

**UNITARIAN UNIVERSALIST FELLOWSHIP OF VERO BEACH
POLICY MANUAL - March 2016**

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Unitarian Universalist Fellowship of Vero Beach
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C.1 – INTERNAL COMMUNICATIONS

Modified by Governance Task Force, 4-5-12

Approved by Board of Trustees 6/20/2012

Proposed revision by Ministerial Council 11-2013

Approved by Board of Trustees 12/18/2013

C.1.1 - Bulletin Boards

Only flyers, sign-up sheets, or other information related to the UUFVB, the UUA, the Florida District UUA, or any of their affiliated organizations may be posted on the Fellowship bulletin boards. Outside organization information may be posted by UUFVB members on the “Community” bulletin board.

C.1.2 - Directory of Members and Friends

A directory of members, contributing friends, and religious education families shall be updated and maintained by the Membership Committee in consultation with the treasurer. Regular members, associate members, honorary members, contributing friends and religious education families shall be distinguished. In the case of families, children may be listed provided their names appear without individual email addresses or telephone numbers. The Membership Committee shall be responsible for the distribution of the directory in consultation with the Administrator. Distribution is restricted to those households listed in the directory and may be in print or electronic form as needed. The information contained in the UUFVB Directory may not be used for non-UUFVB contacts or solicitation.

Created and approved by Membership Committee

Approved by Fellowship Council 04-01-09

C.1.3 - Member information-emails

UUFVB member information such as mailing address, email address and/or phone number will be utilized for UUFVB activities only. Mass emails to Fellowship members regarding UUFVB Board approved activities shall be distributed only by the Administrator.

C.1.4 - Publications

C.1.4.1 – Content - Only information and activities regarding the UUFVB, UUA, the Florida District UUA, or any of their affiliates shall be publicized in the UUFVB printed or emailed publications, order of service, and/or website. Articles may be published about outside organizations, but those organizations must have a direct association with the Fellowship. The association of the outside organizations with the Fellowship shall be recognized by vote of the congregation, the Board of Trustees, or the Ministries Council. Only articles submitted by UUFVB members and program staff may be published.

C.1.4.2 - Publications: Regularly issued information publications of the Unitarian Universalist Fellowship of Vero Beach shall distributed to all members and friends of the Fellowship, plus certain outside individuals or groups that may benefit from the information conveyed. They shall not contain paid advertising, original verse, personal messages, sermons, fiction, or letters to the editor. The editor is the final authority on matters of editorial style and length of submissions. The editor may edit submissions for purposes of length, liability, clarity, and grammar.

See also Policy C.3 – Website (11-17-09)



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C.2 – PUBLIC RELATIONS

It is the intent of the Unitarian Universalist Fellowship of Vero Beach for the public to be informed of the activities of the Fellowship's ministry programs in a manner which brings credit to the Fellowship, increases its visibility in the community, and attracts newcomers to the congregation.

This responsibility shall be delegated to a Public Relations Person appointed by the Board and reporting to the Operations Team of the Ministries Council. For unusual situations that demand a response to the community, the Settled Minister and the Board President shall act as the primary external spokespersons for UUFVB. In the absence of the Settled Minister and the Board President, the Public Relations Person will assume this responsibility. In potentially controversial situations, the Public Relations Person will consult the Minister and the Board President before communicating information to the media.

Job Description

The Public Relations Person will:

- Generate positive publicity for UUFVB
- Handle routine inquiries from the media
- Develop guidelines for routine publicity to be approved by the Ministries Council
- Work with UUFVB committees, groups, and staff to develop effective public messages regarding community outreach or events to which the public is invited.



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11/10/2009 approved by Ministries Council

C.3 – WEB SITE

The UUFVB website is a primary form of outreach to prospective members and the general public, and is an important vehicle for conveying information to UUFVB members and friends.

The Web Master and Assistant Web Master shall consult with staff and lay leaders in developing the website, but on a daily basis, the Web Master and Assistant Web Master are responsible for determining the content of the UUFVB website. Only the Web Master, Assistant Web Master or their specific delegate may post material to or make revisions to the site.

The posting of personal contact information, individual photographs, and audio files of sermons or other information is prohibited unless specific written permission is received from the individual or author involved. Text files of sermons or other presentations will be posted only with the specific written permission of the speaker. Institutional aliases will be used for all email addresses.

Approved by Web Team, and submitted to Fellowship Council for review
10-15-09...approved by Fellowship Council 11/10/09

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F-1 CALENDARING POLICY

Governance Task Force 1/27/12 & 5/4/12
Sent to Task Force on Space Usage January 18, 2012
Modified by Ministries Council February 8, 2012
Approved by the Board of Trustees May 16, 2012

The purpose of this policy is to specify the process and procedures for ensuring that UUFVB events and activities have the proper space and rooms designated and that undesignated space and rooms are available for rental.

The administrator is responsible for maintaining and communicating the master calendar. Only the administrator's office is authorized to record entries on the master calendar. Only the administrator's office can edit the master calendar.

The administrator shall make date/time, space, and room assignments based on the following:

1. On the effective date of this policy, the Board, Councils, and Committees of the Fellowship will submit date/time and space requests for standing meetings or events to the administrator by E-Mail or in writing.
2. The Public Programs Committee will submit date and space requirements for all events to the administrator by E-Mail or in writing immediately upon confirmation of those events.
3. Date and space requests for all predictable special activities (e.g. Annual Meeting, Town Hall Meetings, retreats, fundraising activities, Stewardship Party, Book Club), as well as changes to standing meetings will be submitted to the administrator by E-Mail or in writing by 7/1 of each fiscal year or as soon thereafter as the activities are planned.
4. The administrator will initially assign space for UUFVB activities based on the following priorities.
 - a. Board
 - b. Public Programs
 - c. Councils (including Bridges)

- d. Other Board Committees
 - e. Congregational Committees and staff
-
5. Any space or rooms that are not reserved for a UUFVB activity or event are available for rent. Assignment of space and rooms for rental purposes will be on a first-come-first-served basis.
 6. All other requests for rooms are to be made by E-Mail or in writing to the administrator and will be assigned on a first-come-first served basis. The Administrator but will confirm the availability of the room by return E-Mail or in writing.
 7. In all cases, if a group, having previously reserved a room, cancels a meeting or event, the group shall notify the Administrator immediately by E-Mail or in writing.

