe immediately after the activity.
5. No event expenses will be taken directly out of the activity proceeds. These expenses must be submitted to the bookkeeper via the Expense Reimbursement Process. (Adopted March, 2010)

#### **H. Document Retention Policy [Financial Stewardship Council]**

1. It is the policy of the Church to retain documents as required for the proper conduct of the Church's activities, in compliance with all applicable federal, state and local laws and

regulations. This policy applies to documents retained in both hard copy and in electronic form of any kind.

2. The Finance Committee is responsible inform the staff and bookkeeper in a timely manner of the required holding periods for financial and accounting records, including any other documents required to be retained by applicable law.

3. To reduce storage space and save time, the Church's staff and bookkeeper will regularly review and discard documents and records not required to be retained by this policy or otherwise needed for the Church's activities.

4. The Finance Committee shall form a Financial Archives Task Force to determine which records (hard copy or electronic) are no longer legally required to be maintained, but which are deemed worthy of further preservation to record the Church's history. The Archives Task Force shall develop guidelines for this purpose.

5. Should the Church become aware that a governmental agency is or will be conducting an investigation of the Church, or that private litigation is pending or threatened, the Church shall immediately take affirmative steps to retain and preserve all relevant documents. This notification shall be made to all staff and bookkeeper, who shall comply with the preservation of such documents and records.

6. A Records Retention Committee will be appointed by the Financial Stewardship Council to develop procedures for proper financial record retention and destruction.

7. Personnel records shall be maintained by the Church Administrator and shall be kept in hard copy or electronic form for a period of seven (7) years from an employee's date of termination.

#### **I. Check Signing Policy [*Financial Stewardship Council*]**

Each of the following individuals shall be authorized to sign checks on behalf of the Church: Treasurer, either Co-Minister or a member of the Board designated by the Board.

#### **J. Music Copyright [*Worship Committee*]**

The Church choir will abide by copyright laws regarding music used. (Adopted December, 2008)

#### **K. New Committees**

A new committee (or group) of the Congregation may be started upon submission to the Board of a proposed description of the committee outlining its proposed function and identifying no less than five (5) members of the Congregation who have agreed to serve on it. Committee purposes must be in sympathy with the mission and goals of the Congregation and operate within the Covenant of Right Relations to remain in good standing. The Board will assign new committees to a Council. The Board will determine whether the new committee should report to a Council or the Board. The chair of the new committee will be elected by the members of the new committee and the chair must be a member of the Church (unless otherwise authorized by the Board), and shall serve at the discretion of the Board. (Adopted May, 2011)

## **L. Disbandment of Committees**

A committee can be disbanded by a vote of the Board. Reasons for such an action may include (but are not limited to): inactivity or lack of membership; the request of the committee or its respective Council to do so; repeated violation of the Covenant of Right Relations; or assignment of its core functions to another committee, to staff or to another Congregational entity. (Adopted May, 2011)

## **M. Volunteer Awards Policies [*People and Outreach Council*]**

### **1. MDUUC Award**

The Board of Trustees may designate one or more persons each church year to receive the MDUUC Award in recognition of superlative volunteer service by a member of the Congregation. The award is intended to recognize someone who has provided extraordinary service to the Congregation over extended period of years and in many capacities. The process for soliciting nominations may be determined by the Board on an annual basis. The recipient of this award must have been a member for at least 5 years, and may not be a current member of the Board of Trustees. (Adopted May, 2011)

### **2. Outstanding Volunteers of the Year**

The volunteer work of these recipients is recognized to have been a significant gift of time during the current Church year. The recipients of this award must have been a member of the Church for at least one year, and may not be a current member of the Board of Trustees. Nominations will be solicited through an outreach message to the Congregation and through Councils. (Adopted May, 2011)

## **IV. FUNDRAISING [FINANCIAL STEWARDSHIP COUNCIL]**

### **[FUNDRAISING EVENTS COMMITTEE AND LEAD MINISTER RESPONSIBLE FOR IMPLEMENTING THIS POLICY]**

#### **A. Introduction; What Fundraising is Covered; and Definitions**

1. The purpose of this Policy on fundraising is to encourage fundraising activities, while ensuring compliance with the By-Laws of the Church and long-standing requirements of the Board of Trustees. This Section gives definitions, lists activities not covered by this policy, and cites limitations on fundraising necessary to comply with Board requirements. Section B covers requirements for fundraising activities and notes where the approval of the Board is required. Section C covers calendaring and publicity. Section D covers how fundraising income is to be used. Finally, Section E covers fundraising budgets and expenses. In accord with Section B.8, the Fundraising Events Committee will post on the members' portion of the Church website forms and procedures implementing this Policy.

2. "Fundraising" is defined broadly to include any event, project or activity (collectively "Fundraising Activity") that raises money on Church premises or in the name of the Church *for the purpose* of making a contribution to the Church, or to a Board-approved Church committee or group, or to a Unitarian Universalist ("UU") charity, or to a non-UU-related charity that has been approved as a recipient of Fundraising Activity (see Section B.5.b).

3. This Policy does *not* apply to the following activities:

a. Fees collected to participate / attend a Church program / event, since the fees are not intended to raise more money than expenses, such as fees for Church suppers, celebrations and similar events and expenses of meetings of Church committees or groups; and fees to participate in youth and adult educational classes.

b. Fundraising by the Legacy and Endowment Committee, net income of Devil Mountain Coffee House events (see Board policy adopted 3/24/2015), and net income of the Ashland Theater event.

4. To comply with long-standing requirements of the Board, all Fundraising Activities of any kind must:

a. Be approved in advance by the Lead Minister, the Fundraising Committee, or the Board (see Section B).

b. Be self-supporting -- that is, the Church does not pay any expenses of a Fundraising Activity that are in excess of its revenues, except where payment of such expenses is approved by the Board (see Section B.4.c).

c. Donate 100% of their net income (income over expenses) to support the Church's general operations -- that is, the use by the Church of net income from Fundraising should not be restricted, except as provided in Section D.

d. Comply with the Board's "Money Handling Policy", which is Section III.G. of the Board's Policies on Church Governance (available on the members' portion of the Church website).

5. Fundraising Activities are divided into two categories: "UU-Related and Humanitarian Collections," which fall under the purview of the Lead Minister; and "General Fundraising Activities." Except as noted, most of the remainder of this Fundraising Policy is focused on General Fundraising Activities. Definitions of these two categories are as follows:

a. "UU-Related and Humanitarian Collections" – The customary collections of donations for the benefit of the Church or UU-related charities including, but not limited to, Sunday collections, Share the Plate collections, collections for UU Association, UU Pacific Central District, UU Service Committee and other UU organizations. This category also includes collections for charities providing humanitarian relief, all fundraising by K-12 Church youth and sales of hymnals and other worship-related materials.

b. "General Fundraising Activities" – All events, projects or activities (excluding UU-Related and Humanitarian Collections) which have a fundraising component, including, but not limited to, Earth Day Fair, Holiday Fair, Craft Fairs, ServeU, book sales, eScrip, theatrical and music performances, art sales, Taste of Walnut Creek and Fundraising Activities of certain Board-approved committees and groups (see Section D.3).

## **B. Requirements for all Fundraising Activities; Required Approvals**

1. All Fundraising Activities, regardless of category, must be approved in advance as provided in this Section B.

2. All UU-Related and Humanitarian Collections must be proposed to, and approved in advance, by the Lead Minister. For fundraising by K-12 Church youth, the Lead Minister may delegate approval and supervision of such youth fundraising to the Director of Lifespan Religious Education. The Lead Minister may delegate authority for all UU-Related and Humanitarian Collections to a designee during periods of absence or incapacity.

3. All General Fundraising Activities must be proposed to, and be approved in advance, by the Fundraising Events Committee, as described in Section B.6. below.

