

*Policy and Procedures Manual*  
*Unitarian Universalist Church of Muncie*

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## ***MISSION STATEMENT***

Exploring faith. Practicing inclusivity. Living justice.

### **UUCM Vision**

*We, the Unitarian Universalist Church of Muncie, are a church family, relating to one another with love, kindness, fellowship, humility, joy and generosity.*

- We encourage open, lifelong religious exploration, drawing upon reason, spirituality, and curiosity.
- We strengthen one another, offering acceptance, nourishment, and mutual support.
- We welcome people of all identities, regardless of age, class, culture, race, ableness, gender identity, or sexual orientation.
- We seek deeper, stronger, more transformative relationships that foster growth and healing for ourselves, our church, and our communities.
- We promote social justice, serving as a force for good and for lasting societal change.
- We serve as stewards of our church, this country, and the world.

## ***FOREWORD***

The Unitarian Universalist Church of Muncie is a congregation whose members exchange religious and cultural ideas through a variety of programs and activities. The manner in which the Church operates involves many interrelated functions, fashioned by practical experience within the structure of the Church By-Laws, consonant with the democratic ideal. Behind the focal Sunday Service is a substantial, complex organization, which is always in flux.

This manual of operations and activities attempts to reflect the Church's operations at the date of the current revision. (It is to be revised biannually). It indicates the opportunities for service and leadership and the need for full and generous participation on the part of each person. It is important for members who undertake new responsibilities to have a description of how things are usually done. Changes in practice are bound to occur, and the Board will do its best to keep this document updated in a timely fashion.

### ***Church Organization: Board of Trustees***

The Board of Trustees is responsible for all planning, all policies, all legal and financial aspects of the church.

The Board consists of six members: President, President-elect, Vice-President, Secretary, Treasurer, and Past-President. The Board meets monthly. All board members have a mailbox in the church office and should check its contents regularly.

### ***Church Organization: Committee Structure***

The programs and work of the church will be carried out, under the guidance of the Board and the congregation, by Standing committees, Long-term Special Committees, and Short-term Special Committees.

#### ***Standing Committees***

Adult Religious Education  
 Communications Committee  
 Fellowship Committee  
 Finance Committee  
 Fundraising Committee  
 Membership Committee  
 Property Maintenance Committee  
 Religious Education Committee (children)  
 Social Justice Committee  
 Stewardship Committee

#### ***Long-term Special Committees***

Caring Committee  
 Committee on Ministries  
 Development and Investment Committee  
 Hospitality Teams  
 Internal Finance Review  
 Kitchen Committee  
 Nominating Committee  
 Pastoral Associates  
 Personnel Policies Committee  
 Safety Committee  
 Sights and Sounds  
 Worship Associates

## *Church Organization: Staff*

**Job descriptions /responsibilities for the staff are on file with the head of staff: the Minister**

Minister  
 Director of Religious Education (DRE)  
 Office Administrator/Bookkeeper  
 Coordinator of Youth Programs (CYP)  
 Director of Music  
 Choir Director  
 Membership Coordinator  
 Webmaster  
 Childcare Coordinator  
 Childcare Staff

## *Responsibilities of Lay Members*

The life and work of the church are not solely the responsibility of the elected and appointed officials or the hired staff. It is vital for a healthy church that lay members be involved at all levels.

### *Lay Members Responsibilities include*

- Raising funds;
- Setting policies;
- Teaching religious education;
- Providing financial oversight at congregational meetings;
- Calling, hiring, supervising, and dismissing the minister and staff;
- Maintaining functioning committee structure;
- Providing Sunday support through the work of the Membership and Hospitality committees and Worship Associates;
- Attending to the welfare of the Congregation in conjunction with the Pastoral Care Committee;
- Supporting the MidAmerica Region and the UUA through participation;
- Maintaining church property and aesthetics;
- Electing lay leaders;
- Participating in developing a long-range plan;
- Recruiting and retaining members;
- Participating in and supporting religious education programs;
- Ensuring the physical comfort and safety of persons at church;
- Educating and training of congregation and officers of the church;
- Developing and implementing programs and policies that encourage growth.

## *Responsibilities of the Members of the Board of Trustees*

### *The President of the Congregation's responsibilities include*

- Developing agendas and presiding over meetings of the Board of Trustees and Congregational Meetings (October and May);
- Developing year-long planning agenda for Board approval;
- Overseeing all legal and financial obligations of the church;
- Calling special meetings when necessary (By-Laws X.2.);
- Ensuring that adequate notice is given for congregational meetings (By-Laws VI, VIII.3);
- Supervising activities of the Board to ensure thorough and effective operation (By-Laws IX.2);
- Asking the Nominating Committee to recommend nominees for Board and committee vacancies, including special committees;
- Be empowered to countersign all checks and contracts;
- Sign check requisition forms that need approval.
- Communicating regularly with the Office Administrator;
- Meeting regularly with the minister;
- Performing such other duties as the congregation or Board may require. Note particularly the charge to the Board of Trustees in By-Laws X.3.
- Knowing church policies; being prepared to explain and uphold them;
- Furthering a visible UU presence in the community;
- Serving as an ex-officio member on the Finance Committee.

### *Suggested Calendar:*

#### **July**

- Signing bank forms to be empowered to countersign checks.
- Looking over the Policy and Procedure Manual to check whether it is up to date;
- Looking over the Long-Range Plan to see which issues the Board should address.

#### **August**

- Developing focus for the year with the minister and the Board.

