

Policy and Procedure 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, but usually they occur slowly enough so that this

The Unitarian Universalist Association shall devote its resources to and exercise its corporate powers for religious, educational, and humanitarian purposes. The primary purpose of the Association is to serve the needs of its member congregations, organize new congregations, extend and strengthen Unitarian Universalist institutions, and implement its principles.

(Adopted as a By-Law by the 1984 and 1985 General Assemblies)

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 is responsible for appointing Ad Hoc Committees for special short-term projects outside the realm of the Standing or Special Committees.

The President of the Congregation is responsible for

- Chairing the Board and Congregational meetings;
- Coordinating the preparation of the Annual Report;
- Bringing legal and financial issues before the Board;
- Developing yearly agenda and goals for the Board in concert with the Board of Trustees and the Minister;
- Facilitating Special Committees with the Board.

The President-Elect is responsible for

- Chairing the Board of Trustees and Congregational meetings in the absence of the President;
- Coordinating Ad Hoc Committees and special projects identified by the President/Board;
- Keeping records required by the MidAmerican Region and in liaison with same.

The Vice-President is responsible for

- Reviewing the By-Laws, the Policies and Procedures Manual, and bringing suggestions for changes to the Board;
- Chairing the regular meetings of the Program Council, the forum for chair persons of all Standing Committees. (See By-Laws, Art. XI)
- Facilitating the operations and overseeing the Standing Committees;
- Implementing the policies and procedures approved by the Board;
- Identifying issues/projects to forward to the Board for decision as needed.

The Secretary is responsible for

- Preparing the Minutes of the Board and Congregational Meetings
- Giving notice of all Board and Congregational Meetings following the procedures set out in the By-laws with the Minister for accurate record maintenance.

The Treasurer is responsible for

- Maintaining accurate financial records;
- Paying all bills on time;

- Following best practices for church accounting.

The Past President is responsible for

- Chairing the Nominating Committee
- Chairing the Personnel Policies Committee

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, special committees, and ad hoc committees

Standing Committees

Adult Religious Education (ARE)
 Communications Committee
 Fellowship Committee
 Finance Committee
 Hospitality Committee
 Property Maintenance Committee
 Religious Education Committee: Youth
 Social Justice Committee
 Stewardship Committee
 Welcome Team/Membership Committee

Special Committees

Committee on Ministries
 Development and Investment Committee
 Internal Finance Review, see By-Laws
 Nominating Committee, chaired by Past President
 Personnel Policies Committee, chaired by the Past President
 Sights and Sounds

Other Committees

Caring Committee
 Pastoral Associates
 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)

Nursery Staff
 Office Administrator
 Coordinator of Youth Programs (DYP)
 Director of Music
 Choir Director
 Choir Accompanist
 Membership Coordinator
 Webmaster

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 minister and staff;
- Maintaining functioning committee structure;
- Providing Sunday support through the work of the Welcome Team/Membership and Hospitality committees and Worship Associates;
- Attending to the welfare of the Congregation in conjunction with the Pastoral Care Committee;
- Supporting MidAmerican Region and 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 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 ad hoc committees;
- Be empowered to countersign all checks and contracts. Treasurer should present motion to board and provide bank signature cards. Checks for accounts payable and payroll are signed every Sunday.
- Checking church mailbox at least once a week and act on mail received;
- **Note:** Check for check requisition forms that need approval. Committee chairs may approve checks to reimburse members of their committees for expenses. Chairs must get approval of president for checks to themselves.
- Communicating regularly with the Office Administrator; meeting regularly with the minister. Chairs must get approval of president for checks to themselves.
- 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 UU visible presence in the community;
- Serve as ex-officio member on Finance Committee

Calendar:

July

- Reviewing web site;
- 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 minister and board.

September

- At Board meeting, reviewing agenda for Congregational meeting in October; anticipate discussion; make sure proper notice is placed in Unigram;
- Collecting meeting dates from all committees and schedule meetings with each. (Share with Vice-President)

October

- Preside over Congregational meetings. Ask a member to serve as parliamentarian. Present minutes of last Congregational meeting and budget adjustments.
- Call Personnel Advisory Committee together for annual review procedure.

January

- Review changes to the membership list as submitted by the Membership Coordinator;
- Update Membership lists and file membership data survey with the UUA;

- Ask for revisions to By-Laws;
- 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.
- Complete and submit paperwork, naming delegates.
- 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 at all possible. Complete registration and hotel arrangements as soon as 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.
- Ensure that Minister as head of staff recommends salaries to the Finance 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 (Special, Standing, and Ad Hoc).
- Place on Board agenda, "Appoint Board appointment to the Nominating and Ministerial Relations Committees."

May

- Spring Congregational Meeting – Budget approval, Annual Report, election, By-Laws amendments, approve minutes from last Congregational Meeting.

June

- Attend joint meeting with incoming/outgoing Board members.
- Remind Christie to collect keys from outgoing board members.

The President-Elect's responsibilities include

- In the absence of the President, presiding over congregational and Board of Trustees meetings;
- Facilitating the work of the church's Ad Hoc Committees;
- Being authorized to 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;
- Furthering Unitarian Universalism as a visible presence in the community;
- Arranging for childcare and snacks for the fall and spring Congregational meetings and any other Board-organized event. Get a list of nursery professional and phone numbers from the DRE. Childcare is paid through regular payroll.