4. The approval of the Board of Trustees is required only for the following types of General Fundraising Activities:

a. To raise money for any *non*-UU-related charity, the charity must be approved by Board as a recipient of fundraising income; or

b. To raise money for a restricted or designated use by the Church, such expenditure or use must either (i) be approved by the Board or (ii) be included in the current Church budget; or

c. To authorize the Church to pay or reimburse any expenses (or advance any funds for expenses) of a Fundraising Activity in excess of \$750 from any funds *not* raised by the Activity,

such expenses must either (i) be approved by the Board for payment from other Church funds, or (ii) be included in the current approved Church budget; or

d. To obtain a waiver of any requirement of this Policy, or to approve any significant feature of a proposed Activity that is not addressed and approved by this Policy, the approval of the Board is required.

5. Requirements for all General Fundraising Activities.

a. The only permitted recipients of the net income from General Fundraising Activities are: the Church; a Board-approved Church committee or group identified in Section D.3. below; a UU-related charity; or a non-UU-related charity approved by the Board (see Section B.5.b).

b. If the proposed recipient of net income from such Activities is *other than* the Church, a Board-approved Church committee or group, or a UU-related charity, the proposed recipient must both:

(i) Be a charity under Section 501(c)(3) of the Internal Revenue Code, or is a governmental body. The organizer shall include in its application to the Fundraising Events Committee for approval (as provided in Section B.6. below) satisfactory evidence that the proposed recipient has been determined by the I.R.S. to be such a charity, or is a governmental body. (The Church is a 501(c)(3) charity and may only raise money for its own charitable purposes or for another charity, or for a governmental body.)

(ii) Be approved by the Board as a recipient of Fundraising income. The Fundraising Events Committee shall consult with the President of the Board if there is any doubt as to whether a proposed recipient has been approved by the Board.

c. All General Fundraising Activities must be open to and advertised to all members and friends of the Church, including the process of recruiting volunteers.

6. The process for obtaining approval of the Fundraising Events Committee for a General Fundraising Activity is as follows:

a. The organizer of a *new* proposed General Fundraising Activity must submit an application to the Fundraising Events Committee, using the form required by the Committee, as early as possible before the proposed Activity – preferably 60 days prior to the proposed Activity.

b. The organizer of an *existing* Activity must submit an application, including the requested date of the Activity, any significant change in the Activity from the prior year, the information required by Section B.6.c. below, a budget if expected expenses exceed \$750, and any other information that may be required by the Fundraising Events Committee.

c. Each application shall identify a specific person who shall be responsible for this Fundraising Activity's compliance with this Policy (the "Responsible Person for the Activity"), including managing all income of the Activity in accordance with this Policy. The Fundraising Events Committee must determine that this proposed Responsible Person is knowledgeable about this Policy and has sufficient fundraising experience and then must approve this person to be responsible for this Fundraising Activity. This Responsible Person must also:

(i) If any net income of an Activity will be restricted for the use of a Board–approved Church committee or group identified in Section D.3, this Person shall provide to the Church Treasurer and Church bookkeeper information on the percentage of the net income to be restricted and the percentage to be deposited into the Church’s general operating fund.

(ii) If the recipient of the net income of an Activity is a non-UU-related charity that has been approved by the Board as required by Section B.5.b, this Person shall provide to the Church Treasurer and Church bookkeeper the name of the charity and how this income should be transferred to that charity.

d. The Responsible Person must submit a proposed budget for review and approval by the Fundraising Events Committee for (i) any *existing* General Fundraising Activity that has expected expenses over \$750 or (ii) any *new* proposed General Fundraising Activity.

7. The Fundraising Events Committee Chair will keep the Church Treasurer, Church bookkeeper, Financial Stewardship Council and, as necessary, other Councils informed of all approved General Fundraising Activities.

8. The Fundraising Events Committee shall develop: (a) an application form, to be used to obtain its approval of a General Fundraising Activity, (b) a budget form, to be used to present a budget, if required (see Section B.6.d), and (c) procedures to implement this Policy. The Fundraising Events Committee shall post these materials on the members’ portion of the Church website.

### **C. Calendaring and Publicity of General Fundraising Activities**

1. Approval of the date for a General Fundraising Activity, as provided in this Section C, is required before any such Activity can be placed on the Church calendar *and* before it may be publicized.

2. The Fundraising Events Committee is responsible for presenting a proposed annual calendar of General Fundraising Activities to the Financial Stewardship Council for its recommendation to the Board. The Board approves in the spring the annual Church calendar (for the following Church year commencing July 1). The Church calendar represents a balancing of all Church needs and the request of a date does not guarantee it will be approved.

3. The Fundraising Events Committee shall consult with the Church Administrator to find an appropriate date for proposed General Fundraising Activities that are not included in the approved Church calendar. The Church Administrator must approve the date of any General Fundraising Activity before it may be added to the Church calendar, after consultation with the Senior Minister, who will consult with the Board, if needed.

4. Prior approval from the Lead Minister (or designee during periods of absence or incapacity) must be obtained for any announcement of any Fundraising during the Sunday service.

## **D. Fundraising Income - Use**

1. 100% of the net income raised through any General Fundraising Activity must be unrestricted and used for the support of the Church's general operations, *unless* (a) otherwise permitted by this Section D., or (b) approved in advance by the Board.
2. Funds raised through UU-Related and Humanitarian Collections for charities that are approved by the Lead Minister under Section B.2. above, are not raised for the support the Church's general operations and shall be contributed to the intended beneficiary.
3. The net income of *certain* General Fundraising Activities for the benefit of certain Board-approved Church committees or groups is not required to be used 100% for the support of the Church's general operations. These Activities are:
  - a. Uniplayers – The net income of Uniplayers' performances is split, with 50% deposited in the Church's general operating fund and 50% deposited in the subaccount in the general operating fund designated for use by Uniplayers.
  - b. Sales of products or services as a part of an Activity (e.g. artwork and Craft Fair) -- No less than 10% of total sale proceeds must be donated to the Church and must be deposited in the Church's general operating fund. The actual percentage is to be recommended by the organizer of the Activity and approved by the Fundraising Events Committee.
  - c. K-12 students collecting funds to support their public school -- 100% of net income collected must be donated to their public school.
  - d. K-12 youth collecting donations to provide financial assistance to attend UU events or support Church-sanctioned youth activities -- 100% of net income collected must be used for such assistance or support, in accord with Youth Advisory Council guidelines and Church policy.

## **E. Budgets and Expenses of General Fundraising Activities**

1. All General Fundraising Activities are expected to result in net income (income over expenses), to be used as provided in Section D. above. If expenses exceed revenues of an Activity, the Fundraising Events Committee will investigate and adjust procedures to assure that future similar Activities will result in a surplus.
2. The Fundraising Events Committee must review and approve all budgets required by Section B.6.d. for General Fundraising Activities as part of its review and approval of such Activities under Section B.6.
3. Any excess of expenses over revenues (deficit) more than \$750 of a General Fundraising Activity may be paid (or reimbursed) by the Church *only if* such expenses were included in the budget for the Activity that was approved both by the Fundraising Events Committee *and* by the Board (see Section B.4.c). The Fundraising Events Committee may pay deficits of Activities that are *less than* \$750 only from (a) funds in the current Church budget for that purpose or (b) funds allocated by the Board for that purpose.

4. Reimbursement or payment of expenses of *all* General Fundraising Activities must be requested on an Expense Reimbursement Payment Form, signed by the Responsible Person for the Activity. The Chair or Vice-Chair of the Fundraising Events Committee must review all such requests to confirm such expenses were included in the budget approved under Section E.2. above and, if so, shall approve such request for payment. Any expense that has been included in an approved budget may be reimbursed or paid before the Activity takes place.
5. Individuals may be reimbursed for their use of personal funds for a General Fundraising Activity *only* if the expense claimed is both (a) included in the approved budget for the Activity *and* (b) approved by the Chair or Vice-Chair of the Fundraising Events Committee.
6. No money may be removed or disbursed from the gross income of any General Fundraising Activity *except* for money received from the Activity and held in a cash box to make change at such Activity.