#### **September**

- At Board meeting, reviewing agenda for Congregational meeting in October; anticipate discussion; make sure proper notice is placed in Unigram;

#### **October**

- Preside over Congregational meeting. Ask a member to serve as parliamentarian. Present minutes of last Congregational meeting and budget adjustments.

#### **January**

- Expect Treasurer's resolution regarding portion of Minister's compensation that represents housing allowance for calendar year (necessary for tax purposes) to be

- brought to Board;
- Schedule the review of the Procedure Manual on the agenda.

### **February**

- Elect MidAmerica Region delegates to Annual Meeting and submit their paperwork;
- Contact Finance, Stewardship, and Nominating Committees; arrange for reports to the Board at March/April meetings.
- Look for notification of General Assembly (GA); plan to attend if possible. Encourage the attendance of the President-Elect.
- Submit notification to Unigram for congregants to be delegates to GA.
- Ask for recommendations for Nominating Committee.

### **March**

- Approve any proposals for By-Laws amendments to be voted on at May Congregational meeting
- Remind Secretary of May congregational meeting and publish proposed changes in the By-Laws in the Unigram. This MUST be done at least 30 days prior to the meeting date.
- Check with Office Administrator about deadline for Annual Report submissions and ensure all those responsible for reports are informed of deadlines.
- Put naming delegates to GA on the agenda.

### **April**

- Ensure proper notice is given for May Congregational meeting from pulpit and in Unigram.
- Attend MidAmerica Region annual meeting.
- Finance Committee presents Budget to Board as agenda item.
- Board adjusts final Budget to reflect canvass or sets priorities and authorizes Finance committee to make changes.
- Annual reports due from: Trustees, Officers, Committee Chairs (Standing and Special).
- Place on Board agenda: Make Board appointments to the Nominating Committee and Committee on Ministries.

### **May**

- Spring Congregational Meeting – Ask a member to be Parliamentarian. Create agenda: Budget approval, Annual Report, election, By-Laws amendments, approve minutes from last Congregational Meeting.

### **June**

- Attend joint meeting with incoming/outgoing Board members.
- Remind outgoing Board members to return their keys to the Office Administrator.

### ***The President-Elect's responsibilities include:***

- In the absence of the President, presiding over Congregational and Board of Trustees meetings;

- Being authorized to countersign all checks and execute bank transactions in the event the President or the Treasurer is unable to do so;
- Performing such other duties as the congregation, the President, or the Board may require;
- Using the year to expand working knowledge of the structure and functioning of the congregation and its relationship to the ministry, to MidAmerican Region, and to the UUA;
- Keeping records required by the MidAmerican Region;
- Furthering a visible UU presence in the community;

***The Vice-President's responsibilities include:***

- Presiding over monthly meetings of Program Council, the forum for chairpersons of all Standing Committees. Sending out agendas, meeting notices and monthly reports to the Council and board;
- Studying the Long-Range Plan to see what should be implemented by Standing Committees;
- Ensuring committee chairs submit Annual Reports 30 days prior to May Congregational Meeting;
- Coordinating the development and maintenance of the Policy and Procedure Manual;
- Ensuring biennial review of the By-Laws;
- Being empowered to countersign all checks, execute bank transactions, and perform such other duties as the congregation or Board may require;
- Organizing leadership training for lay leadership and congregation.

***Procedures***

- The Vice-President must suggest dates for all Program Council meetings taking into account holidays, special church events and various area school calendars (BSU, Muncie Schools, Yorktown Schools, etc.). Remind the committee chairs to submit their meeting dates to the Office Administrator by September for the church calendar.
- In January, give each Board member and committee chair a copy of the Procedure Manual section for their position and ask them to review, add or delete as needed. In June, remind all Board members for the next year to review the Policy and Procedures Manual.
- In alternate years, and as needed between, discuss necessity of By-Law revisions with the Board. Set up a special short-term committee, chaired by the VP to revise By-Laws as needed. This must be presented to the Board for its approval by the March meeting in order to meet requirements for publication 30 days prior to the annual May Congregational meeting. These changes must then be submitted to



the Office Administrator for publication in the Unigram 30 days prior to the annual meeting in May.

***The Secretary's responsibilities include:***

- Taking, preparing, distributing, and maintaining minutes of all meetings of the Board of Trustees and of the congregation.
- Sending email copies of the minutes of the last Board meeting to all Board members and the Minister five to seven days before Board meetings.
- Sending email copies of of all Board meeting documents, including approved minutes, to the Office Administrator. Approved minutes are to be published on the church website in a timely fashion.
- Providing proper timing of notices of all congregational meetings and being responsible for advertising all Congregational meetings in accordance with By-law requirements.
- Taking attendance at all congregational meetings.
- Receiving absentee ballots for voting on congregational meeting agenda proposals, a minimum of two days prior to said meeting.
- Following the May Congregational meeting, receiving from the Nominating Committee a report of nominations, elections, vacancies filled, and an accurate accounting of the terms of office and offices held by members of the congregation.
- Working with the minister to ensure that the Office Administrator maintains accurate record of child dedications, marriages, commitment ceremonies, funerals and memorial services performed in the church or conducted by the minister. Traditionally, these are presented in the "Wheel of Life" in the Annual Report.
- Working with the Office Administrator to maintain an accurate list of voting members.

***Meeting Notification***

- Congregational Meeting notices are to be announced from the pulpit on the two Sunday's preceding said meetings, and are to be published and mailed to all members of the church at least 15 days prior to the meetings, except for proposed By-Laws changes as described below.
- Notices shall include the agenda, which is prepared by persons calling the meetings.
- Notices regarding proposed changes in By-Laws shall be published and mailed 30 days prior to the meeting.