The Vice-President's responsibilities include

- Coordinating the development and maintenance of the Policy and Procedure Manual, which outlines the duties of each committee and the Board and reflects the procedural operations of the church;
- Ensuring biennial review of the By-Laws;
- Studying the Long-Range Plan to see what should be implemented by any of the Standing Committees;
- Be empowered to execute bank transactions, and perform such other duties as the congregation or Board may require;
- Ensuring committee chairs submit Annual Reports 30 days prior to May Congregational Meeting;
- Attending all Board meetings;
- Coordinating, supporting, and presiding over Program Council. Sending out agendas, meeting notices and monthly reports to the Council and Board.
- 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, before the transitional Board meeting, see that all Board members for the next year get copies of the updated Procedure Manual.
- In alternate years, (or before) and as needed between, discuss necessity of By-Law revisions with the board. Set up an ad hoc 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 VP shall be authorized to execute bank transactions in the event the President or the Treasurer is unable to do so.
- The VP reports to the board church usage by non-members and calendar events monthly. The reports included progress on By-Law revision and Procedure Manual changes.

Secretary's responsibilities include

- Taking, preparing, distributing, and maintaining minutes of all meetings of the Board of Trustees and of the congregation, including but not limited to posting on bulletin board and summary for Unigram.
- 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.
- Checking designated mailbox in the church office regularly.
- Performing other related duties requested by the Board or congregation.

Procedures in regard to Minutes of Meetings

- In preparing the minutes highlights (capital letters of bold type) all motions of the Board.
- Requires that everyone presenting a report submit a brief written summary at the meeting, which enables details to be added to minutes at a later time.
- Five to seven days before the Board meetings, sends by email copies of the minutes of the last Board meeting to all Board members and Minister.
- Copies of all Board meeting documents, including approved minutes, are electronically sent to the Office Administrator, and approved minutes are published on the church website.
- Maintains summary of Board actions that have a long-term effect on policies and procedures.

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 the administrator for the church investments, including its endowments. Normally investments will be made and/or retained, or spent, with direction from the Board and/or the Investment Committee.
- Shall be a representative of the Church on the Board and shall attend meetings and engage in the activities of the Board.
- 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 assist in finding bookkeepers and/or accountants 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

- The main duty of the Past President is to serve as the Chair of the Nominating Committee. Under the Council form of government, the Past President is also a member of the Board of Trustees. His/her responsibility is to support the incoming

President and President-Elect. The President may ask the Past President to carry out special or short-term assignments.

- To be chair of the Personal Policy Committee.

Standing Committees: Purposes and Responsibilities

Adult Religious Education

The purpose of the Adult Religious Education is to plan topical programs for the adult congregants.

- Plan and develop weekly as well as special programs.

Adult education is a special enterprise of the Unitarian Universalist Church because instead of from creeds and church traditions we seek meaning and understanding within the congregation as reflected in our Principles. The current adult RE committee accepted the mandate to develop and plan special religious education programs, but immediately is focused on making the 9:30 a.m. Sunday discussions as valuable as we can to assist members in shaping their own spiritual journeys.

As interest arises and leaders come forward, we will offer and support more specific focus groups at other times.

- Yearly and special programs will be planned and scheduled via the church calendar and promoted through the Unigram and such other information outlets as deemed appropriate.

Communications Committee

- This committee is charged with the internal and external marketing of church activities and promoting the church in the community.
- It meets monthly to review external and internal communications and promotes the church in the community.
- External marketing projects 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 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 and Responsibilities of Fellowship Committee

- 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. The congregation, including children, is encouraged to participate. (Property Maintenance Committee purchases, sets up the tree, and strings the lights.) Light holiday refreshments are served; the committee provides decorate on the first Sunday of December. 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 cleanup 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.
- Securing the church by following the Exit Checklist.
- 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. Our 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.

Preferred Qualifications for committee members

Desirable persons for the fellowship committee enjoy planning food-centered activities and working in the kitchen. Creativity and organizational skills are always welcome, as are both out-going and shy persons. A healthy, strong back is a plus! Weekend availability is necessary.

Compensations and Rewards

You will get to know your fellow committee members by working side-by-side with them before, during and after these celebratory meals. The entire congregation will appreciate you for helping to provide fun, delicious and meaningful experiences for them.

Finance Committee

Purpose

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. Members-at-large serve two year staggered terms. The Minister serves as an ex-officio, non-voting member.

Responsibilities

1. Prepare the annual budget for review by the Board and adoption by the congregation.
2. 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.

Hospitality Committee

Last revised in 2011

Made up of a Chair, Deacons, Ushers, Coffee Crew

The Hospitality Chairperson is the contact person for the deacons and other hospitality team members as well as liaison to Worship Associates and the Program Council. The hospitality chair attends the Program Council meetings.

The Hospitality Teams are responsible for the quality of the logistical aspects of the Sunday Service. A Hospitality Team is composed of 6-8 members whose task is to ensure that the members and guests have an enjoyable and rewarding Sunday Service experience. Each team will be responsible for twelve services during the calendar year. A "fifth Sunday" team will be put together (4 times a year).