## **V. ACCESS TO RECORDS; PASSWORD POLICY**

### **A. Passwords *[Financial Stewardship Council]***

1. Passwords for electronic access to Church bank and investment accounts will be distributed only with the approval of the Board. Passwords will be changed when there is a change needed in the access.

### **B. Membership Database**

The Church's membership database contains general information about, and all of the donation history of, Church Members and friends. There are password settings by function. Donation data is usually entered by the person preparing the deposit.

1. View Member data (names, address, interests) – Administrator, Office Assistant, Senior Minister(s) and other persons designated in writing by the Senior Minister(s). In addition, any Member/Friend may have copy of their personal data.
2. Change Member data – Administrator, Office Assistant and other person(s) designated in writing by them.
3. View individual financial data – See II(I).
4. Change/enter individual financial data – See II(I).

### **C. Accounting System *[Financial Stewardship Council]***

1. Full access – Bookkeeper, Senior Minister(s)
2. Read access – Treasurer, Chair of Finance Committee, Share the Plate Bookkeeper
3. Note: The Chair of the Finance Committee or Treasurer has full access to accounting records in order to provide a backup to the Bookkeeper. (Adopted January, 2009)

## **VI. PEOPLE AND OUTREACH**

### **A. Caring Committee *[People and Outreach Council]***

Information shared with the Caring Committee will be kept confidential to protect the privacy of individuals affected. Information in the Beacon, Joys & Concerns book and other venues will not be shared without the prior consent of the individuals. The services offered by the Caring Committee are provided to Church members and friends of the Church. (Adopted December, 2008)

### **B. Newsletter *[Communications Council]***

1. The Church newsletter is designed to function as a communication vehicle between the staff, Board of Trustees, Church committees and the Church membership.
2. The newsletter is one of the primary methods for distributing information to the Congregation.
3. Priority for the inclusion of items in the newsletter will be in the following order:
  - (a) Senior Minister(s), Board of Trustees
  - (b) Committees, Church programs and activities
  - (c) News about members
  - (d) Denominational news (PCD, UUA, affiliated groups)
  - (e) Local activities involving members
  - (f) Advertisements of members
4. No item will be included for a profit making or non-Church sponsored activity without Board approval.
5. Visitors and prospective members will receive the newsletter for three months. At the end of that time to continue receiving the newsletter, a minimum donation of \$35 a year to cover costs is requested. Members and nonmembers who make a pledge to support the Church program will receive the newsletter. Nonpledging members will be requested to donate at least \$35 a year to receive the newsletter. In cases of financial hardship this donation may be waived.
6. Flyers will be sent out only once each month, with the calendar. Costs for the flyers will be borne by the committee or group sponsoring the flyer. Any exception to this policy must have the approval of the Board or the Executive Committee.
7. The Board of Trustees is the publisher and sets policy and decisions regarding content.

### **C. Electronic Communications Policy (Web and Email) *[Communications Council]***

1. The Church Web Committee shall be comprised of three or more committee members responsible to the Board for overseeing the building, maintaining, and posting of content to the MDUUC.org website, including approving all major changes to the fundamental design or structure of the web site. They will develop web related policies, both for the web site and for other web related services and tools, such as Social Networking (e.g. Facebook, Twitter), and will oversee any official Church presence online. The Web Committee shall act as a committee of the Board.

2. The mission of the Web Committee is to assure that the MDUUC.org website presents an attractive and accessible introduction of our Church to the general public, and facilitates helpful and meaningful communication among our members and friends.
3. The Chair of the Web Committee will be approved by the Board of Trustees annually and will be responsible for submitting an annual budget request to the Finance Committee for required expenses.
4. The Web Team shall be comprised of two or more members who will be responsible for the development, maintenance and operation of the MDUUC.org website and Announcement List. It will operate as a sub-group of the Web Committee.
5. A List Manager will be approved by the Board of Trustees annually and shall serve as a member of the Web Committee. The List Manager will work with the Church staff and committee chairs to keep the Announcement List and all Church email lists - such as Board and committee lists - up to date.

#### **D. Social Networking (such as Facebook, Twitter) [Communications Council]**

Any official Church presence on these sites must be approved and overseen by the Web Committee. Unofficial (personal) fan sites or groups should be clearly identified as such, and should not use the MDUUC name or logo unless granted permission by the Web Committee or Board.

#### **E. MDUUC Announcement List [Communications Council]**

1. The purpose of this list is to provide an electronic reminder (via email) of upcoming events to members and friends of the Congregation for whom a valid email address is available.
2. Submitted items for announcement should concern Church sponsored events or activities with wide appeal, such as special events held at the Church, Church sponsored fund raising events, memorial services, denominational events, special worship services, programs, speakers, musical or theatrical performances, or community events.
3. Posting to this list will be restricted to the Senior Minister(s), Intern Minister, Director of Lifespan & Religious Education, Administrator, Board President and List Manager (for newsletter).
4. Announcements should be limited to two announcements prior to the event and one follow-up announcement after the event.
5. Announcements will be consolidated where feasible into one single weekly announcement email. Occasionally it might be used to disseminate emergency or time-limited messages.
6. The general category of all List Announcements should be clearly identified in the subject line of the email (e.g. 'This Week at MDUUC', 'Upcoming Memorial Service at MDUUC'), and should always include an 'opt out' instruction for recipients following the body of the announcement.

#### **F. Church Email Lists [Communications Council]**

1. The List Manager will maintain all Church related email lists used for internal Church related communications among members of committees and groups within the MDUUC Church community. For example -board@mduuc.org.

2. Requests for the formation of new lists require approval by any authorized Church Staff or committee or council chair.
3. The membership of these lists will be reviewed and updated at least annually by the List Manager with appropriate committee chairs and/or Church Staff.

## **G. Content/Safety Policies [Communications Council]**

### **1. Confidential Information**

Confidential information will not be displayed in public areas of the MDUUC website.

(a) The following are examples of confidential information:

- Birth date, place of birth, ethnicity, home address, personal phone numbers
- Personal email addresses — in public areas of the web site only mduuc.org email addresses will be allowed. An mduuc.org alias can be created if needed by emailing the request to [aliases@mduuc.org](mailto:aliases@mduuc.org)
- Social security number, credit card number
- Personal health information
- For minor children under no circumstance will the following information be posted on the website:
  - Birth date, place of birth, home address, personal email addresses, personal phone numbers, last names
  - Social security number, credit card number
  - Personal health information

(b) For adults under no circumstances will the following information be posted anywhere on the website:

- Social security numbers
- Personal credit card numbers

### **2. Content Guidelines**

To accommodate Members and Friends who do not have access to the web, major events should also be published in the Beacon, Order of Service, or other print media.

All content should be compatible with our Covenant of Right Relationships, and also:

- (a) **MUST NOT CONTAIN:** pornography/adult material, hate or violence-oriented material, material which supports racial intolerance, advocates against any individual or group, has an insulting, obscene, or degrading tone, or contains profanity. If the decision to exclude or rewrite material is contested, the MDUUC Web Committee will decide what is proper.
- (b) **MUST NOT** contain copyrighted material without the express written consent of the copyright owner.
- (c) **MUST NOT** contain any content that violates any law, is considered defamatory or libelous, or infringes on the legal rights of others.
- (d) **MUST NOT** include a personal email message, letter or other correspondence, or a reply to one of these.
- (e) **MUST NOT** include a photo or work of a child under the age of 18 that has not been approved in writing by a parent or legal guardian. See posted Permission to Publish form. All children's names must be submitted with the photo(s). The person providing a child's photo is responsible for obtaining the permission and showing the Web Committee adequate proof of this.