***The Treasurer's responsibilities include:***

- The Treasurer is custodian of the church funds.
- Shall be an authorized representative on all of the church's funds.
- Shall normally sign checks and/or approve ACH batches for auto-pay.
- Shall be a member of the Development and Investment Committee.
- Shall be the administrator for the church investments, including its endowments.  
Normally investments will be made, retained, or spent with direction from the Board and/or the Investment Committee.
- Shall present financial statements to the Board quarterly.
- Shall report to the Board any unusual variances from the budget monthly.
- Shall present financial statements for the Congregation at its semi-annual meetings.
- Shall verify that bank accounts and investment accounts are reconciled monthly.
- Shall work with bookkeeper and/or accountant to perform the following tasks, all in a timely manner:
  - Prepare bank deposits for deposit.
  - Pay all bills.
  - Pay employees.
  - File tax returns as required.
  - Pay taxes as required.
  - Maintain the accounting records of the church.
  - Maintain employee records in the current accounting program.
  - Reconcile bank accounts and investment accounts.
  - Prepare financial reports.
  - Maintain records of giving.
  - Maintain records of pledges.
  - Send giving statements to members at least quarterly.

***The Past President's Responsibilities include:***

- Serving as the chair of the Nominating Committee;
- Serving as the chair of the Personnel Policy Committee;
- Supporting the incoming President and President-Elect;
- Carrying out special short-term assignments at the request of the Board President.

### *Duties of All Committee Chairs*

- **Scheduling Events/Church Calendar** – Contact the Office Administrator to have monthly meetings included in the church calendar. Meeting schedule for the church year should be set by September. The Office Administrator will assign a meeting room and list meetings in the calendars printed in the Unigram and Order of Service. All committee events should be submitted to the Office Administrator well in advance.
- **Program Council** – The committee chairs of Standing Committees (or someone appointed by the chair) will serve on the Program Council and attend all Program Council meetings. Participation in the council is vital in developing a vision of what programs are needed for the church and the community.
- **Keys & Building Security** – Chairs will be issued a key and security code for building use. See the Office Administrator to receive keys and instructions for using the security system.
- **Check Requests** – All reimbursements for committee spending must be made in a timely manner. Fill out and authorize a check request form (found on the counter in the church office) and leave in the Office Administrator’s inbox. All receipts should be attached. Check requests for the chair must be authorized by the President, Treasurer, or Minister. Checks are printed on Monday and signed during the week.
- **Tax-Exempt Purchases** – All purchases made for church expenses are tax exempt. You will need the church’s tax-exempt ID number when making purchases for your committee. Copies of the sales tax exemption certificate are available from the Office Administrator during regular office hours.
- **Identify and mentor a chair for the succeeding year.**
- **Childcare** – All events sponsored by the church or a committee of the church should have adequate childcare arranged in advance. Committees should fill out the Childcare Request form for events that need childcare.
- **Meeting Minutes** – All meetings should be recorded (recorder to be designated by the chair.) Minutes should be distributed to the committee and copied to the Vice President and Office Administrator via email attachment.
- **Mail** – Check your mailbox in the church office on a regular basis.
- **Contact Information** – Provide the church office with all current contact information including phone numbers, email, and mailing address.
- **Website** – Address: [www.uuchurchmmuncie.org](http://www.uuchurchmmuncie.org). Regularly review items related to your committee’s responsibilities. Submit updates to the Office Administrator.
- **Annual Report** – Each chair is responsible for submitting a report to be included in the church’s Annual Report. This publication is distributed at the annual Congregational Meeting held in May. Reports are due by April 30 and should be submitted via email attachment to the Office Administrator and copied to the Vice President.

## ***Standing Committees: Purposes and Responsibilities***

Standing committees report monthly to the Program Council/Vice-President and are responsible for the regular on-going operations of the church.

### ***Adult Religious Education Committee***

The purpose of the Adult Religious Education committee is to plan topical programs for adult congregants. Adult education is a special enterprise of the Unitarian Universalist Church because we seek meaning and understanding within the congregation as reflected in our Principles instead of from creeds.

Regular and special programs are planned by the committee, placed on the church calendar through the Office Administrator, and promoted through the Unigram and other information outlets as deemed appropriate.

### ***Communications Committee***

This committee is charged with publicizing church activities internally and externally, and promoting the church in the community. It meets monthly to review these communications. External publicity and activities must have Minister approval.

### ***Fellowship Committee***

The Fellowship Committee supports the life of the church by providing for the communal enjoyment of food and fellowship. Our goal is that the events we coordinate will increase a sense of camaraderie among all who attend and work together. We want to help integrate new members and friends into the life of the congregation through our activities, and offer our assistance to other committees as they create programs to meet the needs of the membership. Events coordinated by this committee include:

- Traditional events on the church calendar.
- Special occasions as requested by the Board of Trustees.
- Various events based on new ideas and current needs.

### ***Events Calendar***

- Ice Cream Social – The committee serves ice cream with assorted toppings to the congregation following the service on a Sunday in early August. Childcare is provided.
- Harvest Feast – The committee coordinates a traditional turkey dinner with carry-in foods. Categories are bread & stuffing, potatoes, vegetables, salads, and pre-cut desserts. Committee arranges for purchase and delivery of turkey; handles ticket sales and collects money; purchases paper goods and beverages; organizes and participates in set-up of sanctuary; organizes and participates in clean-up following the event with the help of church members.