If a person, committee, or council requests the use of space or a room that has already been allocated on the master calendar and a compromise cannot be reached, the parties must make that request to the Executive Committee of the BOT. The Executive Committee shall convey its decision to the administrator and all parties affected by that decision.

Under this policy, e-mail is to be used for all written requests when possible.

When not reserved, the Lobby is always available for impromptu meetings.



Unitarian Universalist Fellowship of Vero Beach
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F 2/S 2 - EVENTS

Revision by the Governance Task Force – 2-7-13
Approved by BoT 5/13/13
One word correction 6/15/13

*Note: Policy F.3 is eliminated and other F policies renumbered
This policy replaces the former S.2/F.1*

Section A – Sponsored or Contracted

Any event occurring at UUFVB must be:

- Sponsored by one or more of the following entities:
 1. The Board of Trustees (Board) or any of its committees
 2. The Ministries Council or any of its committees
 3. The Facilities Council or any of its committees
 4. The Settled Minister
- Or contracted through one of the following entities:
 1. The Public Programs Committee (PPC)
 2. The Rental Business Committee (RBC)

Section B – Regulations Applicable to All Events

1. Events or sponsors of events which directly conflict with UUA Principles shall not be permitted.
2. When scheduling an event, sponsors shall consider the availability of dates for other UUFVB needs, especially Saturday dates.
3. Alcohol may not be consumed outside the building. This includes but is not limited to parking lots and inside vehicles.
4. All events shall end by no later than 10 pm.
5. If at any time the UUFVB staff believes an event is becoming disruptive or dangerous, they shall have the authority to stop the event and clear the premises. If this occurs, there will be no refund of fees or damage deposit. Examples of activities which will cause the termination of an event include but are not limited to the display of firearms, underage drinking, or guests becoming disorderly or intoxicated.
6. No religious services including marriage ceremonies and funeral/memorial services shall be performed without prior approval by the Settled Minister of the UUFVB.

Section C – UUFVB Sponsored Events

Definitions:

- Events which are intended only for members and friends of UUFVB or UUA Affiliates
- Events open to the community and intended for education and outreach
- Events to raise monies for UUFVB and/or another outside non-profit in accordance with the S.3 Policy for Solicitation of Money or Goods

Procedure:

1. The representative of the sponsoring entity shall share the event plans with the respective governing body (Board, Ministries Council, or Facilities Council).
2. The representative of the sponsoring entity shall comply with the Calendaring Policy (F-1).
3. If room set up or other special physical arrangements are needed, the representative of the sponsoring entity shall submit a work order to the Administrator in a timely fashion.
4. If the anticipated number of participants is over 100 or additional staff time/special services are required, a representative of the sponsoring entity shall consult with the RBC to assure proper coordination of the event with the overall functioning of the Fellowship.

5. The sponsoring entity is responsible for the management of the event including, but not limited to: administration, publicity, parking, set-up and clean-up (unless contracted for through the RBC.)
6. The representative of the sponsoring entity shall confer with the RBC to identify and pay for any expenses that exceed their UUFVB budget.
7. For revenue-sharing events, the representative of the sponsoring entity shall review applicable guidelines with the RBC.

Section D – Events Contracted with the PPC

Definition:

Cultural events contracted with any individual or group not affiliated with UUFVB or the UUA and held under the aegis of the Emerson Center (e.g., music, lectures, dramatic presentation, etc.)

Procedure:

1. The individual or representative of the group proposing the event shall make application to the PPC. The application shall include at a minimum the following information:
 - 1) The sponsoring individual, organization, or UUFVB entity to be responsible for the event, including an estimate of the number of needed volunteers
 - 2) Description of the event
 - 3) The estimated number of participants
 - 4) Date of the event
 - 5) Time and duration of the event and additional time needed for set-up/clean-up
 - 6) Facilities and equipment to be used
 - 7) Expenses which will be incurred, with details
 - 8) Revenues which are expected, with details
 - 9) Net proceeds expected
 - 10) Entity to receive financial benefit.
2. The PPC shall review the application and approve, suggest modifications, or disapprove of the event.
3. The PPC shall negotiate the price for all rents, services, and any revenue-sharing in accordance with the applicable guidelines.

Section E –Events Contracted with the RBC

Definitions:

- Events that are potential sources of rental income (excluding Emerson Center events)
- Events that are requested by outside organizations (for meetings, dinners, celebrations, etc.)
- Events requested by any individual regardless of UUFVB affiliation (for weddings, celebrations, parties, etc.)

Procedure:

1. The individual or representative of a group proposing the event shall make application to the RBC. The application shall include at a minimum the following information:
 - 1) The sponsoring individual, organization, or UUFVB entity to be responsible for the event, including an estimate of the number of needed volunteers
 - 2) Description of the event
 - 3) The estimated number of participants
 - 4) Date of the event
 - 5) Time and duration of the event and additional time needed for set-up/clean-up
 - 6) Facilities and equipment to be used
 - 7) Expenses which will be incurred, with details
 - 8) Revenues which are expected, with details
 - 9) Net proceeds expected
 - 10) Entity to receive financial benefit.
2. The RBC shall review the application and approve, suggest modifications, or disapprove of the event.
3. The RBC shall negotiate the price for all rents, services, and any revenue-sharing in accordance with the applicable guidelines.

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F 3 - NON-FUNDRAISING PROGRAMS AND EVENTS

Approved 12/21/2011

The provisions of this policy do not apply to fund raising programs/events which are covered by policy F 2.

Any individual or group of individuals wanting to create a new program/event or substantively change or expand an existing program/event within the Fellowship must have the program/event officially sponsored by one of the following entities:

- 1) the appropriate Fellowship committee under which the program/event would logically belong, or
- 2) the Ministries Council, or
- 3) the Facilities Council, or
- 4) the settled minister.

The first and best option to seek sponsorship of such a program/event is to consult with the appropriate committee. But special circumstances might exist which would make one of the other avenues for sponsorship the best choice and any one of the four will suffice. Any of the four above-mentioned entities (with the authority to provide program/event sponsorship) may recommend to the requesting party that they seek sponsorship from one of the other entities.

The sponsoring entity would be responsible for implementing the program or event within the governing structure of UUFVB.