Main responsibilities of Chair

- Meet briefly with the deacons to discuss any problems or ways in which the quality of Sunday services can be improved.
- In the late winter remind deacons to poll their team members to find out who is willing to continue and who needs to be replaced.
- Inform the Nominating Committee for needed replacement deacons, ushers, or coffee crewmembers. In the late spring be sure that the teams are fully staffed, organized, and ready to begin the new church year on July 1. Distribute updated copies of the pertinent sections of the Procedure Manual to each member of the Hospitality Team.
- In June mail letters to each member of the Hospitality Team. Confirm and thank them for their participation in an important task; ask them to contact one of their deacons if they are going to be absent on their assigned Sunday.
- Be sure deacons know when and how the Chair needs to be notified about coffee, creamer, sugar, tea, etc.
- Provide training to Hospitality Teams as needed.

Sunday Services Hospitality Teams

The Hospitality Teams are responsible for the quality of the logistical aspects of the Sunday Service. A Hospitality Team is composed of 6-8 members whose task is to ensure that the members and guests have an enjoyable and rewarding Sunday Service experience. Each team will be responsible for twelve services during the calendar year. A team "fifth Sunday" team will also have to put together (4 times a year).

Job Descriptions: Various teams divide these jobs differently, based on individual preferences.

1. Deacons (2 per team) - The deacons serve as point of contact for all team members to the Hospitality Chair. The deacons provide leadership to the team and work with the Hospitality Chair to solve problems and continually improve the quality of Sunday services. **Main responsibilities:**

- Serve one Sunday a month
- Early in the week contact members of your team to be sure you will have a full team on Sunday.
- Arrive at church at 10 am
- Turn on the lights in all the halls and the sanctuary.
- If the seats are facing the north brick wall, turn on spotlights for podium.
- Turn on fans. They help circulate warm and/or cooled air.
- Turn on Heating/Air conditioning (see instructions below). fill in.
- The Order of Service and baskets need to be brought from the office to the
- Check on all members of the team. If someone has not arrived, help to center doors of the Sanctuary. If the Sanctuary is set up so that it faces the windows, use four baskets for the collection. If there are four sections of seats, four baskets are necessary. You may have to use the basket from the coffee table as the fourth basket. Make sure that the coffee basket is returned to the coffee table before the

collection is given to the Treasurer.

- Put hymnals and Orders of Service on the two front chairs and the piano. They are for the minister, the pianist and the worship associate.
- Assign aisles for offertory collection (collected by deacons & ushers).
- It is the responsibility of the team members to try to see that newcomers are seated next to and introduced to long time members.
- Try to direct members to enter the Sanctuary prior to the first bell.
- **Ring the first bell at 10:42 am, after checking with the minister and/or Worship Associate.**
- Remind people that the prelude is a time for quiet in the Sanctuary.
- Make sure that everyone enters the Sanctuary quietly.
- **Ring the second bell at 10:45 am.** Check with Worship Associate for a time or a cue.
- Count the people in the Sanctuary and put the count in the Office Administrator's basket in the office (do not include children in the count)
- Immediately after collecting the Offertory, give the collection baskets to the person in charge (who will be waiting at the back of the sanctuary).
- It is important that we attempt to talk to newcomers with visitor nametags during coffee hour.

Note: The sound system will be set up and run by a special committee so microphones do not have to be checked. The chalice and any candles will be taken care of by the Worship Associates.

Heating/Air Conditioning Instructions

During **cold weather:**

- Check to be sure settings are switched to “auto” and “heat.”
- Set heating temperature (on left) to 72° to warm the room.
- Just prior to ringing the First Bell, set the temperature back to 65°.
- After the service it can be returned to 68°-70° if it is very cold.
- When sanctuary has cleared, set temp. to 62°

During **hot weather:**

- Check to be sure settings are switched to “auto” and “cool.”
- Set cooling temperature (on right) to 65° to cool the room.
- Just prior to ringing the First Bell, set the temp. to 75° .
- After the service, the temp. can be returned to 70° if it is very warm.
- When sanctuary has cleared, set temp. to 78°

2. Ushers: (2 per team) These team members are primarily responsible for the seating of members and guests and the distribution of hymnals and Orders of Service, and for collecting the Offertory. The ushers will assist members, friends, and guests to find seating, being sensitive to special needs and desires, and will answer questions about the service or location of amenities (bathrooms, child care, RE wing). The ushers' job is to help people to feel welcome and comfortable.