- **Holiday Decorating** – The committee coordinates trimming of the Christmas tree and decorating the sanctuary, usually on or before the first Sunday in December. The congregation, including children, is encouraged to participate. (Property Maintenance Committee purchases, sets up the tree, and strings the lights.) We remove and store the ornaments, wreaths, and other decorations at the end of the holiday season. (Property maintenance removes the tree.)
- **Christmas Eve** – The committee sets out cookies and other snacks carried in by the congregation and makes coffee and/or punch to serve following the service. The committee assists in set-up of the sanctuary for the candlelight service. Candles are placed on each chair (candles and drip catchers need to be ordered in advance); candles are placed on the brick walls at either end of the sanctuary; candelabra refills are loaded. With the help of church members, we clean up afterwards.
- **Stewardship event** – The committee usually assists the Stewardship committee with a pledge campaign event. The form and date of this event vary from year to year determined by the Stewardship committee. Sometimes we prepare a Sunday lunch; other years we help to set up and serve a carry-in or catered dinner.
- **Spring Congregational Meeting** – The committee coordinates a luncheon to be held after church, either before or after the meeting. We determine the menu, prepare the food, purchase paper products, set up tables before the service (if possible) and clean up after.

**The work of the Fellowship Committee includes:**

- Meeting once/month or as needed to prepare for events.
- Planning for the events, including childcare if needed.
- Publicity and announcements
- Purchasing food and paper goods.
- Cooking for some events.
- Setting up and taking down tables and chairs.
- Setting and decorating tables as appropriate.
- Attending and overseeing events.
- Washing dishes and cleaning up the kitchen.
- Cleaning up after events, with help from other church members.
- Laundering tablecloths used for these events.
- Recruiting volunteers for extra help at events, as needed.
- Keeping records.

**Budget**

The Fellowship Committee does not submit a budget to the Finance Committee. Expenses are usually covered through ticket sales or donations collected at each event. The committee chair is responsible for preparing an Annual Report of accomplishments, expenditures, and plans to the congregation at the annual Congregational Meeting.

## *Finance Committee*

This committee serves as the financial and budgetary advisory group to the Board of Trustees and congregation. The Finance Committee consists of five to seven members: three to five members-at-large, the Treasurer, and the President of the Congregation.

### **Responsibilities**

- Prepare the annual budget for review by the Board and adoption by the congregation.
- Review Church financial management systems and procedures including but not limited to operating budgets, capital budgets, accounting, financial reporting and forecasting, and auditing of financial records. Recommend needed changes to the Board.

### *Calendar*

July/August	Set meeting dates for the year and report those dates to the VP and Office Administrator.
September	Monitor current fiscal year budget for necessary changes before October Congregational meeting
Oct./Nov.	Receive input from Stewardship Committee on planned activities and develop plans for preparing the budget for the next fiscal year
Dec./Jan.	Solicit budget requests from committee chairs, Board of Trustees, Minister and staff.
Feb./March	Assemble and review proposed budget.
April	Present proposed budget, with committee recommendations, to Board of Trustees. Incorporate Board changes into final version of budget.
May	Treasurer presents a preview of the proposed budget at an informational meeting. President of the Board presents proposed budget for approval by the Congregation at the Annual Meeting.
June	Send final budget to Office Administrator. Assess year's activities.

## ***Fundraising Committee***

The Fundraising Committee is responsible for overseeing the special fundraisers which supplement the annual pledge drive. The committee may run these events or recruit others to do so. The largest annual fundraiser is the bazaar, detailed below. Others include Dining for Dollars, a service auction, and rummage sales. New ideas are always needed.

***The annual holiday church bazaar*** is held on the first Saturday of November from 8:00 a.m. to 2:00 p.m. This event encourages the contributions and participation of all members. Its purposes are:

- To raise funds for the annual budget
- To foster the talents of church members to offer their crafts for sale
- To promote fellowship

The bazaar committee usually consists of two co-chairs, appointed in consecutive years, and four to five members with particular expertise to oversee the various tasks, especially publicity, logistics, consignment booths and volunteer recruitment.

## ***Membership Committee***

The purpose of the Membership Committee is to create a welcoming and positive church environment, to create a path to membership, and to promote the growth of the congregation both in numbers and in commitment.

### **Responsibilities- With the assistance of Membership Coordinator do the following:**

- Provide annual orientation for weekly teams of greeters. Train greeters to create a welcoming and positive environment before and after the service.
- Convene a yearly session with board and membership committee to brainstorm ideas and actions to help grow and enhance membership.
- Implement a “Path to Membership.” Use a system for keeping track of visitors; get to know them and make them aware of upcoming events and opportunities.
- Implement a “Path after Membership”. Create a plan for following new members during their first year and identify members outside of the committee to help weave new members into the fabric of the congregation. Monitor steps of “Path after Membership” to make sure all responsible carry out their part.
- Develop a plan for staying in touch with members and friends of the congregation, promoting their participation in the life of the congregation. Identify members outside of the committee to assist in this vital work.
- Work with the Office Administrator to keep accurate records of members and friends of the church.
- Help committees to encourage members and friends to be active in the church.