F 4 – EMERGENCY CLOSING & HURRICANE SHELTER



Unitarian Universalist Fellowship of Vero Beach POLICY MANUAL

Approved by the Board of Trustees June 9, 2009

F 4 – EMERGENCY CLOSING AND HURRICANE SHELTER

UUFVB is not equipped to be a hurricane shelter. In the event of a storm, the facility will be closed at the discretion of the Board, and will not be available for anyone to seek shelter within. After a storm, the facility will be reopened at the discretion of the Board.

PROCEDURE:

The following announcement shall be forwarded to the congregation annually in the month of May so everyone knows what procedures will be followed in the event of the imminent arrival of a hurricane or the occurrence of a disastrous fire, explosion, tornado or other drastic occurrence requiring closing our facility (procedure approved by Board 04/11/2008):

In the event of the imminent arrival of a hurricane or in case of other disaster, the UUFVB has authorized the following procedure:

Because UUFVB is not equipped to be a Hurricane Shelter, in the event of a storm, the facility will be closed (at the discretion of the board) and will be unavailable as shelter. Closure will normally coincide with the County Emergency Operations Center announcement that the bridges over the river are closed to traffic.

The Minister, Board President and Administrator will jointly decide when or if the facility will be shut down for an Emergency situation. Any one of the three may initiate the conversation. Once the decision is made to shut down, a target date/time for re-opening will, if possible, be established:

- Our Public Relations person will be asked to contact the cablevision and radio stations where announcements of this nature are usually heard/seen.
- Web master or associate will be asked to post an announcement prominently on the front of our web page www.uufvb.org .
- If email is operating, the Administrator will send a group email to the congregation.

F 4 – EMERGENCY CLOSING & HURRICANE SHELTER

- Administrator will change the answering message on the UU and Emerson phone lines.
- Administrator will notify by phone all staff members and committees that are involved with Sunday morning programming as follows:

Staff

Bridges Director

DRE

Music Director/pianist

Sexton

Committees

Worship

Membership

Religious Exploration

Social Activities

Fair Trade

Lay Pastoral

- The Minister and Board President will notify the individual Board members plus the Facilities, Fellowship and Bridges Council chairs by phone.



**UNITARIAN UNIVERSALIST FELLOWSHIP OF VERO BEACH
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9/12/2003 approved by Board of Trustees

F 5 – FAIR TRADE COFFEE

All UUFVB sponsored events serving coffee will use Fair Trade coffee.

F 6 - MEMORIAL GARDEN - INTERMENTS



Unitarian Universalist Fellowship of Vero Beach
POLICY MANUAL
4/14/2009 Board approval
9/16/2015 revision approved

F 6 - SUSAN RENK MEMORIAL GARDEN INTERMENTS

The Susan Renk Memorial Garden is available for interment of the cremains of members of UUFVB, the immediate family of members (spouses, parents, children), or other individuals as approved by the Board of Trustees.

Cremains shall be interred directly in the soil in community, i.e. without specific marker or other indication of the location of individual or family interment. The name of the deceased with the years of their birth and death shall be added to the Memorial Plaque located at the entrance of the garden.

Each interment shall be charged a Memorial Fee to be paid to the UUFVB. These fees shall be used to purchase the memorial plaque and provide for ongoing care and maintenance of the garden. Fees may be waived at the discretion of the Board of Trustees.

The Board on 4/14/09 approved a fee of \$250.

See also Policy S-7 - Memorial Garden Fund

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9/11/2007 approved by Board



F 7 - RECYCLING

The Unitarian Universalist Fellowship of Vero Beach is committed to considering the environmental impact of all its programs and procedures. It is our goal, for all events that take place at UUFVB, that as little waste be generated and as much recycling take place as possible. Therefore, dishes, cups, glasses and flatware should be washable. Any disposable items should be made of recycled, recyclable, or biodegradable material. In addition, people are encouraged to use environmentally friendly containers when bringing food to, or storing food at, the Fellowship.

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Memorials and Tributes
Memorial Task Force 5-16-13
Approved by the Board 9-18-13

PART 1: Memorials

A. Purpose:

- To ensure an opportunity to memorialize deceased individuals who were members or friends of UUFVB or who were family of members or friends
- To provide a uniform method of memorializing individuals
- To provide guidelines for those involved in discussions with families of potential memorial recipients

B. Definitions:

For the purposes of this policy the term “memorial” refers to a single brick in the Memorial Walk

C. Procedures:

- Any member of the Fellowship may propose the name of a deceased person to be memorialized so long as the person was a member or friend of UUFVB or was family of a member or friend. The proposed name shall be submitted to the Memorials and Tributes Committee (MTC).
- The MTC shall review and approve/disapprove of any proposed memorial.
- A donor may appeal to the Board of Trustees if a proposed name is rejected by the MTC.
- The MTC shall be responsible for implementing any approved memorial.

D. Funding:

- The MTC shall establish minimum contributions for a memorial brick.
- The funding of a memorial brick shall come from donations from family and friends of the deceased.
- No UUFVB money shall be used for securing a memorial.

PART 2: Tributes

A. Purpose:

- To ensure an opportunity to pay tribute to living or deceased individuals who are or were:

1. members or friends of UUFVB or family of members or friends, or
 2. individuals known or admired by members or friends of UUFVB
- To provide a uniform method for paying tribute to individuals
 - To provide guidelines for those involved in discussions with families of potential recipients of a tribute.

B. Definitions:

For the purposes of this policy the term “tribute” refers to a name being placed on:

- a bookplate in a hymnal, or
- a tribute book.

C. Procedures:

- Any member or friend of the Fellowship may propose the name of a person for a tribute so long as the person meets the criteria stipulated under “purpose” above. The proposed name shall be submitted to the MTC. The MTC shall review and approve/disapprove any proposed tribute.
- A donor may appeal to the Board of Trustees if a proposed name is rejected by the MTC.
- The MTC shall implement any approved tribute.

D. Funding:

- Proposed tributes must be accompanied by one or more of the following:
 1. A donation to the Tribute Fund
 2. A purchase of an item from the Gift List
 3. A donation to the Endowment Fund
 4. A donation to the Operating Fund
- The MTC shall establish minimum contributions for tributes.
- Donations for any tribute must come from the person(s) proposing or supporting the tribute.
- No UUFVB money shall be used for securing a tribute.