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- (f) Photos of adults may be posted, but must be removed from the site if requested by the person pictured.
- (g) No items will be included for a profit making or non-Church sponsored activity without approval from the Web Committee.
- (h) Our publications cannot accept announcements that may jeopardize our MDUUC 501(c)(3) tax exempt status. For example, the Church cannot be perceived as favoring one political candidate over another, or trying to enrich a candidate's or elected leader's campaign fund. When politicians are scheduled to appear at the Church, announcements to promote such events must be reviewed and approved by the Secretary of the Board or other person designated by the Board. (Adopted June, 2010)

## **H. Delegates to General Assembly [*People and Outreach Council*]**

The Denominational Connections Committee is authorized to nominate delegates for the UUA General Assembly and Pacific Central District Assembly and present the nominations to the Board for approval. When there are more Church members interested in becoming delegates than delegate positions available, the Committee shall establish appropriate selection criteria and notify the Board of the criteria. (Adopted January, 2009)

## **I. Denominational Connections Committee [*Communications Council*]**

To encourage continued financial support of the Balazs Scholarship Program, starting in the 2015-16 Church year, MDUUC will take a special collection for the support of the Balazs Scholarship Program on the Sunday when the Balazs Scholar preaches at MDUUC. In a year when the Balazs Scholar does not preach at MDUUC, the Board in consultation with the Lead Minister will designate a Sunday at which a special collection for the Balazs Scholarship Program will be taken. The Lead Minister will invite the Chair of the Balazs Scholarship Program at the Starr King School for the Ministry to describe the Balazs Scholarship Program during the Sunday service at which this collection will be taken.

# **VII. SOCIAL JUSTICE [*SOCIAL JUSTICE COUNCIL*]**

## **A. Event Co-Sponsorship**

Committees of the Church are authorized to co-sponsor events to be held at the Church, including those which are primarily organized by another like-minded organization or group (such as the Mt. Diablo Peace Center or Interfaith Council of Contra Costa County). Such events must fit with the values of the Church. Co-sponsored events will be exempt from the rental fee, but a donation will be requested to cover the Church's costs. The events can be publicized in the same ways as other committee events. Cosponsoring groups will fill out the standard rental use agreement. At least one person from the Church must agree to attend the event and actively represent the sponsoring committee (for example by welcoming people and distributing information about the Church). The co-sponsoring group will name the sponsoring committee of Mt. Diablo Unitarian Universalist Church as co-sponsor in their publicity and at the event. The decision whether to co-sponsor a particular event will be made based on criteria

developed by the sponsoring committee, and will be authorized by a vote of committee members. (Adopted May, 2009)

## B. Congregational Public Witness

1. Sometimes there is such energy behind an issue that the entire Congregation feels compelled to speak as one. In very rare circumstances, an issue may arise on which a large majority of the Congregation feels compelled to speak with one voice. When a committee seeks to facilitate an act of Congregational public witness (i.e., to speak on behalf of the entire Congregation and beyond the committee), they should follow the process below. This process is required for public displays on Church property or when we wish to speak as a whole Church to the wider community, not just a group within the Church.
2. The committee should draft a plan for the act of public witness they seek to conduct. This plan should be made publicly available and form the basis for discussion.
3. The committee must make the plan known to members through means such as bulletin boards, suggestions boxes and mailings. The communication tools must be effective: written, spoken, group and individual and should not be just views expressed, but views heard and learned from.
4. The committee must provide opportunities for Congregation members to learn and discuss the issue and the proposed plan for public witness. All discussions should enable everyone to express divergent views. Everyone should be made to feel welcome at the table and those leading the discussions should foster an environment that encourages us to learn from each other.
5. Next, the committee must go to the Board with a petition signed by 30 percent of members to call a Congregational meeting about the issue.
6. The Board will call a Congregational meeting as soon as possible and no later than within three weeks. At this meeting, the issue will be presented for informational purposes only, allowing for the presentation of all sides of the issue.
7. Finally, the Board will call a second Congregational meeting for a final discussion and a vote by written ballots. Time should be allowed on the agenda for a brief presentation of the issues and also for opposing views to be expressed. The vote in favor of the resolution needs to be at least 75 percent of those present. The standard quorum requirements will apply.
8. If the resolution passes, the planned acts of public witness may be carried out. The Social Justice Council, appropriate Committee, Board President, Board Vice President and Senior Minister(s) are authorized to speak publically on this issue for the Church as a whole. (Adopted June, 2010)

## C. Share The Plate

### **Description of Share the Plate Program**

***Share the Plate*** is a program of MDUUC to give Congregants an opportunity to provide financial support to social justice organizations and raise awareness within the Congregation of social justice efforts in our region, nation and globally.

A Share the Plate (“STP”) collection is taken once a month during Sunday services for eligible nonprofits which are nominated by a recognized MDUUC Committee and selected by the Social Justice Council. The minimum requirements to be selected as a recipient of a STP collection are that the recipient (“STP Recipient”) has the following qualifications:

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1. Possess an IRS determination as a 501(c)(3) federally tax-exempt charity ( a “501 ( c ) (3) nonprofit” ) ;
2. Have a working partnership with MDUUC advancing a social justice issue consistent with MDUUC’s Mission Statement; and
3. Have a “Designated Champion” within the Congregation who is committed and responsible for leading and implementing the STP process. The responsibilities of the Designated Champion include: taking leadership on completing the Nomination Form; providing descriptions of the STP Recipient for publishing in *The Beacon*, MDUUC’s weekly email announcements and the insert to the Order of Service; presenting the appeal at both services on STP Sunday; and preparing the letter to transmit MDUUC’s check to the STP Recipient in the month following the STP collection.

The responsibilities of the Designated Champion for each STP Recipient and how the amount of the contributions to a STP recipient is calculated are both described in “Share the Plate -- Responsibilities and Procedures”, which is found on MDUUC web site.

### **Process for Nominating a 501 ( c )(3) Nonprofit to be a STP Recipient**

Any recognized MDUUC Committee can nominate a 501 ( c )(3) nonprofit meeting the minimum requirements ( listed in A above) by following the procedures described in the Nomination Form, which include appointing a Designated Champion for the nominee. The deadline for submitting a written nomination to the Social Justice Council is July 1. Nominations should be submitted to the Chair of the Social Justice Council, preferably electronically, although printed nominations are also acceptable.

The Social Justice Council will review nominations and select up to 9 that most closely meet the criteria of the STP program (described in C below).

### **Criteria To Be Used By Social Justice Council To Select STP Recipients**

The majority of STP Recipients will be local but local presence is not a requirement. Nominees that meet the minimum requirements (listed in A above) will be evaluated by the Social Justice Council based on how well they address the following considerations:

1. How does the nominee support MDUUC’s mission, which is:

*“Bring life to our Unitarian Universalist values as we: seek truth and work for justice; nurture compassion and courage; reach out to each other and to our larger community of faith; heal the divisions that wound the human family; transform ourselves and our world”*

2. What is the extent and nature of the relationship of the nominee to MDUUC?

3. Is there potential for a joint project to be supported by the STP contribution that advances MDUUC’s mission? How will the nominee engage MDUUC members, friends and youth in this project?

4. Is there an identified, unfunded financial need of the nominee that advances the MDUUC mission (the more specific the need, the better the response)? How will a few hundred dollars from STP help to meet that need?

5. Is the need time sensitive and why?

6. Is the nominee local, and does it directly serve the needs of local residents?

Nine STP Recipients will be selected under the criteria described above. In addition, three additional 501 ( c ) (3) nonprofits shall be included among the 12 annual STP Recipient because of their special relationships with MDUUC. These are: the Unitarian Universalist Service Committee and Unitarian Universalist Justice Ministry of California, because of MDUUC's long commitment to support these UU social justice organizations; and the Mount Diablo Peace and Justice Center, because of MDUUC's decades-long support for its efforts. (These three will be included so long as MDUUC has not chosen another way to provide financial support and a member of MDUUC will serve as its Designated Champion.)