- Order a variety of literature from the UUA catalog for visitor packets, new member packets, new member gifts, orientation sessions, and the display racks in the church foyer. (Office Administrator will place the order.)
- Organize the nametag cabinet.
- Schedule at least four orientation sessions/year for those interested in the church. Identify and invite possible attendees, publicize in Unigram and weekly Order of Service. Provide refreshments and arrange childcare and assist the minister during the session. Invite a few church leaders to attend.
- Work with minister to schedule at least two Joining Ceremonies (one on Heritage Sunday) and inform potential new members of the opportunity. Welcome new members in the Unigram. Be sure all contacts in “Path after Membership” take place.
- Be available to assist in other Book Signings.
- Assist minister in planning for Heritage Sunday and honoring 40+ and 25-year members. Send invitations to 40+ year members, arrange transportation if needed, and purchase small tokens (like a flower) for those reaching their 40<sup>th</sup> year of membership.
- Organize two or more new member activities during the year.
- With the Communication committee, plan and arrange for biographies of new members for the Unigram.
- Work with the Communication Committee to inform the public about our church and what it has to offer.
- Work with Adult RE and Vice-President of the board of Trustees to provide appropriate study and discussion sessions for new members (and others as well), such as UU101, Credo, Building Your Own Theology, etc.
- If possible, one committee member attends membership workshops at MidAmerican Region Conference.
- The committee is responsible for preparing an annual budget and for preparing an annual report of accomplishments and expenditures.



### ***Property Maintenance Committee***

The Property Maintenance committee is responsible for the care of the church property, and the general supervision of the grounds and buildings, and the equipment it contains. The committee is empowered to expend funds within the annually approved budget. It is the committee's responsibility to submit to the Board its recommendations for improvement and upkeep of the church property each fiscal year, with estimates of expected costs. During the current year it may submit requests to the Board for repairs whose costs may exceed the current budget.

The liability, fire and property damage insurance, is the joint responsibility of the chairs of the Property Maintenance and the Board.

Cooperation with other committees is essential, especially the committees concerned with social activities and scheduling of events on church property.

The specific responsibilities of this committee include:

- Supervise the servicing of heating and utility equipment.
- Keep an inventory of all properties and supervise the custodial purchase of all housekeeping supplies.
- Evaluate the performance of the custodian(s) and make recommendations regarding salary or pay rate.
- Organize cleaning of grounds and grounds as needed by congregational volunteers.
- For any extensive maintenance that requires an outside contractor, solicit bids, evaluate them, and make recommendations to the Board.

The physical layout of the church, the procedures for maintenance, and a typical annual calendar are given in the service manual located in the church office. The committee chair will be given a second copy that also contains his or her specific responsibilities.

### **Budget**

The committee is responsible for preparing an annual budget and for preparing an annual report of accomplishments and expenditures.

### ***Religious Education Committee (children)***

The purpose of the Religious Education Committee is to promote and oversee the religious educational goals of the church youth, nursery through 12<sup>th</sup> grade. The future of our church depends in part on the children of today; their religious education is vital to the continuation of our UU heritage. Therefore, the members serving on the Religious Education Committee will need to be committed to the following duties:

- Set goals for the RE program and work with the Director of Religious Education (DRE) to carry out those goals.
- Assist the DRE in choosing curricula for each age level.
- Assist the DRE with recruitment and training of teachers, based on our Safe RE Policy.
- Assist the DRE in finding ways to recognize our teachers throughout the year.
- Assist the DRE in planning and executing special events. Special events include:
  - Teacher Orientation & Training
  - RE Open House
  - Fall Festival & Costume Parade
  - Harvest Feast
  - Santa Lucia Ceremony
  - Age of Reading Ceremony
  - Easter Sunday
  - Teacher Appreciation Sunday
  - Summer RE Program
  - Parenting Classes
  - Family Programming
  - Social Action Sundays
- Serve as Classroom Liaison or Special Events Coordinator for the year.
- Promote the RE program to the congregation and the church board.
- Oversee the use and management of the Askren Fund.
- Serve (on a rotating basis) as RE Associate during the DRE's monthly Sundays off.
- Meet monthly, August through June.

### **RE Chair Responsibilities**

The RE Committee Chair is responsible for chairing the RE Committee and acting as support for the DRE. The RE Chair should expect to consult with the DRE and the Coordinator of Youth Programs (CYP) at least once a month about RE related issues. The RE Chair acts as the RE advocate on the church Program Council and can act as a voting voice for the DRE and CYP. It is the responsibility of the RE Chair to advocate the position of parents and children in any church related activity or event. The RE Chair is required to submit an annual report for the committee and is responsible for any recommendations for use of Askren Fund monies.

## *Social Justice Committee*

The **Social Justice Committee's** (SJC) basic task is to motivate and assist the congregation to live out its values and “help heal the world.” The on-going goals of the SJC have been

- To broaden participation, throughout the congregation, in its projects (in contrast to a small committee that plans and also implements projects mostly by themselves.)
- To reach out and cooperate with other groups and organizations in the community working on projects based on shared values and concerns.
- To establish and nurture projects of an ongoing nature (not just one-time) and “institutionalize” them.

The SJC works on both community service projects, with efforts to reach out and directly help people in need, and social justice projects, trying to bring about changes in public policy and social and political structures to bring about greater justice, equity and compassion at all levels of society. The committee supports ongoing programs and special task forces to accomplish specific goals:

- **Dedicated Offerings:** The collection on two Sunday mornings per month is donated to another worthy organization or cause which accords with UU principles and values.
- **Feeding Our Hungry Neighbors (FOHN) task force:** Food is collected Every.Single.Sunday for the UUCM Food Pantry and Christian Ministries of Delaware County. Volunteers are organized to work at Second Harvest Food Bank every month. A dinner is provided for Teamwork for Quality Living meetings once a year.
- **Anti-Racism task force:**
- **Green Living task force:** The SUN grant application process resulted in the 2015 installation of solar panels on UUCM's roof. Ongoing goals are to increase overall energy efficiency in the church building, promote home energy efficiency and renewable energy to the congregation and the Muncie community, and provide education and inspiration in the fight for climate justice.
- **Promote lobbying in special circumstances:** Many congregants were involved in the 2013-14 fight against HJR-3, which would have added a ban on same-sex marriage to the Indiana constitution.