Main responsibilities:

- Serve one Sunday a month.
- Ushers should plan to arrive between 10 and 10:15 am and will assist the deacons in placing Orders of Service in the hymnals.
- Two ushers should be stationed at the center doors to the Sanctuary to give a hymnal with Order of Service to everyone who enters.
- Ushers should also offer hearing aids to anyone who requests them.
- Ushers will assist members, friends, and guests in finding a seat, being sensitive to special needs and desires.
- Ushers should direct everyone to be seated before the first bell at 10:42.
- Close side Sanctuary doors after the second bell at 10:45 am. Leave one open for stragglers to feel welcome.
- Assist late arrivals to seats after the service begins.
- Add more chairs to the Sanctuary as needed.
- Assist the deacons in taking the Offertory. The deacons will assign an aisle to be covered by each usher during the collection.
- After the service, hymnals that have not been taken from the seats must be picked up and replaced on the book carts. Leftover Orders of Service go in the red cloth recycle bins.
- **It is important that we attempt to talk to newcomers with visitor nametags during the coffee hour.**

3. Coffee Crew: (2 per team) These team members are responsible for providing coffee/tea at the conclusion of the service as well as clean-up of the coffee pots, cups, and utensils used. These team members will ensure that the coffee and tea are plentiful, hot, and served with a smile and a bit of conversation.

Main responsibilities:

- Serve one Sunday a month.
- Coffee Crew team should plan to arrive between 10 and 10:15. The coffee takes 1½ hours to brew. It should be started by 10:30. Directions for making the coffee are posted in the kitchen.
- Turn on the dishwasher before the service begins. Wash any miscellaneous dishes from the week.
- Set 2 tables in the sanctuary using the colored tablecloths from the plastic bin under the counter. Roll out the dolly with cups; place a few on one table. The coffee urns will go there: one regular & one decaf. Place glass saucers under the spigots of each. From the plastic bin in the cabinet, set the other table with stir sticks, creamers, sugar & sugar-substitute, a glass pickle dish (for trash), hot water, tea bags, a few cups, and a collection basket with Free Trade Coffee reminder.
- Make note of any supplies that are running low so the Deacon or Hospitality Chair can be notified.
- During closing hymn bring coffee urns on blue cart into the rear of the sanctuary, fill the creamers, and begin filling coffee cups.

- As people finish with their cups, rinse (Be sure to first scrub off stains/lipstick) and place them in flat bed dishwasher trays (without dish supports) and wash. Run the washer.
- Remove trays from washer, dab excess water from tops, leave clean cups in dishwasher trays and stack on dolly.
- Empty and wash coffee urns and store on stove shelf.
- Empty, wash and store sugar bowls, cream pitchers.
- Clean counters and table.
- Put soiled tablecloth and towels in laundry bag behind door. Fold and store unsoiled tablecloths. If possible please take home soiled linens to be washed and returned next Sunday.

Property Maintenance Committee

The 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:

1. Supervise the servicing of heating and utility equipment.
2. Keep an inventory of all properties and supervise the custodial purchase of all housekeeping supplies.
3. Evaluate the performance of the custodian(s) and make recommendations regarding salary or pay rate.
4. Organize cleaning of grounds and grounds as needed by congregational volunteers.
5. 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:

The purpose of the Religious Education Committee is to promote and oversee the religious educational goals of the church youth, nursery through 12th 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:

RE Committee Members:

1. Set goals for the RE program and work with the DRE to carry out those goals.
2. Assist the DRE in choosing curricula for each age level.
3. Assist the DRE with recruitment and training of teachers, based on our Safe RE Policy.
4. Assist the DRE in finding ways to recognize our teachers throughout the year.
5. 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
 - Multigenerational Winter Pageant
 - Cookie Sunday
 - Age of Reading Ceremony
 - Easter Sunday
 - RE Sunday
 - Teacher Appreciation Luncheon
 - Summer RE Program
 - Parenting Classes
 - Family Programming
 - Social Action Sundays
6. Serve as Classroom Liaison, Social Action Coordinator, or Special Events Coordinator for the year.
7. Promote the RE program to the congregation and the church board.
8. Oversee the use and management of the Askren Fund.
9. Plan and execute activities for all Sundays, following RE Sunday, through June.
10. Serve (on a rotating basis) as RE Associate during the DRE's monthly Sundays off and vacation time (month of July or as determined).

11. 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 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.

Classroom Liaison Responsibilities

1. Work with the DRE to determine which curriculum sessions are best suited for the Curriculum Sundays each month (Sept-May). Determine if all activities in a lesson or lessons should be used. When changes from the specific curriculum are anticipated, they should be discussed with the DRE.
2. Meet with the teachers or teaching teams for your classroom at the beginning of each semester (or more often if needed) and decide on the lesson plan schedule and teaching schedule for that term. A copy of this schedule is then given to each teacher and the DRE prior to the start of each semester. If schedule changes are needed, the liaison is expected to oversee these changes and report them to the DRE. If no teachers are available for teaching on a given Sunday, the liaison is expected to teach the class if possible. If not possible, the DRE should be notified as soon as possible.
3. Look over the lessons for the term to see if specific materials will be needed which might require extra time to obtain (such as ordering books, DVD's or CDs). If unsure about how long it takes to obtain materials, ask the DRE. Make a list of these needs and give them to the DRE at the **beginning of the semester**. If the curriculum requires a special mailing to children in the class prior to a lesson, the DRE is to be informed well in advance of the time that it is needed.
4. Inform and discuss with the DRE any field trips that are planned for any classes. The DRE must have signed permission slips prior to the Sunday of the field trip or participants will not be allowed to go. With at least two weeks notice, the DRE will mail permission slips.
5. Look over each lesson prior to Wednesday of each week to know what materials will be needed for that lesson. If supply sheets have not already been given to the DRE, this will need to be done at this time. Basic supplies are available in the RE closet, but there may be special needs which the DRE will need to acquire. The DRE oversees the inventory of supplies in the RE supply closet and because the DRE has charge privileges at local stores, it is preferable that supply lists or food needs for a particular lesson be given to the DRE in time to coordinate the purchase of all supplies at one time. These supplies will be put into the classroom before Sunday, so that the teacher can come in on Sunday and concentrate on