### **Process for Selecting STP Recipients**

Any recognized MDUUC Committee may submit a STP Nomination Form to the Social Justice Council, as described in B above. The Social Justice Council will review written nominations submitted by July 1 and make its selection at its first meeting of the new Church year (generally in August). If less than 12 STP Recipients are selected at this time, nominations will continue to be received and reviewed until 12 STP Recipients are selected for the year.

The SJC may request the Designated Champion for a nominee to provide additional information and/ or to attend the SJ Council meeting at which STP selections will be made to answer questions that may arise about the nominee.

## VIII. LEAP [LEAP COUNCIL]

### A. Childcare Policy

1. The safety of the children and youth is among our top priorities; a minimum of two approved adults will be available in each class/group at all times. The ratio (children:adult) for infants is 3:1, for toddlers is 5:1, for elementary age children & youth (up to age 18) on the MDUUC campus is 7:1 and for elementary age children & youth offsite is 6:1.
2. In the event that the required minimum of two adults is not able to be met during Religious Education classes/groups/events, all minor children will immediately be brought to their families.
3. With exception to YRUU, Coming of Age, OWL8, OWL10, serving as a Caregiver/Mentee and planned overnights where specified otherwise, there must be at least one parent/guardian on campus whenever their minor child (17 years of age and younger) is on campus.
4. All Caregivers and adult volunteers will undergo background checks at least once every three years, done by a company of MDUUC's choosing.
5. All teenage Caregivers will be routinely supervised by the Childcare Coordinator, RE Assistant, DLRE, the Minister(s), or other approved Childcare Supervisors. *Parents/Guardians are also encouraged to periodically check-in on their children while they are in our Church's childcare settings.*
6. Most other childcare settings will require at least two Caregivers, one adult volunteer and one teenage Caregiver, or two adult volunteers. However, at the discretion of the Childcare Coordinator, DLRE, or Minister(s), one "solo-approved" teenage Caregiver may be assigned to a childcare setting—for example, *but not limited to, the case of only one child requiring childcare.* In these scenarios the caregiver and child/ren must be within earshot and/or view of another group.

(Approved by LEAP 4/26/15)

### B. Guidelines for Adults Working with Children and Youth

1. Adults working with children and youth in the context of our Unitarian Universalist faith have a crucial and privileged role, one that may carry with it a great deal of power and influence. Whether acting as a youth advisor, chaperone, Coming of Age Mentor, Childcare worker, teacher, minister, registrant at a youth conference (aka Youth Con), or in any other role, the adult has a special opportunity to interact with our young people in ways that are affirming and inspiring to the young people and to the adult.

While it is important that adults be capable of maintaining meaningful friendships with the young people they work with, adults must exercise good judgment and mature wisdom in using their influence with children and youth and refrain from using young people to fulfill their own needs. Young people are in a vulnerable position when dealing with adults and may find it difficult to speak out about the inappropriate behavior of adults. Good communication skills, self-

awareness and understanding of others, sensitivity, problem-solving and decision-making skills, and a positive attitude are all important attributes.

2. Adults working with children and youth are expected to

- (a) be at least 6 years older than the children/youth with whom they are working
- (b) have a social network outside their religious education responsibility in which to meet their own needs for friendship, affirmation and self-esteem
- (c) be willing and able to seek assistance when they become aware of a situation requiring expert help or intervention
- (d) serve as Mandated Reporter and follow both the law and common sense when reporting incidents
- (e) read and consent to the MDUUC Code of Ethics

3. In cases of any violation of this policy, appropriate action will be taken.

4. Our Church must be a safe haven for all who attend regardless of gender, gender expression, age, sexual orientation, physical and emotional ability, race and ethnicity. We are all called upon to conduct ourselves responsibly and caringly for everyone's benefit.

(a) The following behaviors are inappropriate:

- (i) off-color jokes;
- (ii) sexual remarks and harassment of any kind, including abusive or demeaning behavior and sexual or other verbal or emotional abuse;
- (iii) unsolicited physical contact.

(b) The following procedures must be met for the safety of all:

- (i) Any unacceptable behavior must be reported to the Director of Religious Education and the Minister(s), or in their absence, to the President of the Church Board of Trustees or other officer.

(Adopted February, 2009, Amended by LEAP 4/26/15)

### C. Caregiver Policy

1. All Childcare Supervisors must:

- (a) Be at least 18 years of age
- (b) Sign a disclaimer form and acknowledge MDUUC guidelines for adults working with children
- (c) Have a background check for adults over 18 through a company of MDUUC's choosing
- (d) Be approved by the DLRE
- (e) Be trained by the DLRE or Childcare Coordinator in the Church's nursery and childcare procedures, including how to effectively and compassionately work with the teenage Caregivers, the children, and their families
- (f) Complete and maintain CPR and First-Aid certification (bi-annual trainings will be provided by MDUUC)

2. All Adult volunteers working with children must:

- (a) Sign a disclaimer form and acknowledge MDUUC guidelines for adults working with children
- (b) Have a background check for adults over 18 through a company of MDUUC's choosing
- (c) Be approved by the DLRE and/or minister(s)
- (d) Be informed of Church childcare policies and procedures

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3. All "Solo-Approved" Caregivers must:
  - (a) Be granted "solo-approved" status by the Childcare Coordinator, the DLRE, and the Minister(s)
  - (b) Receive additional training from the DLRE or Childcare Coordinator in the responsibilities of being a solo-caregiver
  - (c) Be supervised by the DLRE, Childcare Coordinator, RE Assistant, and/or Minister(s).
4. All Caregivers must:
  - (a) Be at least 12 years old and be approved by the DLRE and/or Childcare Coordinator
  - (b) Fill out a job application with the Church, including a list of references
  - (c) Attend an annual orientation provided by the LEAP council of MDUUC, which outlines the Church's nursery and childcare procedures, covers job responsibilities, and provides training on how to effectively and compassionately care for our Church's youngest members
  - (d) Complete and maintain CPR and First-Aid certification

(Approved by LEAP on January 10, 2010 and approved by the Board on January 19, 2010, Amended by LEAP 4/26/15)

#### D. Childcare Donations

In light of rapidly expanding child care needs, the LEAP Council is authorized to solicit voluntary donations to be used to defray child care costs. (Adopted March, 2009, revised October, 2010,)

#### E. Adult Leaders on Field Trips and Overnight Events Policy

1. No one under the age of 26 may be the adult leaders responsible for children or youth on MDUUC-sponsored and/or hosted field trips and/or overnights. All adults who volunteer or are paid to work with children and youth in our congregation must read, consent to and sign the MDUUC Code of Conduct.
2. During MDUUC-sponsored and/or hosted field trips and overnights, one adult shall not be responsible for more than 6 children/youth. No fewer than two unrelated adults will be present and awake at all times that any number of children/youth are in their care.
3. No volunteer may spend time alone with children/youth during any MDUUC-sponsored and/or hosted field trip/overnight. This includes sleeping in the same room alone with children/youth and all other activities, including driving. The only exception is when a driver is transporting a child/youth with prior written parent/guardian approval and notification of the DRE and/or minister(s).
4. In order to drive to/from a field trip or overnight destination, adult leaders must have a good driving record and the following documents on file with the MDUUC office:
  - a. current & valid driver's license
  - b. proof of insurance covering injury and loss of life
  - c. proof of vehicle registration

Approved by LEAP 4/26/15

MDUUC Board Policies updated 7/31/2019

## F. Our Whole Lives (OWL) Programs Strategy Summary

1. The Church offers “Our Whole Lives” (OWL) values-based sexuality for young people at several key developmental ages. Classes are grouped by the approximate age based on school grade:

- (a) Primary (Kindergarten and 1<sup>st</sup>) grade ages
- (b) Elementary (Fourth and Fifth) grade ages
- (c) Middle school students (7-9<sup>th</sup> grades) ages and
- (d) High school student (10-12<sup>th</sup> grades) ages.