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F9 – SMOKE/TOBACCO FREE POLICY

Approved by Facilities Council 2/11/2016

Approved for committee review 2/17/2016

Approved by Board of Trustees 3/16/16

A. Purpose:

To protect the health and safety of UUFVB staff, congregants, and visitors to the UUFVB campus, and to create a healthier and cleaner environment.

B. Policy:

This is a smoke-free and tobacco-free policy. Smoking (including cigarettes, cigars, pipes, and any other smoke producing tobacco products), the use of smokeless tobacco products, the use of unregulated nicotine products, and the use of e-cigarettes is strictly prohibited within the building and within 25 feet of all entrances.

C. Definitions:

A **smoke-free policy** is one that limits or eliminates the use of smoke-producing tobacco products, such as cigarettes, cigars, cigarillos, mini-cigars, and hookah. It may include new products that emit a smoke-like substance, like e-cigarettes. The primary concern of a smoke-free policy is secondhand smoke.

A **tobacco-free policy** limits or eliminates the use of any tobacco product, including, but not limited to, cigarettes, cigars, cigarillos, mini-cigars, hookah, spit tobacco, snuff, and other smokeless products. It also oftentimes includes new products, such as electronic cigarettes. The primary concern of a tobacco-free policy is the overall health and well-being of all members of the campus community.

Both policy types may also be considered "vape-free," which means it limits or eliminates electronic smoking devices (e.g. e-cigarettes). FDA-approved cessation aids, such as nicotine patches and gum, are generally excluded from smoke- and tobacco-free policies; in other words, their on-campus use is permitted.

D. Background:

As recommended in the December 2013 report [1] prepared for the World Health Organization, "e-cigarettes should be prohibited anywhere where the use of conventional cigarettes is prohibited". The indoor air quality impacts from electronic cigarettes are not fully characterized, but there is sufficient evidence that electronic cigarettes produce emissions in fine aerosol form that can expose building occupants. For example, according to the report, "several chemicals that have been found in e-cigarette aerosol and e-liquid are on California's official list of known human carcinogens or reproductive toxicants, including nicotine, acetaldehyde, formaldehyde, nickel, lead, toluene (1)". [1] Background Paper on E-cigarettes (Electronic Nicotine Delivery Systems); Grana, R.; Benowitz, N.; Glantz, SA; December 2013; University of California.



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Adopted 2/1/11
Revision adopted 12/18/2013
Revised January 2015, approved by Board 2/18/15

G 1 - COMMUNITY AND AFFILIATE MINISTERS

From time to time, UUFVB may have one or more Community Ministers or Affiliate Ministers. UUFVB Community Ministers or Affiliate Ministers are ministers who are ordained by (and in “good standing” with) an established denomination or faith group, who may or may not be members of UUFVB, and are engaged in work/life primarily outside the congregation.

At the request of and under the supervision of the UUFVB Settled Minister, Community Ministers and Affiliate Ministers may be invited, from time to time, to fulfill ministerial duties within the UUFVB congregation.

A Community Minister or Affiliate Minister shall be:

- 1) A person ordained, and in good standing, with an established denomination or faith group;
- 2) Recommended by the UUFVB Minister for Board of Trustees approval after consultation with the appropriate other members of UUFVB's professional staff;
- 3) Vetted by the Board of Trustees, which may include an interview, meeting or meetings between the Board and the candidate for the Community or Affiliate Minister position;
- 4) Appointed by the Board of Trustees, and appropriately introduced to the congregation by various means;
- 5) Re-appointed annually by the Board of Trustees after consultation with the UUFVB Minister who shall meet at least annually with a Community or Affiliate Minister to review the appointment;
- 6) Compensated by fees or honoraria offered directly from persons and groups served.
- 7) Usually identified as a *Community Minister* or *Affiliate Minister* of UUFVB when and where other ministerial staff are identified, however, *Community* or *Affiliate Minister(s)* are not to be included with the person or persons identified as a settled minister of UUFVB.
- 8) A *Community Minister* or *Affiliate Minister* shall not speak on behalf of the congregation, or identify him or herself as a *Community Minister* or *Affiliate Minister* of UUFVB, in any public forum, including newspapers, radio, television, or governmental or community meetings.

Being a Community or Affiliate Minister of UUFVB neither precludes nor anticipates the person becoming a salaried UUFVB staff person.

A Community or Affiliate Minister shall have status of an independent contractor, not an employee of UUFVB.

The Board of Trustees retains the right to terminate (or reinstate) the status of any Community or Affiliate Minister at any time as it deems appropriate.

Changes to the above requirements may be made by written proposal to the UUFVB Board of Trustees and upon approval of the UUFVB Board of Trustees.



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4/10/2009 approved by Board

G 2 BOARD LIAISONS

Board Liaisons shall be appointed by the Board to committees that report to the Board.

The Board Liaison will:

- A. Attend all scheduled board meetings.
- B. Attend a majority of the meetings of your assigned committee
- C. Present charges from the Board to your committee
- D. Be prepared to provide the Board with the logic behind motions passed by your committee.
- E. Be able to elaborate on the monthly report presented to the Board by your committee
- F. Not have a vote on the committee unless they are members of the committee

G 2.2 BOARD PROCESSES AND RESPONSIBILITIES

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G 2.2 Board of Trustees: Meetings Process and Responsibilities

Adopted by the Board of Trustees on Feb. 12, 2008

Modified by the Governance Task Force, 4-5-12, 5-4-12

Approved by the Board of Trustees 5-16-2012

Meetings of the UUFVB Board of Trustees (the Board)

Executive Committee

The Executive Committee of the Board shall consist of the president, vice-president, secretary and treasurer.

Meeting Formats

- Regular Board meeting: a meeting of the Board which is open to the congregation
- Executive Committee meeting: a meeting of the Executive Committee
- Executive session: a meeting or portion of a meeting of the Board at which only the Board is in attendance

Agenda Creation and Documentation of Regular Board Meetings

Agenda items that request Board action or discussion shall be submitted to the president in writing no later than 10 days prior to the Board meeting date. Approximately a week before the scheduled Board meeting, the Executive Committee shall meet to construct the agenda. The committee shall review submissions, prioritize items, determine order of importance, and estimate time necessary for action, taking care to limit the meeting to approximately two hours. Once established, the agenda shall be communicated to all Board members by email and hard copies put in Board mail boxes.