- teaching the lesson.
6. Meet with or call the teachers occasionally to see if there are concerns within the classroom with the students, curriculum, etc. that should be reported to the DRE or discussed at the RE monthly meetings.
 7. Serve as substitute teacher if no other teacher can be found.
 8. Serve as the “DRE For The Day” when the DRE is either on vacation, is sick, or is entitled to one Sunday off per month. This responsibility is rotated among the committee members throughout the year. The DRE will give the liaison a checklist of duties for this position, which will include the schedule for the week and any special classroom needs or concerns.
 9. The RE Committee is responsible for planning and executing all June Sundays.
 10. Plan and execute an activity for one of the seven Summer Sundays. Help other liaisons with at least one other Summer Sunday activity.
 11. Help with or find volunteers to help with Social Action Sundays, Multigenerational Sundays, Art Sundays, Teacher Appreciation Breakfasts or Luncheons, all December events, all May events and Easter.
 12. Each committee member is responsible for helping to clean, inventory and restock classrooms during annual cleanup.

Special Events Coordinator Responsibilities

1. The coordinator will work with the DRE to find appropriate activities for youth to interact with older or younger youth and adults. Some past events are: Multigenerational Winter Pageant, Cookie Sunday, Water Ceremony, Valentine’s Day/Cookie Communion, etc.
2. The coordinator will arrange for extra volunteers and will give the DRE a list of any needed supplies.

Social Action Coordinator Responsibilities

1. The Social Action Coordinator will work with the DRE to find appropriate activities for the youth to do on Social Action Sundays. These activities need to be appropriate for youth from 1st to 12th grades. Some past activities are: making quilts for at-risk babies, Valentine bags for children at a homeless shelter, making cat and dog treats as a fundraiser for a local animal shelter raising funds for Heifer International through annual bake sales, making sack lunches for a local soup kitchen, and preparing an evening meal at a Homeless Shelter.
2. The coordinator will arrange for extra volunteers and will give the DRE a list of any needed supplies.
3. The coordinator will alert the DRE at least 2 weeks in advance of any needed mailings required for the activity.
4. Activities must be held at the church unless prearranged with the DRE and possibly the RE Committee. Activities that are to be held off-site will require parental permission slips before any child is allowed to leave the church.
5. The coordinator will work with the DRE to arrange for any transportation needs, etc.

Volunteers

There is not a minimum age for volunteers for all Social Action or Special Events as these activities will be supervised by the DRE, members of the RE Committee, and/or one or more RE teachers/aides.

RE Host Responsibilities

(Currently we do not have RE hosts)

At 10:30 on Sunday morning, stand near the east door and greet all people entering. Introduce yourself to those you do not know. If they are new and have children, help them decide which classes their children will attend, show them their room, and introduce them to the teacher.

New families should be given a Prospectus and asked if they need a RE registration form. Ask them to fill out a Visitor Form and leave it in the classroom for the teacher. Introduce them to the DRE, or if the DRE is not available, suggest they talk with the DRE after the service. They should then be taken to Membership Coordinator for nametags.

2. Take attendance for each class.
3. Prepare and distribute snacks for each class.
4. Be prepared to help the DRE with anything necessary to make Sunday morning activities successful.
5. After the service is dismissed, help maintain order in the RE wing until parents come to get their children. Plan to stay 20 minutes after the service.
6. Help the DRE organize/clean the RE area.

Nursery Staff Responsibilities

All nursery staff are to follow the Childcare Provider Guidelines listed below.

The nursery staff provides Sunday morning childcare (9:15-12:15) and childcare for Congregational Meetings and the Christmas Eve Service, which are scheduled by the DRE or the Childcare Coordinator.

All other church activities that require childcare (such as church bazaar, choir practice, workshops, stewardship luncheons/dinners, committee meetings that are scheduled after 12:15 on Sunday) must schedule their own childcare. A list of childcare providers will be available in the church office. For church activities that require childcare, please review our Childcare Policy in the "Policies" section below.

Social Justice Committee

The **Social Justice Committee** (SJC) is the amalgam of the formerly separate Community Service and Social Justice Committees. Its basic task is to motivate and assist the congregation live out its values and “help heal the world.” Over the past four years three goals of the SJC have been

- 1) to broaden participation, throughout the congregation, in its projects (in contrast to a small committee that plans and also implements projects mostly by themselves) and

2) to reach out and cooperate with other groups and organizations in the community working on projects based on shared values and concerns. This second goal harmonizes well with the congregation's Dedicated Offerings, whereby the collection on two Sunday mornings per month is donated to another worthy organization or cause which accords with UU principles and values. The SJC manages the ongoing Dedicated Offerings program.