## *Stewardship Committee*

This committee is charged with developing and implementing the yearly pledge drive. The campaign builds to a mid-March Commitment Sunday when pledges are made as part of worship.

### *Calendar*

#### **September**

Set a timeline and committee meeting dates for the year.

#### **October**

- Set theme of pledge drive.
- Begin preparation of publicity materials and Giving Chart Revisions.
- Work with the Minister, Worship Associates, Program Council, and Office Administrator to schedule key dates: Leadership Donor event, Kickoff event, and Commitment Sunday.

#### **November**

Design pledge card and work on Leadership Donor invitations.

#### **December**

Plan Leadership Donor event (usually the middle of February).

#### **January**

- Mail invitations to Leadership Donor event.
- Continue plans for Kickoff Event.
- Work with minister on “Sermon of the Amount” for Commitment Sunday.
- Set budget request for the coming fiscal year.
- Plan dates and content of Unigram articles.

#### **February**

- Leadership Donor event.
- Complete plans for Stewardship Kickoff and Commitment Sunday.
- Identify and work with Nominating Committee on adding new members to the Stewardship Committee.
- Write thank you notes as a follow-up to leadership donors.

#### **March**

- Stewardship kickoff and Commitment Sunday.
- Contact Fellowship Committee for help with kickoff.
- Write thank you notes.
- Follow up after Commitment Sunday identifying those who did not attend and those who have yet to pledge.

#### **April**

- Continue to follow up with contacting those who have yet to pledge.
- Finish thank you notes.

#### **May**

Final meeting: evaluate and set general goals for the next campaign season.

#### **All Year**

Contact new members about pledging.

### ***Special Committees: Purposes and Responsibilities***

Special committees are accountable to the Board for their operation and are expected to report to the Board. Special Committees may be long-term or short-term (formerly called task forces or ad hoc). Chairs do not need to attend Program Council meetings. The Board is designated as the originator of long-term special committees while the Board, Program Council, Standing Committees, or Long-Term Special Committees may create Short-term Special Committees.

***The Committee on Ministries*** serves to lead the congregation in assessments of the church's ministries, mission and goals on a regular and continuing basis.

The committee will consist of at least five and no more than seven congregational members serving for three-year terms which will be renewable once for a maximum of six years. Terms of membership will be staggered to maximize continuity on the committee from year to year. The committee will be appointed by the Board from a list of nominees created by the Board and the minister, providing a balanced representation of the life of the congregation. No member of the Board may serve concurrently with her/his tenure on the Board. The committee will report at least quarterly to the Board.

***The Development and Investment Committee*** establishes investment guidelines, develops and implements fund-raising practices for investment funds, and handles other matters referred to them by the board. The committee shall make an annual report to the Board and congregation.

The committee shall consist of five members, three of whom shall be elected at the semi-annual May meeting. The two-year terms shall be staggered so that one member is elected every other year. The other two members shall be the Treasurer and a member of the Finance Committee. Committee members may serve two consecutive terms but will not be eligible for reelection until one year has passed.

- The committee shall meet regularly.
- All meetings are open to the congregation.
- A majority shall constitute the quorum of each committee.
- The committee shall elect the chair and the secretary and follow the guidelines in the Procedure Manual.
- The secretary shall keep the minutes of the committee meetings and submit a copy to the Board.
- The committee is encouraged to include non-voting participants as needed and as interests dictate.

## ***Hospitality Teams***

The Hospitality Teams are responsible for providing support functions for the Sunday worship service. The team members work together, under the direction of a team leader, to complete a number of hospitality tasks and coordinate with the Worship Associate to ensure a welcoming atmosphere for church attendees.

There are five teams, with a team leader and 5-10 other members on each team. Each team, identified by color, is assigned one Sunday per month. The team leader contacts the team members to remind them as their Sunday approaches and to be sure enough members can help that Sunday.

### ***Main tasks*** (typically distributed among team members)

- Prepare coffee for the after-service fellowship.
- Set up coffee distribution tables in the sanctuary.
- Get printed Order of Service and offering baskets from the office.
- Greet attendees as they enter the sanctuary; distribute hymnals, Order of Service and hearing devices as requested; usher and assist with seating as necessary.
- Add additional chairs to the sanctuary, when needed.
- Ring the bell when the service begins, as directed by the Minister.
- Pass collection baskets during the offering.
- Count and record the number present in the sanctuary.
- Serve coffee after the service.
- Clean up, wash coffee cups, etc.

***The Internal Finance Review Committee*** bi-annually reviews the books, records and procedures maintained by the Treasurer, and presents a report of their findings to the congregation.

The committee shall consist of at least two members who are not members of the Board or Finance Committee. They shall serve two-year terms and be elected by the congregation in alternate years.

***The Nominating Committee*** shall consult with the appropriate committees to receive recommendations for the nomination of committee chairs. At the semi-annual May meeting of the congregation, the Nominating Committee shall present a slate of nominees to fill the vacancies on the Board of Trustees, and chairmanships of Standing Committees and Special Committees as outlined in this Section.

The Nominating committee shall be chaired by the Past-President and consist of four additional members, including two elected by the congregation and two, who are not on the Board, appointed by the Board. The Past-President shall serve a one-year term; the other members two years. One elected and one appointed member shall take office each year, thus staggering the terms of office.