Documents and reports that request Board action or discussion shall be distributed by the creator(s) to Board members no later than 10 a.m. on the Sunday prior to the Board meeting. Such documents shall include the date, source of the document (names of individuals or committees), and include page numbers. The originator shall recommend Board action, which may include a proposed motion.

The Executive Committee may present a “consent agenda” for items that need Board action but are relatively simple. These subjects shall still have supporting documentation distributed to Board members, but the Executive Committee will ask for Board consent to take action recommended by the Executive Committee.

Monthly written reports from staff, committees, and councils shall be submitted by email or be put in Board mail boxes no later than 10 a.m. on the Sunday prior to the Board meeting. After that time, hard copies of reports must be placed in Board member mailboxes. Oral reports may be offered at the Board meeting only if the originator requests immediate Board action or discussion, in which case the subject shall be considered during old or new business, not during monthly reports.

G 2.2 BOARD PROCESSES AND RESPONSIBILITIES

In view of time constraints between the completion of a monthly financial statement and the document submission deadline, the treasurer may deliver an oral report to the Board at the time of the Board meeting, along with the financial statement, if available. Discussion may occur at that point, but ordinarily the Board will be discussing a month-old financial report (e.g., in March it may discuss the January month-end statement). Questions about financial statements should be emailed to the treasurer prior to the Board meeting to facilitate research, and then raised verbally during the Board discussion.

Petitions or documents from congregation members shall be submitted to the Board by the Board liaison from a committee or council, or to any member of the Executive Committee if no liaison exists. Congregation members who wish to discuss an issue on the Board agenda may address the Board after all Board members have spoken. It is considered good practice that visitors not sit at the Board table during meetings, unless invited by the president to do so.

Agenda Format

The agenda generally shall be ordered as follows. Deviations from this order may be approved by vote of the Board.

- Check-in
- Light the chalice and have opening words
- Call the meeting to order, establish quorum, approve the agenda
- Recognize visitors
- Approve minutes of the previous meeting
- Consider consent agenda
- Committee and Council reports (in writing only, questions may be entertained)
- Minister's report
- President's report
- Goals/Vision: How are we living our values in community?
- Old business—subjects shall be listed, including the president's review of the "to do" list
- New business—subjects shall be listed
- Check-out and process observer's report (How did we do? Do we have unresolved issues?)
- Future meetings
- Adjournment

Discussion Process

- Robert's Rules of Order shall be our guide (also see the "Procedural Guide for UUFVB Meetings").
- A process observer shall be appointed at each meeting. The process observer shall monitor adherence to the following approved discussion processes.
- Raise hands to seek recognition of the chair. The process observer shall keep a list of those wishing to speak and the chair shall recognize individuals in that order.
- Remarks should be addressed to the chair, not to individuals.
- Presenters requesting action from the Board should summarize their requests in less than eight minutes. Board members will previously have received written documentation and will be allowed time for questions following the presentation. On request of the speaker, the Board as a group may vote whether to extend this eight minute time limit.

G 2.2 BOARD PROCESSES AND RESPONSIBILITIES

- Speakers during discussion shall have the floor for no longer than three minutes at a time and may not be interrupted during that period. On request of the speaker, the Board as a group may vote whether to extend this three minute time limit.
- Once having spoken to an issue, a speaker may not regain the floor until the chair offers all other members an opportunity to speak.
- Each agenda subject shall have a maximum time allotment of 20 minutes. If a decision cannot be reached in that amount of time, the subject shall be referred to a committee or council, or tabled or postponed until the next regular or special meeting.
- If a Board member believes that an unacknowledged issue (“sacred cow”) is impeding discussion, they should bring that opinion in writing to the Executive Committee for consideration.
- When an issue merits broader consideration than is possible in a regular Board meeting, a special session may be scheduled that focuses only on that issue. Such discussion will not necessarily result in a Board action, but will promote Board communication and understanding.
- Respectful, courteous behavior and language will be shown. If rude or offensive behavior occurs, the chair will immediately note such offense and call a brief recess. If such behavior continues, the Board shall vote whether to expel the individual from the meeting.
- When a Board action is taken, the president is responsible for communicating that motion or direction to the appropriate individuals and committees, including time frames and deadlines. The expected delegations, or assignments, shall be included in a “to do” list that becomes part of the minutes. At each Board meeting, the president shall review and report on progress towards implementing the “to do” list.

Policy Vetting Process

- All new policies and substantive revisions of existing policies shall be vetted for a minimum of thirty (30) days before implementation. Non-substantive policy changes may be approved by the Board without the full vetting process.
- The vetting shall include all appropriate media (e.g. email, e-blast, newsletter, bulletin Boards, website).
- All councils, committees, individual members, and program staff shall be offered an opportunity to submit suggestions, edits, and changes.
- The Board Secretary shall collect the input.
- When input is received, either the Board or a committee appointed by the Board shall review and evaluate the input and present a revised version of the policy for a vote.
- This process may be by-passed by the Board in an emergency situation.

G 2.2 BOARD PROCESSES AND RESPONSIBILITIES

Board Member Responsibilities

Each board member shall strive to personally represent the UU principles and to work collaboratively with others for the overall good of the fellowship.

Each Board member shall agree that it is the Board's duty to serve and represent the congregation. Once elected, an individual is a Board member first and a member of the congregation second. Board members must act from a different perspective and accept the roles of leaders and transforming agents.

Each board member has a fiduciary responsibility to the congregation and needs to be familiar with the finances of the Fellowship.

Each new Board member shall receive pertinent Fellowship documents (bylaws, Policy Manual, organizational structure, long-range plan, Board goals, etc.) that comprise a Board of Trustees manual.

President. The president participates in agenda-setting, chairs the meeting, facilitates the expeditious handling of business, recognizes speakers, and manages the timely flow of discussion. The president assures that Board decisions are communicated to the appropriate individuals, committees, or councils. The president reviews the "to do" list at every Board meeting to solicit feedback on how Board members and others have followed up on specific responsibilities. The president asks questions and summarizes to clarify points made. The president votes only when that vote would affect the outcome of the decision (see Procedural Guide for UUFVB Meetings)

Vice-President The vice-president participates in agenda setting and chairs the meeting in the absence of the president. The vice-president presents the Consent Agenda to the Board. The vice-president updates and maintains the "to do" list and the Organizational Chart.