3) to establish and nurture projects of an ongoing nature (not just one-time) and "institutionalize" them.

Community service projects can be described as compassionate efforts to reach out and directly help people in need. Most of those efforts in recent years have been focused on hunger and poverty in our community. The SJC's affiliated Feeding Our Hungry Neighbors task force has been responsible for most of our successes in this area, effectively cooperating with organizations such as Second Harvest Food Bank of East Central Indiana, Christian Ministries of Delaware County, Teamwork for Quality Living, and others. In the future, the SJC hopes to help establish and foster other task forces to work in other areas of need.

Social justice projects try to bring about needed changes in public policy and social and political structures to bring about greater justice, equity, and compassion at all levels of society, with special attention to the most vulnerable and disadvantaged in our society. The means used include education and awareness, issue advocacy, and even (within prescribed limits) lobbying. The 2013-14 church year saw a major social justice effort in our congregation. As a congregation, UUCM, actively led by our new minister and aided by the SJC, played an effective role in stalling (if not finally defeating) HJR-3, an effort to amend the Indiana constitution by adding a ban on same-sex marriage. We hope that this success will inspire future social justice efforts.

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

August:

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.

- Inform Minister, Worship Associates, Program Council, and office administrator of key dates: Generous Donor event, Kickoff event, and Commitment Sunday.

November

Design pledge card and work on generous donor invitations

December

Plan Generous Donor event (usually the middle of February)

January

- Mail invitations to Generous 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:

- Generous 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 generous donors.

March:

- Stewardship kickoff and Commitment Sunday.
- Contact Fellowship Committee for help with kickoff.
- Write thank you’s.
- 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:

Work with Hospitality and Finance Committees to contact new members about Pledging.

Welcome Team (formerly Membership Committee)

Purpose

The purpose of the Welcome Team 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.

Goal

“Grow and Develop our Core Committed Membership” (from the Long-Range Action Plan).

Responsibilities

1. Provide annual orientation for weekly teams of greeters. (from Long-Range Action Plan). Train greeters to create a welcoming and positive environment before and after the service.
2. Convene a yearly session with board and membership committee to brainstorm ideas and actions to accomplish the established % goal. (from Long-Range Action Plan)
3. Implement the “Path to Membership.” Use a system for keeping track of visitors; get to know them and make them aware of upcoming events and opportunities. (see below)
4. Implement the “Path after Membership” (see below) 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.
5. 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.
6. Work with the Office Administrator to keep accurate records of members and friends of the church.
7. Help committees to encourage members and friends to be active in the church.
8. 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.)
9. Organize the nametag cabinet.
10. 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.
11. Work with minister to schedule at least two Open Book Ceremonies (one on Heritage Sunday) and inform potential new members of the opportunity. Arrange for appropriate gift. Welcome new members in the Unigram. Be sure all contacts in Path after Membership take place.
12. Be available to assist in other Book Signings. (The key to the book case is kept on the committee’s storage shelf in the office copy room)
13. Assist minister in planning for Heritage Sunday and honoring 40+ and 25-year members. Write personal invitations to 40+ year members, arrange transportation if needed, and purchase small tokens (like a flower) for those reaching their 40th year

- of membership. Arrange for photograph of long-term members in attendance on Heritage Sunday.
14. Organize two or more new member activities during the year.
 15. With the Communication committee, plan and arrange for biographies of new members for the Unigram.
 16. Work with the Communication Committee to inform the public about our church and what it has to offer.
 17. 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. (from Long-Range Action Plan)
 18. If possible, one committee member attends membership workshops at MidAmerican Region Conference (from Long Range-Action Plan).

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 need 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 Thursday or Friday of each week and signed on Sunday.
- **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. The Childcare Coordinator will compile a list of available caregivers. Committees are responsible for scheduling enough people to care for children at their event. Please review the Childcare Policy regarding payment of childcare staff.
- **Meeting Minutes** – All meetings should be recorded (recorder to be designated by the chair) and the minutes filed in the church office. Minutes should be distributed to

- the committee (copied to the VP and church office) 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. Regularly review items related to your committee's responsibilities. Submit updates to the Web Committee.
 - **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.

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 groups). 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 task groups for short-term assignment.

Bazaar Committee:

The purpose of the UU Bazaar Committee is to plan and to oversee the annual holiday church bazaar held on the first Saturday 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 committee consists of two co-chairs, elected in consecutive years, and four to five members with particular expertise to oversee the various tasks.

Calendar

November

As soon after the Bazaar as possible, hold an evaluation meeting of the bazaar including all the participants, soliciting input about (1) what we should keep in the coming year, (2) what we should discontinue, (3) what we should change, and (4) what we should add).

Election of co-chair for the coming year.

December

First meeting of the new committee

- Elect new co-chair for the coming year.
- Present preliminary income results, divided by booths and functions.

- Distribute list of feedback from evaluation meeting.
- Define policy issues about early sales, space allocation, consignment vendors, safety, etc.
- Appoint committee members to special tasks as soon as possible:
 1. Distribute list of church booth chairs and consignment booth vendors.
 2. Solicit feedback from all chairs
 3. Brainstorm names for vacancies on committees
 4. Space allocation and floor plan; set-up and tear-down.
 5. Appoint chair of publicity
 - Clarify roles of internal (electronic media such as OOS, Unigram, and pocket hand-outs) and external publicity (such media as Facebook, twitter, print media, The StarPress, and local radio and IPR sponsor days). Possibility of selling large items through electronic images, uploaded to website by Webmaster.