2. The Church has a strong commitment to offering OWL programs and views them as an essential component to what distinguishes the Church among faith communities. The programs are based on:

- (a) Best available practices and research/evidence;
  - (b) Providing trained, seasoned teaching staff;
  - (c) Regular and predictable schedule (to accommodate to the needs of Member families);
  - (d) Grouping students developmentally based on a range of age-based peer groups;
  - (e) Values-based sexuality educational opportunity as an alternative to what’s available in public schools;
  - (f) Offering lifespan education to the members of the Church; and
  - (g) Inviting the wider community, in order to promote UU values in addition to a responsible, informed and balanced approach to sex education in the Contra Costa County area.
- (Adopted February, 2009)

## G. Our Whole Lives (OWL) Program Policy

1. All teachers must complete the appropriate UUA OWL facilitator training program before starting to teach an OWL program. At least one teacher must have completed the appropriate UUA OWL facilitator training before holding family orientation sessions.

2. Teachers agree to teach from the core curriculum and not modify it without approval of the DRE.

3. All teachers must agree to and sign a MDUUC covenant/disclosure statements (Guidelines for Adults Working with Children and Youth/References, Code of Ethics) and agree to follow the recommendations in the OWL training regarding appropriate interpersonal boundaries and required reporting.

4. The OWL Oversight Committee will meet on an “as needed” basis if issues arise during an OWL program that require evaluation and/or intervention. The OWL Oversight Committee reserves the right to perform formal background checks on teachers if specific concerns are raised.

5. In general, after the first two sessions, OWL programs will be closed to new participants. In consultation with the OWL Program Chair the DRE may approve a new participant to join the class. We will observe a strict “no guest” policy.

6. All children and youth under 18 years of age need to have a permission slip signed by the custodial parent/s or guardian/s prior to participation in an OWL program.

7. OWL Program Policy, including the teacher covenant/disclosure statements, will be reviewed and signed off by custodial parent/s or guardian/s of children and youth under 18 years of age.

(Adopted February, 2009, Amended by LEAP 4/26/15)

## H. Young Religious Unitarian Universalist (YRUU) Policies

1. YRUU is a group for youth enrolled in high school or its equivalent.
  2. The use or possession of the following is not allowed at any YRUU function:
    - a) illegal substances (including alcohol and cigarettes).
    - b) Aggression, verbal or physical.
    - c) Weapons of any kind.
  5. To ensure that the group is welcoming and safe for all youth and adults, sexual activities between youth are not acceptable at YRUU functions.
  6. Participants will have respect and consideration for the physical space and MDUUC's neighbors.
  7. YRUU will not be held without at least two approved (over the age of 26) adult advisors and an appropriate ratio of adults to youth (at least 1 adult for every 7 youth when on-campus, 1 adult for every 6 youth off-campus).
  8. No one, regardless of age, may leave the grounds without the permission of an adult advisor during programming.
  9. The advisors or designated adults must be present onsite when youth arrive. The advisors or designated adults must remain onsite until all youth have left the campus.
  10. Transportation to and from YRUU functions is largely the responsibility of a youth's guardian. Advisors may transport youth to Walnut Creek BART provided that:
    - a) A signed letter granting permission from the youth's guardian is on file in the MDUUC office
    - b) Either 2 or more youth are present in the car or 2 or more un-related adults are present in the car.
  11. No pets are allowed at YRUU meetings and events.
  12. Sexual harassment, or any other form of harassment, will not be tolerated.
  13. All participants must:
    - a) Be registered in the MDUUC Religious Education Program after their 3<sup>rd</sup> visit
    - b) Have a signed emergency release form on file in the MDUUC office.
- (Adopted April, 2011, Amended by LEAP 4/26/15)

## I. Electronic Communication

1. Volunteer teachers/advisors, Caregivers and staff may communicate with the parents/guardians of children/youth enrolled in the Religious Education program by using email, text, Facebook, and other forms of electronic communication.
2. Volunteer teachers/youth advisors, Caregivers, and staff may not have private discussions with children/youth through email, Facebook, or any other electronic form of communication. When communicating with children/youth through electronic media, the child/youth's parent(s)/guardian(s) are to be copied (cc'd).
3. If a child/youth should contact a volunteer, Caregiver or staff member privately through MDUUC Board Policies updated 7/31/2019

electronic communications, the recipient may send a reply with a copy (cc'd) to the child/youth's parent(s)/guardian(s).

4. Adults working with youth may not accept invitations to be "friends" with youth on their personal social network sites, and will not invite youth to be there "friends" on personal social network sites.

a. Social Network communication between adults & youth is permissible through official MDUUC social network pages, profiles, etc. (i.e. MDUUC YRUU Facebook page). Such communication should, whenever possible, occur in a public space.

5. Group communication through email, Facebook, group texting, etc. is appropriate. Any such communication should occur in a public space whenever possible. Whenever possible, parents/guardians and the appropriate MDUUC staff should be copied or included.

6. If an adult or Caregiver is in doubt about the appropriateness of any ongoing or emerging forms of communication, they must consult with the DRE and/or minister(s) as soon as possible.

Approved by LEAP 4/26/15

## J. Youth Participants attending Overnights and Fieldtrip Policy

1. Youth attending overnights and fieldtrips are required to turn in completed permission slips signed by their custodial parent/guardian prior to the beginning of the event.

2. All event attendees are expected to abide by the MDUUC Policies, California law, and the event covenant. Failure to do so will result in dismissal from the event and notification of:

- a. parents/guardians
- b. the DRE
- c. the minister(s)
- d. (as legally required) the proper authorities.

3. Youth who are dismissed from an event will be restricted from attending future events until appropriate restitution and re-integration with the community have been completed.

4. Sleeping arrangements:

- a. Sleeping bags will hold no more than 1 body and will not be attached to additional sleeping bags (or other bedding).
- b. Sleeping rooms will be designated prior to the start of the event, at the approval of the DRE and/or minister(s).

5. All medication is to be given to the lead youth advisor on duty at the beginning of the event.

(Adopted April, 2011, Amended by LEAP 4/26/15)

(Approved by LEAP 4/26/15)

## **IX. PLACE [PLACE COUNCIL]**

### **A. Building Use by For-Profit Organizations**

Our Church may not be used by for-profit groups on a regular basis. Occasional use with no charged fee to participants is acceptable. (Adopted October, 1996)

### **B. Master Keys for Board Officers**

The Board President and Treasurer will be assigned a master key to the property. (Adopted November, 2010)

### **C. Building Use Policy – General**

1. The Church makes its facilities available for use by responsible outside groups and individuals at those times when its own programs will not be seriously inconvenienced. The Church's policy is to permit outside non-profit uses of its facilities, especially to those who have been denied the right to meet elsewhere. The Church reserves the right to deny any such use at its discretion.

2. The Board of Trustees is responsible for ultimate policy in deciding who can or cannot use the Church's facilities. The Administrator is responsible for scheduling the use of the facilities. The Senior Minister(s) are also authorized to schedule weddings, memorial services, and other religious services at such time as they choose, as long as they do not conflict with already scheduled Church events. Building-use policies and conditions apply to all groups, including Church groups, classes, and special events, as well as outside users.

3. The following principles and priorities will guide the scheduling of building use:

(a) Administrator is authorized to assign rooms and schedule space use, and resolve any conflicts over simultaneous or overlapping claims on spaces.

(b) Priority for use is as follows: First priority is for Church use in the following order: worship, programs offered, committee use, Church Member use. Priority for outside uses are generally in the order received. Memorial services may on rare occasions have to take priority over previously scheduled events.

(c) The Church event calendar will be set each spring for the following program year (July through June) based on requests from the Church Councils.

(d) Church groups planning events after the calendar is set must request space from the Church Administrator. Such requests are first-come, first-served, and subject to considerations such as parking and other conflicts with previously planned events.

(e) Groups should reserve as far ahead as possible. Church committees are asked to sign up for regular meetings a year at a time if possible.