***The Personnel Policies Committee*** duties are:

- Review the Personnel Policy Manual at least annually, and recommend changes to the Board. All changes to the manual must be approved by the Board to be valid.
- Annually review the written job descriptions of staff and recommend changes to the Board. All changes to the manual must be approved by the Board to be valid.
- A member from the Personnel Policies Committee should be on all staff search committees, excluding ministerial search committees.

The committee shall be chaired by the Past-President and consist of three additional members. One member is a member of the Religious Education Committee, appointed by the chair of the Religious Education Committee. The remaining two members are appointed by the Board of Trustees. The Past-President shall serve a one-year term; the other members shall serve a maximum of two consecutive two-year terms. A person who is appointed to fill a vacancy, who serves one year or more, shall have that term counted as a full term and will be eligible for one additional term, after which there must be an elapsed period of one year before being eligible for another term.

***The Safety Committee*** is responsible for development and oversight of the implementation of policies to promote the safety of the people and the property of the Unitarian Universalist Church of Muncie.

The committee will consist of a minimum of four people. Members will be appointed by the Board for a term of two years which may be renewed without fixed term limits.

## *Policies*

### ***Building Use Policy***

Use of church facilities will be granted as space permits under the following conditions.

#### **Use by members**

- Members may seek to use the building for activities of a non-profit nature.
- Members must clear the event with the Office Administrator who will put the event on the church calendar and ask that a contract be filled out which will be kept on file at the church.
- All member events will function in harmony with the Seven Principles and core values of the church.
- Fees for building use by church members will be waived exclusive of custodial fees.
- The church must be set up as it was found, all trash removed from the property.
- Custodial services may be obtained for a fee although the Office Administrator will be responsible for scheduling/okaying these services.

#### **Use by non-members**

- Non-members may rent the building. All fees apply as stated in Building Use Contracts. The Minister or Board may waive fees for non-members who make and pay an annual pledge.
- The Office Administrator schedules all building use.
- Actions regarding the calendar, keys, codes, custodians, etc., will be handled by the Office Administrator.

### ***Childcare Policy***

Recognizing that the active participation of individuals with young children is essential to the vitality of our church, it is the policy of the UU Church of Muncie to be “family friendly” and to provide free childcare at church-sponsored events. Childcare shall be provided only for on-site activities while a parent or guardian is on the premises. The following outline of policies is intended to ensure consistent best practices are followed for church events and meetings requiring childcare. This document will be reviewed annually and updated as needed.

**Childcare Expenses** are covered under the childcare line item in the General Budget.



### **Childcare for All-Church Functions**

Childcare is arranged by the Childcare Coordinator or DRE for the following all-church needs.

- Sunday morning beginning at 9:15 and ending at 12:15
- Congregational Business Meetings, Board Meetings, Council Meetings, and the Christmas Eve Service.

### **Childcare for Committee Events**

Committee events such as Harvest Feast, Fall Bazaar, Book Discussion Groups, Workshops, Orientations, Choir rehearsals, etc, that occur outside of the Sunday morning time slot.

- The committee requiring childcare will be responsible for submitting a childcare request form, found on the church website, to the Childcare Coordinator.
- All church committees that organize events are encouraged to consider the possible need for childcare when planning events. If participation by families is desired, then thought should be given to providing childcare.

### **Safety Policy Guidelines Related to All Childcare Needs**

- At least two childcare providers must be present in each childcare room.
- Two providers may be responsible for up to ten children over the age of two, but both must be present in the same group.
- An additional caregiver should be present in any childcare group for each additional five children over the age of two.

### **Administrative Guidelines Regarding Payment to Childcare Providers**

- Regular employees who are on the approved childcare provider list shall be paid through payroll.
- The current pay scale is \$7.25 per hour (follows minimum wage increases).

### **Announcement of Availability**

For every event, communication about the availability of childcare should be clear.

The sponsor shall specify, together with the event announcement, what childcare will be available, or how and when to make a request for childcare. Possible examples follow:

- Christmas Eve Service: “Childcare will be available.”
- Harvest Feast: “Childcare will be available in the Nursery for two year olds and under. Older children are welcome at the event.”
- Evening music event: “Childcare will be available if requested. If childcare is needed, please notify the church office two weeks in advance of the event.”

Although it is generally discouraged, there are events for which an exception to providing childcare is appropriate after due consideration by the sponsor. For these events, the lack of childcare should be stated in the event announcement. Some examples are:

- “This is an event for families to enjoy together; childcare will not be provided.”
- “Childcare will be provided for Bazaar workers only.”

## ***Freezer Usage Policy***

### **Kitchen freezer:**

- The kitchen freezer is short-term storage, e.g. Outreach dinners, Body Life dinners, memorial service receptions, in its current location.
- All items need to be labelled with the contents, date, and group managing the item.
- The Kitchen committee will clean the freezer during their four kitchen cleanings each year.

### **Storage room freezer:**

- The storage room freezer is used for RE, RE Youth Groups, Caring Committee, Hospitality, and Bazaar.
- All items need to be labelled with the contents, date, name of donor and name of the group managing the item.
- The Caring Committee will take responsibility for cleaning the freezer twice yearly in April and October. Any item over 6 months will be donated to the Body Life dinners.
- The freezer will need to be locked for ease of management and safety. The main key is located in a combination lock box located close to the freezer. A second key is maintained in the office as a backup.