Secretary. The secretary participates in agenda setting. The secretary prepares minutes of all meetings of the Board, the Executive Committee and the congregation, following Guidelines for Producing Minutes for the UUFVB Board. The secretary distributes a draft of the minutes to Board members and the administrator within 48 hours of the meeting. The secretary assures that the minutes, agenda, and all supporting documents distributed at the meeting are dated and filed in the official Board records. The secretary also assures that all new and revised policies are numbered, categorized, and entered into the official Policy Manual and are distributed to all committee/council chairs and program staff.

G 2.2 BOARD PROCESSES AND RESPONSIBILITIES

Treasurer. The treasurer participates in agenda setting. The treasurer is responsible for preparing the monthly financial statement and for creating a written summary that highlights any variances or any concerns that should be brought to the Board's attention. The treasurer may present oral reports on the financial condition of the Fellowship to the Board if the deadline for submitting documents cannot be met due to insufficient time between completion of the financial statement and the date of the Board meeting. The treasurer is a member of the Finance Committee and serves as Board liaison to that body.

Minister. The minister is an ex-officio member of the Board, without vote, and participates fully in discussion. The minister attends executive sessions of the Board of Trustees and meetings of the Executive Committee unless the meeting pertains to the minister and the Board or Executive Committee requests the minister not attend.

Right Relationships

- Each person must take responsibility for is/her own emotions, words, and actions.
- Give each other permission to speak with honesty and to address issues or problems directly, rather than being intimidated. Be respectful, but be forthright.
- Speak succinctly and to the point in group discussions, respecting other people's need to express their concerns and views. If a listener believes a speaker is being repetitive or monopolizing discussion the listener may silently give a "time out" signal. If more than two persons give that signal, the chair may ask the speaker to yield the floor.
- Focus on observable facts and behaviors rather than personalities or perceptions.
- Listen respectfully and attentively; do not interrupt.
- Honor dissenting views; disagree without being disagreeable.
- Avoid blaming and gossip.
- Articulate your agitation with another person in private to that person.
- Foster a sense of mutual cooperation and support, rather than a sense of competition.
- Once a decision is made, all Board members should refrain from public criticism of that decision.
- Respect confidences.
- Do not speak in a derogatory manner about other Board members to the congregation.



Unitarian Universalist Fellowship
Policy Manual

G 3 - COMMITTEE ON MINISTRY (COM) CHARTER

Approved by the Board of Trustees 1/18/2012

Revised by Governance Task Force 5/16/12

Revised for vetting 8/29/12

Approved by the Board 10/17/12

PURPOSE: the Committee on Ministry (COM) is charged with tracking the heartbeat of ministry within the Fellowship: how the members take care of themselves and each other, how the lay ministerial leadership serves the congregation, how the congregation serves the community, and how the called minister serves the congregation. The COM seeks to understand, assess, support, and advocate for robust ministry throughout the context of congregational life.

STRUCTURE:

- The COM is a committee of and reports to the Board
- The COM shall be composed of four members of the Fellowship.
- The minister shall be an ex officio member.
- Two fellowship members will be announced each year at the Annual Meeting and will serve a two year term. Exception: for the first year four members will be appointed with two for a two year term and two for a one year term.
- The COM term will run from 7/1 to 6/30.

APPOINTMENT PROCESS

- The Board will develop a list of candidates, and from that list the Board and the Minister will select the members.
- A candidate must be a member of good standing, not be a spouse/partner of a UUFVB employee or a member of the Board.
- If a member of the COM is unable, for any reason, to complete the term for which he/she was appointed, such vacancy shall be filled within thirty days by the Board from a nomination made jointly by the Board and Minister. Such an appointment shall be for the remainder of the vacated term.
- When a new minister is called, the existing COM shall be augmented by two members selected from the search committee by the Board and newly called Minister. These six fellowship members of the COM shall serve until the following Annual meeting at which time the two recently added members shall continue for one year terms. The terms of the other four members shall end and two new members shall be appointed.

MEETING REQUIREMENTS

- All meetings of the COM shall include the Settled Minister. The COM shall meet a minimum of six times a year. The committee shall have a written agenda for each meeting, so that during the course of the year, each aspect of the Ministerial/Fellowship relationship will be reviewed.

REPORTING REQUIREMENTS

- The COM shall meet with the Board at least once a year to provide an overview of the health, well-being and functioning of all aspects of Ministry within the Fellowship, noting both the accomplishments and concerns.
- The COM may also meet with the Board at any time the Committee deems necessary, either in regular or Executive Session.

SCOPE

- Review of the Ministry of the Congregation in relation to expectations, leadership, and mission will be done on an ongoing basis and based on goals jointly set by the Board and the Minister at the Annual Leadership Retreat.
- The Ministry of the UUFVB is inclusive and refers to the called Minister or Ministers, any salaried Ministers, staff, the lay Leadership, and all Committees of the Congregation and the Board. All members share responsibility for the Ministry of the congregation.

RESPONSIBILITIES

- The COM is charged with identifying accomplishments and/or concerns relating to the Ministry and communicating them to the Board or the responsible UUFVB Committees in a timely and professional manner.
- Should a conflict arise, the COM may be called upon to serve as a communication channel between the Minister and members of the Fellowship.

Unitarian Universalist Fellowship

Policy Manual

G 4 - FACILITIES COUNCIL CHARTER

Approved by Facilities Council – 4-11-12
Approved by the Board of Trustees 6/20/2012

Purpose:

To oversee all aspects of buildings and grounds, including equipment, furniture, fixtures, and aesthetic considerations.

Structure:

- The Facilities Council (FC) shall consist of five to nine members and an FC Chair. Currently approved committees include Memorial Garden Committee, Kitchen Committee, and A/V Committee. The Council may add additional members and committees with the approval of the Board of Trustees (the Board).
- Members of the FC shall be approved by the Board and they shall be members of UUFVB unless otherwise authorized by the Board.
- The Chair of the FC shall be nominated in even-numbered years by the Nominating Committee and approved by the Board of Trustees for a two year term beginning July 1. The Chair may serve a maximum of two consecutive terms.
- A secretary shall be selected from among the FC members. The Secretary shall record minutes of FC meetings and send them to the secretary of the Board, the chairs of each Board Committee, the Chair of the Ministries Council, each member of the FC, and all program staff.
- The Sexton and the Administrator shall be ex-officio members of the FC and shall attend FC meetings but shall not vote.
- The FC is directly responsible to the Board.