August

Set Calendar of tasks for next two months:

1. Recruit new members to participate in Bazaar
2. Report from chair of publicity: timetable, communicated to Office Administrator.
3. Report of external and internal signage: **Outdoor sign placement** for Bazaar and Rummage Sale. (Signs are kept in Bazaar shed).
Indoor signage: evaluated and update
4. Schedule meeting with all church consignment booth chairs.
5. Reconsider floor plan and confirm Consignment booth contacts
6. Check with Office Administrator to guarantee space available
7. Confirm:
 - Photographer
 - Music coordinator
 - Announcer
8. Appoint Accounting officers, one of them could run charge cards if required for larger purchases.

September

1. Schedule trash pick up for the Monday after Bazaar day. Appoint a volunteer to take trash out on Monday morning early after the Bazaar.
2. Schedule special cleaning services
3. Appoint Chair of Moving: That person can appoint others to head specific tasks. (Everyone on the committee should know the location of the key to the shed.)
 - Set-Up Sunday
 - Tear-Down After the Bazaar: restore sanctuary and stow rummage. We need a plan from the Office Administrator how to set up the chairs for the new season. (2-4:00 p.m.)
 - Tear down of Encore Booth on the Sunday after the Bazaar.

Move clothing to rummage and other social agencies and equipment into shed.

(1:30-3:00 p.m.)

Tear down after Rummage sale (12-2 p.m. on the Saturday after the Bazaar)

4. Do we need to repair or order new tables or any other supplies (tool kit in pass-through)?
5. Have all supplies been ordered?
 - A. Make sure members start looking through their collectibles; start their plants, etc.
 - B. Run September meeting for church-sponsored booth chairs, second or third Sunday in September:
 1. Prepare agenda
 2. Prepare Sign-up Genius
 3. Expenses to be submitted to Bazaar chair, who will then submit the invoices to the Office Administrator for re-imbusement. Be aware that our church enjoys sales tax exemption. Please get a form authorizing your purchases and get a copy of that form for larger purchases.
 - C. Report on status of Consignment booths

October First or second Sunday

1. Check whether Sign-up Genius is working.
2. Appoint transportation coordinator for storing and picking up donations
3. Hand out floor plan to all vendors.
4. Supply ladders and tables as needed:
5. Schedule a member to be present at all times during **Set-up week: 1**
 - Mon and Tues. 10:00 a.m. to 4:00 p.m.
 - Wed. and Thurs. 10:00 a.m. to 8:00 p.m.
 - Friday 10:00 a.m. to finish
6. Possibility of a Celebration Supper: Willing host and interest.

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 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. The committee will establish investment guidelines, develop and implement fund-raising practices for investment funds, and handle other matters referred to them by the Board. The committee shall make an annual report to the Board and congregation.

Committee Composition:

- The Development and Investment committee shall consist of five (5) members, three (3) of whom shall be elected at the semi-annual congregational meeting in May.
- The terms shall be staggered so that one (1) member will be elected every other year.
- The other two (2) members shall be the church Treasurer and a member of the Finance Committee.

Elections:

- At the semi-annual Congregational meeting in May, members of the Development and Investment Committee shall be elected to a six (6) year term.
- A development and Investment Committee members may serve two (2) consecutive terms but will not be eligible for reelection until one (1) year has past.

Meetings:

- The committee shall meet regularly.
- All meetings are open to the congregation.
- A majority shall constitute the quorum of each committee.

Organization:

- 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.

Internal Finance Review 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. They shall annually review the books, records, and procedures maintained by the Treasurer and present a report of their findings to the congregation.

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 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, Standing Committees, and Special Committees as outlined in this Section.

The Personnel Policies 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.

Duties of the Personnel Policies Committee: (a) 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. (b) 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. (c) A member from the Personnel Policies Committee should be on all staff search committees, excluding ministerial search committees.

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

Publicity

Approved by the Unitarian Universalist Church of Muncie board on September 21, 2013

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), biweekly *Unigram* (newsletter), weekly eBlast/email newsletter, weekly *Order of Service*, church Facebook page, *UU VOICE* (Social Justice Committee newsletter), 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. See the attached UUCM Publicity Chart for an overview of the options available, however not all options must be used. Contact the person in charge to determine what format is needed and provide drafts written in a clear direct style as soon as possible. The following are some examples for understanding the Publicity Chart you'll find at the back of this directory.

- The chairperson of the Bazaar Committee organizes and publicizes the event. The *Unigram*, website, weekly email newsletter, Facebook, press releases, newspaper calendar listing, monitor, and bulletin board may all be used.
- A church member who would like to invite church friends to a party to celebrate his/her retirement can review the chart and see the email newsletter and/or use a bulletin board.
- A regular church visitor and friend, who is also a member of a local environmental organization, who would like to publicize its annual fundraiser, may provide information to the church for inclusion on a brochure rack or posting on a bulletin board near the entrances.