## ***Gift Policy***

Gifts are defined as contributions, monetary or material, other than pledge giving and free will offerings. The giving of monetary or material contributions, memorials, trusts, foundations, etc., is recognized as a desirable and commendable practice in connection with church life. The following are guidelines for the giving, receiving, and disposing of such gifts to the church.

- Giving shall be intended for the benefit or betterment of the church as the primary objective. Gifts will be recognized if made in the spirit of giving, that is, without the aggrandizement of the giver, group, organization or individual.
- The acceptance, rejection or disposition of a gift shall rest with the Board of Trustees. Offers of gifts may be made through any Board member, the Minister, or chair of a committee.
- The Board or its designated committee shall determine the appropriateness or desirability of a gift and the use to which it shall be put. The donor may make suggestions relative to a gift but the donor may not impose restriction or qualifying statements.
- All gifts are given without restrictions.
- Plaques, engravings, etc., intending to identify a donor, honored or memorialized individual, group or organization, shall not be placed upon items or facilities of the church other than in the hymnals or on the Memorial Wall.

A record/honor book is maintained for all giving.

### ***No-Smoking Policy***

Use of tobacco products and any cigarette-like products, such as e-cigarettes, is prohibited in our building and on church grounds.

### ***No Styrofoam Policy***

Use of polystyrene commonly known as Styrofoam is not allowed on church property.

### ***Publicity Policy***

The Unitarian Universalist Church of Muncie offers many opportunities for involvement, including worship services, programs and events, and volunteering. There are also significant news stories and issues to address. Such news opportunities benefit from strong communication and publicity to promote attendance, awareness, action, and/or participation. To help members and friends maximize available church publicity and marketing tools, the following information has been provided to guide church members and friends through the process.

Available publicity options include the church website ([www.uuchurchmuncie.org](http://www.uuchurchmuncie.org)), monthly *Unigram* (newsletter), weekly eBlast/email newsletter, weekly *Order of Service*, church Facebook page, press releases, posters, flyers, guest columns, advertising (radio, newspapers, online), YouTube videos, podcasts, monitor (south entrance), flyers, posters, and bulletin boards.

Both church members and friends may use available publicity options based on whether it is or is not church-related. Non-affiliated organizations may request support for events and programs that reflect the principles of Unitarian Universalism.

Every event or program organizer is encouraged to be proactive and develop a communications plan. To ensure maximum coverage, careful consideration should be given to the audience. Remember to develop the message appropriately for the respective communication vehicle. For example, a Unigram message or article will typically be longer than something related in the email newsletter, which is limited to brief announcements and reminders.

Publications (online and print) are official communication of the church. As a result, content produced by church members and friends on behalf of the church should reflect its beliefs, goals, and image. Submissions are subject to final approval by the minister (or his/her designate). Any questions or comments may be directed to the minister and/or staff.

The deadlines for the Unigram, Order of Service and eBlast are as follows:

- The Unigram is published the last Wednesday of each month with the submission deadline of 9 a.m. on the Wednesday prior to publication. Dates are listed on the web calendar (follow link on church website).
- The Order of Service includes church-related announcements. The weekly deadline is 9 a.m. Thursday.
- The eBlast includes BRIEF blurbs and reminders. It is sent weekly on Friday afternoon (Thursdays during the summer office schedule.) The weekly deadline is 9 am Thursday.

### ***Religious Education Staff and Volunteers Background Check Policy***

A background check must be run on all staff and RE volunteers who work with children and youth, every three years.

The agencies used are:

- Indiana Child Protection Services: staff and volunteers fill out their portion. The office completes form and submits by mail.
- Indiana State Police: office completes form and submits by mail.

All background check files for UUCM staff and RE volunteers are kept in a locking file cabinet in the DRE's office.

In addition, all RE Volunteers complete and sign a "Code of Ethics" form. This form is kept on file for three years and renewed at three years or after any one-year hiatus.

### ***Safe RE Policies and Teacher and Volunteer Recruitment for RE Programs***

The DRE will normally recruit all volunteers, nursery staff (paid & unpaid) and teachers for the RE program. Re Committee liaisons may suggest individuals as prospective teachers, but the actual recruitment is the responsibility of the DRE. The DRE will have the final say in determining who can or cannot teach or volunteer in any RE activity. For the protection of all children in the RE programs, it will be the responsibility of the DRE to do reference or background checks on all individuals who will have individual access to any of the children or youth in the RE programs. It is the goal of the entire RE program to always have at least two caregivers/teachers/volunteers in the various classrooms at all times. This is not always possible due to the lack of appropriate and willing volunteers. Teachers must have been regularly involved in the congregation of the Unitarian Universalist Church of Muncie for at least six months prior to becoming a teacher. The rule may be waived, at the DRE's discretion, if the prospective teacher is coming from any church where a DRE or equivalent can be contacted to determine the advisability of making this individual a teacher.

**Nursery:** Requirements to have a properly staffed nursery:

- Two paid childcare staff will be on duty at all times when babies and toddlers are present in the nursery.
- One of the paid childcare staff must be over the age of 18. Additional volunteers (as needed) under the age of 18 can be on duty as well.

**Pre K -5<sup>th</sup> Grade:** Requirements to have a properly staffed classroom for children in these grades:

- One teacher over the age of 18 must be present in the classroom at all times.
- A second teacher is highly recommended for the protection of the teacher as well as the children.

**Middle School--High School:** All teachers for these classes will meet the following criteria.

- Teachers will be at least 25 years of age OR at least 21 years of age with a teaching degree in secondary education.
- Teachers who do not meet the above requirements may teach with an individual who does meet these requirements.