- **Quorum:**
A quorum shall be more than 50% of the membership of the FC.

Objectives:

1. Maintain the building(s) and grounds.
 - a. Monitor the building and grounds for needed repairs, replacement, or services.
 - b. Determine when repairs or services are needed.
 - c. Develop a routine maintenance plan and schedule.
 - d. Contract for needed repairs and services.
 - e. Work with the Sexton and the Administrator to accomplish a through d.
2. **Oversee** usage, care, operation, and condition of and recommend improvements to:
 - a. kitchen
 - b. memorial garden
 - c. AV equipment
3. Monitor, evaluate, and manage utility usage.
4. Assure compliance with local, state, and federal regulations as well as insurers regarding fire danger, motor vehicle safety, and handicap accessibility, utilizing professional assistance as needed.
5. Provide a forum for communication between the FC and the Ministries Council (MC) and Bridges on matters of common interest.
6. Make recommendations and provide input as needed to the Board regarding policy.
7. Communicate Board policies to FC members and encourage their implementation.
8. Set aesthetics standards and guidelines, utilizing professional assistance as needed.
9. Develop a comprehensive long range plan for maintenance, improvement, repair, and replacement of the buildings, equipment, and grounds, utilizing input from other councils and committees as well as professional assistance as needed.
10. Prepare and submit an annual Facilities budget to the Finance Committee. In collaboration with the Finance Committee, review and finalize the proposed annual Facilities budget prior to its submission to the Board.
11. Operate within the Facilities budget. Any exceptions must be approved by the Board.

FC Members Job Description:

- FC members shall attend monthly FC meetings.
- FC committee chairs shall report plans, activities, and concerns of FC committees
- The secretary shall maintain records including council goals/objectives, membership, minutes, budget, activities, and annual reports.



Unitarian Universalist Fellowship

Policy Manual

G 5 - MINISTRIES COUNCIL CHARTER

Approved by MC: 4-11-12

Approved by the Board of Trustees 6/20/2012

Purpose:

To facilitate the implementation of the Fellowship’s mission and to act as an intermediary among the following Teams as well as between the Board of Trustees (the Board) and the following Teams:

Congregational Services	Lifetime Religious Exploration	Worship
Social Activities	Operations	Social Justice

Structure:

- The Ministries Council (MC) shall consist of Team Leaders for each of the six Teams listed above and an MC Chair. Each of the teams shall represent one or more committees (including subcommittees, ad hoc committees, and task forces) of the congregation as specified in the Organizational Chart. Upon Board approval, the number or the constitution of the Teams may vary according to the needs of the Fellowship.
- Team Leaders shall be selected by the committees represented on each respective team. Team Leaders shall serve two year terms and may serve a maximum of two consecutive terms. Team Leaders shall be approved by the Board and shall be members of UUFVB.
- Chairs of committees reporting to the MC shall be members of UUFVB.
- The Chair of the MC shall be nominated in even-numbered years by the Nominating Committee and approved by the Board for a two year term beginning July 1. The Chair may serve a maximum of two consecutive terms.
- A secretary shall be selected from among the MC Team Leaders. The Secretary shall record minutes of MC meetings and send them to the Secretary of the Board, the chairs of each Board Committee, the Chair of the Facilities Council, each member of the MC, the chairs of all committees represented on MC teams, and all program staff.
- The MC is directly responsible to the Board.

Quorum:

A quorum shall be more than 50% of the membership of the MC.

Objectives:

1. Provide a two-way conduit of information between the Board and the MC Teams.
2. Provide a forum for communication between MC Teams to enable coordination, cooperation, and mutual support.
3. Encourage and assist MC committees to articulate their goals and objectives and to develop procedures to attain their goals and objectives.
4. Provide a forum for communication between the MC and the Facilities Council on matters of common interest. It is recommended that the Chairs of the MC and the Facilities Council collaborate in determining one member who serves on one or both Councils to act as a liaison between the two Councils.
5. Make recommendations and provide input as needed to the Board regarding policy.
6. Communicate Board policies to MC committees for their implementation.
7. In collaboration with the Finance Committee, review and finalize the proposed annual Ministries budget prior to its submission to the Board.
8. Be a sounding board for new ideas and refer viable ideas to the appropriate committee or council.

MC Team Leaders Job Description:

Team Leaders represent the committees and subcommittees within their respective teams and are expected to:

1. Sit on at least one committee within their respective Team and to keep informed about the activities of the other committees within their Team.
2. Attend monthly MC meetings or provide for a substitute if unable to attend.
3. Report plans, activities, and concerns of team committees to the MC.
4. Encourage each committee chair to maintain records including committee goals/objectives, membership, minutes, budget, activities, and annual reports.



Unitarian Universalist Fellowship of Vero Beach

POLICY MANUAL

G.6 - RENTAL BUSINESS COMMITTEE CHARTER

Approved by the Board of Trustees 6/20/2012

Revisions by GTF – 2-12-13

Approved by BoT 5-16-13

Purpose:

The purpose of the Rental Business Committee (RBC) is:

1. to further the mission of UUFVB
2. to provide net operating income to the Facilities budget.
3. to promote and oversee rental events that are not operated under the aegis of the Emerson Center.

Structure:

- The RBC is directly responsible to the Board of Trustees (Board).
- The RBC shall consist of a chair and two other members.
- Members of the RBC shall be members of UUFVB unless otherwise authorized by the Board.
- The chair of the RBC shall be appointed by the Board for a two-year term beginning July 1 in even-numbered years and may serve a maximum of two consecutive terms.
- A secretary shall be selected from among the RBC members. The secretary shall record minutes of RBC meetings and send them to the Secretary of the Board, the Public Programs Committee (PPC), and each RBC member.

Quorum:

A quorum shall be two members of the RBC.