(f) Groups that have regular on-going space reserved will be given priority over new groups requesting space.

(g) On Sunday, the earliest time space can be reserved for outside users is 3 p.m. (possible setup at 2:30 p.m.)

(h) The Sanctuary (including the Heritage Room) and the Bortin Hall are reserved for Sunday Worship use beginning at 8:45 a.m. every Sunday.

4. The Administrator should be advised promptly of the cancellation of any event(s).

5. No meetings or events, including those of Church groups, are to be scheduled without the authorization of a member of the Church Staff, a Church committee, Council, or the Board of Trustees. Any use of the facilities for a wedding, funeral, child dedication or other religious service must be cleared with the Senior Minister(s). The offices of staff persons may not be used without their permission.

6. Rates for the use of Church space, including deposits requirements for custodial support, are set by the Place Council based on recommendations from the Administrative Resources Committee, subject to approval by the Board.

7. Church Members are entitled to use without charge the Church Sanctuary and Bortin Hall for a memorial service, including those for an immediate family member. For all other uses:

(a) Members may use the Sanctuary for a religious service approved by the Minister(s) without fee, but must pay the Church's actual costs for cleaning and sound services; and

(b) Members may use Bortin Hall for the approved flat fee (in 1/2012, \$200) plus the Church's actual costs of cleaning (in 1/2012, \$200), sound services (\$25 an hour), and event host services (in 1/2012, \$250).

Members shall arrange for their use of Church facilities through the Church Administrator and the Rental Events Committee.

8. All users of the Church facilities are subject to the Building-Use Conditions as approved by the Board of Trustees.

Adopted 4/27/84; Revised 4/27/92; 1/2009; 1/2012

#### **D. Policy Concerning Plaques**

1. Wall plaques are not permitted in the Sanctuary; however, the plaques that have been hanging in the sanctuary for several years prior to 1/2010 are "grandfathered" in.

2. Wall plaques are discouraged in all other buildings. Discreet plaques on furniture are permitted, within guidelines of the Memorial Committee.

3. For those Church members who desire other commemoration plaques, a lighted alcove in the art gallery hallway is designated for future plaques, recognizing gifts above a dollar amount selected by the Memorial Committee.

4. The Heritage Room, adjacent to the Sanctuary, is available for historical items. A book recording all memorial gifts, minus dollar amounts of the donations, will be available to the Church community in the Heritage Room. The Book of Recognition of the Sanctuary Capital Campaign may also be placed there.

5. Memorial plaques commemorating people whose ashes are scattered on the Church property are placed on the outside of the walls of the office/administration building, adjacent to the Memorial Garden.

(Adopted January, 2010)

#### **E. No Smoking, Food or Drinks**

1. No smoking on the MDUUC campus, except as provided in 2. (Confirmed March, 2010)

2. Users of campus facilities will acknowledge by signing a letter of agreement in their rental contract documentation that the Church allows smoking for such large events (and otherwise by exception approved by the Board of Trustees) only under the following conditions:

(a) They have read and understood the smoking policy of the Church, and agree to abide its conditions.

(b) Smoking may take place in designated areas only (e.g., the outside back patio areas).

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(c) They will be strictly responsible for the smoking practices of their guests while on Church property.

(d) Their entire security deposit will be forfeited if smoking takes place in prohibited areas or if all smoking materials are not placed in proper receptacles.

(Adopted April, 2011)

3. No food or drinks is permitted in the Sanctuary.

Exceptions:

- Bottled Water
- Special Events with advance permission from the Church Administrator and with table seating

(Adopted May, 2001)

## **X. WORSHIP [WORSHIP COUNCIL]**

### **A. Announcements at Sunday Services**

*[THIS (A) WILL BE UPDATED; DOES NOT REFLECT CURRENT POLICY AND PRACTICE]*

1. All announcements will be made by the Sunday Board representative. No more than six announcements may be made at any Sunday service. The Board representative will honor requests in the order received (up to 15 minutes before the service) and present the announcements as written unless they exceed 30 seconds. Last-minute request will be at the discretion of the Board representative.
2. Announcements are not to exceed 30 seconds (that is generally only three sentences or 75 words). Please write announcement in advance and make sure they will fit in the time limits. (Use flyers, newsletter articles, etc., to provide greater details).
3. An event (program, class, social, etc.) may be announced only once during Sunday services. The only exception to this is major Church fund-raisers.
4. If the event is listed in the order of service, no announcement may be made that Sunday unless it is required to correct an error or for a special reason.
5. Non-Church events or fund-raisers may be announced only if they are sponsored by a Church committee. See IV.
6. Announcements may be made only for Church affiliated groups or committees.
7. Fund raising events, solicitations or activities may not be announced during Sunday services.

### **B. Heritage Room Use on Sunday Morning**

The Heritage Room is reserved for worship preparation during the half hour before the Sunday service. (Adopted December, 2008)

## **XI. COMMUNITY MINISTRY AND ORDINATION**

### **A. Community Ministry Affiliation**

1. Community Senior Minister(s) may be affiliated with the Church at the recommendation of the Senior Minister(s) and Board.
2. Affiliation will be offered to Senior Minister(s) whose ministries a) were developed or supported by the Congregation b) are in sympathy with the stated goals and priorities of the Congregation or c) are innovative and represent a future direction the Congregation wishes to affirm.
3. Approval of affiliated status requires a vote of the Congregation and affirmation by the Senior Minister(s).
4. The decision to affiliate with a community minister does not obligate the Congregation to support their ministry financially.

### **B. Ordination**

The Congregation will ordain Senior Minister(s) upon request, when the following conditions are satisfied:

1. The person seeking ordination has a degree from an accredited seminary or theological school.
2. The person has been granted preliminary fellowship by the Ministerial Fellowship Committee of the Unitarian Universalist Association.
3. The person has fulfilled one of the following conditions:
  - (a) Has been called by this Congregation to serve as a minister.
  - (b) Has been a Member of this Congregation with extensive history of involvement with the Church which contributed to the person's call to ministry.
  - (c) Has had a relationship to the Church and is entering into a ministry this Congregation wishes to support.
4. In our religious movement, the only body that can ordain is a Congregation. Therefore, ordination must be approved by the Board at the request of the Senior Minister(s) and by a vote of the Congregation.

If an ordination is approved by the Board, a budget of up to \$1,000 from Congregational reserves will be made available if funds allow, in the determination of the Board. Additional funds can be raised through contributions.

## **XII. REMOVAL OF MEMBERS VIOLATING THE COVENANT OF RIGHT RELATIONS [COMMITTEE ON MINISTRY AND BOARD OF TRUSTEES]**

The Board has established the following procedures for the removal of Members who demonstrate over time that they are unable to abide by the Congregation's Covenant of Right Relations, which is reproduced at end of these Policies. Such procedures allow for removal from membership for violation of the Covenant only after all steps of the procedure have been followed.

Note: Under Section V(E)(4) of the Church Bylaws, a Member can be removed from membership by 2/3<sup>rd</sup> vote of the Board because of behavior that: (1) threatens the well-being of the Congregation, or (2) is inconsistent with the Church's Covenant of Right Relationship. The following Policy does not apply to removal because of behavior which threatens the well-being of the Congregation.

### **A. Procedures for Removal of Member or Friend for Violation of Covenant of Right Relations.**

1. We, the members and friends of the Mt. Diablo Unitarian Universalist Church of Walnut Creek, are a caring community where mutual respect prevails. We affirm the belief that our Congregation must maintain a secure atmosphere where mutual respect can exist. We believe in the democratic process in human relations. Each committee/group/Congregation is encouraged to adopt and agree to ground rules for their meetings/events.