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.

Childcare Policy

Adopted by the UUC Board May 2005

Updated April 2011

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 event and meeting 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

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

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

Childcare for Committee Events

1) 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.

- i) The committee requiring childcare will be responsible for making childcare arrangements.
- ii) 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

- i) At least two childcare providers must be present in each childcare room.
- ii) Two providers may be responsible for up to ten children over the age of two, but both must be present in the same group.
- iii) An additional caregiver should be present in any childcare group for each additional five children over the age of two.
- iv) It is strongly recommended that babies and toddlers should be cared for in the Nursery Room. The caregiver ratio should be 1 caregiver to 2 infants in the nursery.
- v) It is strongly recommended that children over the age of five should be provided with suitable activities in either the Red or Yellow Room.

Administrative Guidelines Regarding Payment to Childcare Providers

- i) Regular employees who are on the approved childcare provider list shall be paid through payroll.
- ii) Childcare providers who are not regular employees, shall be paid by check or cash by the on-site coordinator, at the end of their service. Childcare providers should always be paid immediately after completing their work. The current pay scale is \$7.25 per hour (follows minimum wage increases). Each committee will be responsible for submitting a requisition form. The payment will be reimbursed from the church's budget line for childcare.

Implementation

It is essential that childcare services be coordinated/supervised by an individual who will be on-site for the event. Therefore, the committee sponsoring the event or meeting (the "sponsor") shall select a childcare coordinator to generally oversee all childcare preparation and childcare at their event(s).

The childcare coordinator shall determine the scope of care required, arrange for and supervise the childcare providers, and shall be responsible for the care of the rooms/spaces used.

Announcement of Availability

For every event, there should be no confusion about the availability of childcare.

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:

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

Although it is generally discouraged, there are events for which an exception to providing childcare is permitted when appropriately decided after due consideration by the sponsor. For these events, the lack of childcare must 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.”

And the least desirable: “This is an adult event. No childcare will be provided.”

Childcare Provider Guidelines

Adopted by the UUC Board May 2005

Updated April 2011

Our primary role is to provide a safe and nurturing environment for children. In order to accomplish this, we ask that these procedures and behavioral guidelines be followed:

GENERAL RESPONSIBILITIES

- ❖ Arrive fifteen minutes before the event or activity is scheduled to begin.
- ❖ Wear a Name Tag to identify yourself as Nursery staff (located in box on wall)
- ❖ Create a safe space.
- Room Safety –
 - Your first task is to be sure toys, books, and chairs are in their proper places and that the room is free of small objects that could be a choking hazard.
 - Check for sharp objects, broken toys or furniture.
 - Clean the table and changing table with bleach solution.
 - Make sure cleaning fluids and personal property (backpacks or purses) are stored on top or inside the wall cabinet.
 - Help the children pick up their toys when they change activities. Keep the floor clear to reduce the risk of falling.
 - Do not bring hot beverages into the childcare area.
- Food safety –
 - Be aware of food allergies and choking hazards.
- ❖ If you do not have any children to care for in the 9:15-10:30 time slot, check with the DRE or RE Associate to see if you can help with classroom preparations. If classroom preparations are not needed, clean the toys in the “to be cleaned” storage tub with the bleach solution and sanitize the slide and other toys that are well used. If you have no children to care for during the 10:30-12:15 time slot, check with the DRE or RE Associate to see where you can assist in a classroom.
- ❖ When children are present, make sure that you are engaging them and monitoring the safety of the room at all times.
- ❖ While you are on duty, cell phones are not to be used.
- ❖ Greet parents and children when they arrive.
- ❖ Introduce yourself by name to first time visitors.
- ❖ **First-time visitors need to fill out our *Visitor Form*.** Check with the parent regarding allergies, snacks, drinks, and diaper/potty routines.
- ❖ **NO PEANUTS, CHOCOLATE, TREE NUTS & DAIRY PRODUCTS** should be in this room, due to possible allergies.
- ❖ Make sure that all children are in the custody of their parents before you leave.

- ❖ Plan to stay at least fifteen minutes after the event or activity ends. Tidy the room and make sure all items are returned to their proper place. Clean the table and changing table with bleach solution. Sweep the floor if needed.

BEHAVIORAL GUIDELINES

- Tell children what you want them to do. Use positive language to guide children's behavior.
- Tell children what they can do rather than what they can't do.
- Redirect children to a different activity through suggestions.
- Report something positive to parents about their children upon return.
- Do not ever physically discipline or punish a child.
- If a child's behavior is hurtful to himself or others and cannot be redirected the child will be placed with the parent(s) immediately. File an "*Unusual Incident Report*" and have it signed by the DRE or the event organizer.
- Talk to the DRE or event organizer immediately about any problems, concerns, or suggestions.

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

1. Two paid childcare staff will be on duty at all times when babies and toddlers are present in the nursery.
2. 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 -5th Grade: Requirements to have a properly staffed classroom for children in these grades:

1. One teacher over the age of 18 must be present in the classroom at all times.
2. 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.

Gift Policy

Draft Revision 3/2007

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 reference to a record/honor book is maintained for all giving.

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 be 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 Church 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.

UUCM 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.