2. This policy addresses instances where disruptive behavior by a Member or friend of the Congregation may require intervention. Disruptive behavior is defined as behavior that inhibits the ability of a Church group or committee or the Congregation from accomplishing its goals; this may include behavior that limits the participation of others. The behavior may also use up a disproportionate or unusual amount of the Church staff time, Ministers' time, or committee time, and as such limits the Church/committee/Congregation from reaching its goals or accomplishing regular business. Any behavior that is threatening or endangering to the safety of others is also deemed to be disruptive. Behaviors maybe considered disruptive if they do not honor our second principle of maintaining justice, equity and compassion in human relations.

To the degree the disruptive behavior compromises the health of this Congregation, our actions as people of faith must reflect our emphasis on right relationship. As such, the following procedures will be used to address a threat to the health of the Congregation.

### **B. 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 a time as it can safely be resumed. If further assistance is required the Police Department may be called if the behavior warrants. Anytime any of these actions are undertaken without the Minister(s) being present, the Minister(s) must be notified. The Minister(s) will send a follow-up letter detailing what steps must be taken to allow for the person

or persons to rejoin the Congregation. The Board will be provided a copy of this letter in the event future follow up is required by the Committee on Ministry.

### **C. Situations Not Requiring Immediate Response,**

will be referred to the Committee on Ministry. The Committee on Ministry will respond in terms of their own judgment observing the following:

1. Disruptive behavior does not need to be tolerated by a committee/group/Congregation. When it occurs, a member of the committee leadership should draw the disruptive person aside and state that the behavior is not acceptable.
2. If a second complaint about the behavior occurs, a formal letter will be written by the appropriate leader to the person, stating that the behavior needs to be corrected, with copies to the Committee on Ministry and the Board. The letter should state that the leader chooses to request that the Committee on Ministry mediate the dispute. The leader needs to state the problem to the Committee on Ministry in writing.
3. The Committee on Ministry will discuss the problem and assign at least two members of the Committee on Ministry to meet with the person and the committee/group/Congregation leadership to resolve the problem. The Committee on Ministry will report back to the Board.
4. The leadership of the complaining committee/group/Congregation may, after making all reasonable attempts and consulting with the Committee on Ministry, decide the problem(s) is unable to be resolved. The leadership of the complaining committee/group/Congregation should request the Board's permission to deny the person access to the committee/group/Congregation meetings/events.
5. If, in time, the person reconsiders and wishes to reenter the group, he/she may meet with the leadership of the committee/group/Congregation to request reentry, subject to Board approval.
6. In the event of disruptive behavior which results from a known diagnosis of mental illness, the Ministers will encourage proper medical attention in a safe and healthy way.

In the event of persistent disruptive behavior and/or violation of the Covenant of Right Relations, the Committee on Ministry will make a recommendation to the Board for removal or conditions of maintaining membership. Conditions of maintaining membership will include steps for restoration of Covenant of Right Relations and behavior that is consistent with maintaining the health and safety of the Church community. In the event that conditions of membership are set, the Committee on Ministry will continue to monitor the relationship of the individual with the Church community. This monitoring will be determined with each circumstance by the Committee on Ministry.

### **D. Situations Warranting Immediate Action.**

In some situations immediate action is warranted and should be taken. It is appropriate to call the police to remove a person exhibiting violent behavior. Note, too, that the steps (listed above) may be accelerated if the behavior is threatening.

Any individual who is on the Church grounds, who feels threatened by the behavior of another individual always has the right to call the police for the maintenance of their personal safety. This individual may then make a request of the Board for referral to the Committee on Ministry for the restoration of the Covenant of Right Relations.

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### **XIII. HOW TO RESOLVE ISSUES OR CONCERNS [COMMITTEE ON MINISTRY AND BOARD OF TRUSTEES]**

Members, friends, staff and ministers of MDUUC have covenanted in the Congregation's "Covenant of Right Relations" (reproduced at end of these policies), to treat each other with respect, in the spirit of the first principle of Unitarian Universalism that calls on us to respect and promote the inherent worth and dignity of all people. The text of this Covenant is at the end of these Policies.

We recognize that in an organization as complex as our Congregation, we will not agree on everything. Our Church community will remain healthy when we maintain an atmosphere of openness, trust and respect and are communicating openly and honestly without anonymous criticism.

Our Covenant calls on us to respect decisions when made through our accepted decision-making processes. The Church Bylaws and policies clarify our governance structure—which group or individual is responsible for which areas of Church life and decisions that affect those areas.

Communication with the person or group with whom you have a issue or concern is the healthy and preferred way to communicate. Direct communication minimizes misunderstanding, eliminates triangulation and reduces the amount of scarce time unnecessarily spent on resolving conflicts. Thus:

**The first step in bringing forward suggestions or concerns is direct, one-on-one communications**

<b>Topic</b>	<b>Contacts (in order of priority)</b>
A Church member or friend	1. That person directly 2. A member of the Committee on Ministry <sup>1</sup>
Religious Education class or program	1. Class or program leader directly 2. Chair of the Lifespan Education and Programming (LEAP) Council.
Church Committee, or Affiliated Group or their policies	1. Committee or group member directly. 2. Committee chairperson (list on members' web site)
Staff Action	1. The staff person directly 2. The Minister serving as Chief of Staff

<sup>1</sup> Note that the Board may also, when necessary, invoke resources from the PCD (Pacific Central District) or UUA (Unitarian Universalist Association).

A Church Policy	<ol style="list-style-type: none"> <li>1. The Committee implementing the policy</li> <li>2. The Board president, as congregational policies are approved by the Board</li> </ol>
A Board Member	<ol style="list-style-type: none"> <li>1. The Board member directly</li> <li>2. The Board President</li> </ol>
Intern Minister	<ol style="list-style-type: none"> <li>1. The intern minister directly</li> <li>2. The Intern Committee</li> <li>3. The Minister supervising the intern</li> </ol>
Minister	<ol style="list-style-type: none"> <li>1. The Minister directly</li> <li>2. The Committee on Ministry</li> </ol>
Church Bylaws	<ol style="list-style-type: none"> <li>1. The Board President/Board Executive Committee</li> </ol>

## **XIV. MDUUC COVENANT OF RIGHT RELATIONS**

Adopted by the Congregation on June 1, 2014

**We, the members of the Mt. Diablo Unitarian Universalist Church, covenant with one another to act in the following ways in our interactions and in all forms of communication:**

**We speak and write directly, openly, and respectfully with each other.**

I will take individual responsibility to:

- act, write, and speak with tact, clarity and compassion,
- go directly to a person with whom I disagree and respectfully share differences,
- follow the established Guidelines for Resolving Issues or Concerns in a timely manner,
- remember that after disagreement or conflict, we deepen our bonds when we repair, forgive, and sustain our relationships.

**We support and encourage diversity within our congregation.**

I will take individual responsibility to:

- listen appreciatively and with an open mind to those whose opinions or whose life experiences or cultures are different from mine,
- create a welcoming environment that encourages participation by all.

**We trust each other's best intentions.**

I will take individual responsibility to:

- trust other people's motives and opinions, as we work for the shared goal of supporting our religious community,
- accept that we are all human and are called upon to forgive each other's shortcomings and mistakes,
- keep MDUUC a safe place for healthy disagreement as well as for harmonious relationships.

**We respect healthy boundaries.**

I will take individual responsibility to:

- respect the personal boundaries of all members, and the personal and professional boundaries of ministers and staff,
- refrain from coercing or forcing any undesired contact or connection.

**We honor community decisions.**

I will take individual responsibility to:

- accept decisions made in accordance with our governance structure and formal procedures, and will respectfully work only within those democratic processes to effect change.

Appendix

MDUUC Board Policies updated 7/31/2019

Table Outlining Changes to Polices

Policy Change	Info	Date	Notes
Leap Polices	Council Reviewed April 2015	12/15/15	Updated by kmt
Balázs Scholars Program	Council Jan 2015	12/15/15	Updated by kmt
FUNDRAISING	Council Sept/Oct 2015	12/15/15	Updated by kmt
SHARE THE PLATE	Council 4/14/15	12/15/15	Updated by kmt