Function:

1. Shall develop, manage, and maintain rental events as described in Policy F-2.
2. Shall present an annual operating budget to the Board for approval.
3. Shall coordinate with the PPC to develop, maintain, and publish contract guidelines for events including a pricing schedule for rooms, equipment, and services for the full range of all possible events.
4. Shall coordinate with the PPC to develop revenue sharing guidelines.
5. Shall negotiate all financial arrangements with respect to any RBC-contracted event.
6. Shall work with the Administrator and Facilities Council to ensure that all potential rental spaces are properly maintained and that functional equipment is available for rentals.
7. Shall serve as a resource for sponsors of non-rental events.
8. Shall work with the Administrator to ensure that UUFVB spaces are set up in accordance with rental agreements.
9. Shall monitor the execution of each contract to ensure that both the renting party and the Fellowship meet their obligations.
10. Shall report financial details of all RBC events to the Finance Committee and the Board at least quarterly.
11. May enter into contracts with organizations and individuals to provide services necessary to fulfill the RBC's purpose.

RBC Members Job Description:

RBC members shall:

1. Attend RBC meetings.
2. Engage in activities to accomplish the above objectives.

The RBC committee chair shall:

Maintain records, including committee minutes, rental contracts, and all financial information.

Unitarian Universalist Fellowship of Vero Beach



G 7 Decision Making Protocol
Ministries Council and Governance Task Force – 3-15-12
Approved by the Board of Trustees 3-21-2012

Decisions made by the Board, Councils, committees, program staff, and other established groups within the Fellowship will be made with:

- Care and consideration for and input from all those involved or affected.
- Consideration of unintended consequences.
- A deliberate pace to insure the best possible outcome.
- A willingness to reconsider decisions and to make changes when appropriate and a willingness to apologize if a mistake has been made.
- The understanding that once a decision has been reached by an established group, all members of that body will refrain from public criticism of the decision and will work for any desired changes only within that group.

G 8 – GREEN SANCTUARY COVENANT

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UNITARIAN UNIVERSALIST FELLOWSHIP OF VERO BEACH

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POLICY MANUAL

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Unitarian Universalist Fellowship of Vero Beach

G.8 - COVENANT between

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the Unitarian Universalist Fellowship of Vero Beach
and the GREEN SANCTUARY PROGRAM

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Approved by the Congregation at Annual Meeting of 4/14/2009

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WE THE UNDERSIGNED,

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- Recognizing the fragility and interdependence of Earth and all living things;
- Recognizing the need to protect and maintain the quality of life-giving natural resources such as water, soil, and air;
- Recognizing the need to join with others to develop a sustainable society based on respect for Earth, its diversity of life, and all its life-giving resources;

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DO DECLARE

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To one another, to the greater community of life, and to future generations, our acceptance of responsibility for preserving the vitality, beauty, and diversity of this planet Earth and all its life forms.

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THEREFORE, LET US RESOLVE:

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As members of the Unitarian Universalist Fellowship of Vero Beach and as participants in the Green Sanctuary Program, we pledge our encouragement to one another in an individual and congregational commitment to living our Unitarian Universalist Principles, especially the Seventh Principle, "Respect for the interdependent web of all existence of which we are a part." We make the following commitments:

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- to incorporate Seventh Principle values and practices into our programs;
- to strive to live lightly on the Earth and to continually monitor our environmental impact; and
- to affirm and promote programs to raise the awareness of human behaviors that affect the health and sustainability of the living Earth.

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UNITARIAN UNIVERSALIST FELLOWSHIP
POLICY MANUAL

G-9 Policy on Organizational Structure
PROPOSED by Governance Task Force: 4-12-13
Approved by the Board 5/13/13

Purposes:

- To provide a clearly defined governance structure to enhance the success of the Fellowship's mission and the implementation of its programs
- To create a fluid organizational structure responsive to the ever-changing needs of a growing congregation

Responsibilities of the Board of Trustees (Board):

The Board shall:

- Specify all reporting relationships of staff, the Board, councils, committees, and groups.
- Provide a standard nomenclature for all positions and groups.
- Display all reporting relationships on an organizational chart.
- Communicate the organizational structure to all staff and members on at least a semi-annual basis.
- Annually inspect the overall organizational structure for clarity, integrity, and effectiveness. Make and communicate any changes as needed.
- In even-numbered years, appoint a task force to conduct a review of committees/councils to determine any needed changes including, but not limited to, updating of charters and discontinuation of committees/councils.
- The Vice President of the Board shall maintain the approved organizational structure (including individual names and titles) and work with the Administrator to communicate the organizational structure in a way that will best inform members and staff.

Guidelines for All Committees/Councils:

- On July 1 of each year, committees shall provide the Board and the Administrator with a complete list of their membership.
- Committees shall inform both the Vice President of the Board and their governing body (Ministries Council, Facilities Council) of any leadership vacancies or changes and other leadership needs in a timely manner.
- Committees shall at all times seek a diverse membership reflecting, but not limited to, gender and age balance.
- Committees shall develop a plan for leadership succession.
- Task forces (groups formed to perform specific short-term tasks) shall not be placed on the organizational chart nor shall they be required to comply with the stipulations of this policy.
- Committee Chairs shall be members of UUFVB.

Special Guidelines for Board Committees and Councils:

- Chairs/co-chairs of all committees/councils reporting directly to the Board shall serve a maximum term of two years with eligibility for one renewal, renewal with the exception of the Endowment Fund Committee which was established in the Endowment Resolution.
- Under special circumstances the Board may consider an additional term for persons with unique leadership qualifications.

- Chairs/co-chairs shall be appointed for terms to begin on July 1 of either odd or even-numbered years.
- No more than two upper-level positions (Trustee, Chair of Board committee or Chair of Ministries/Facilities Council) may be held by any one individual at any one time.

Changes to the Organizational Structure:

- Individuals, councils, and committees may request modification of the organizational structure.
- Individual and committee-level requests shall first be presented in writing to the Ministries Council or the Facilities Council for vetting.
- Such requests include, but are not limited to, the chartering of new committees and/or teams and the modification of reporting relationships.
- Only the Board has the authority to modify the organizational structure.



UNITARIAN UNIVERSALIST FELLOWSHIP OF VERO BEACH

POLICY MANUAL

G 10 POLICY ON SEXUAL FELON OR SOMEONE WITH INAPPROPRIATE SEXUAL OR SOCIAL BEHAVIOR

Adopted by Board of Trustees November 2011

When the leaders of the congregation become aware that a person with a sexual felony record, or what is perceived to be inappropriate sexual/social behavior, wants to participate in the life of the congregation, the following steps will be taken:

- 1) The minister and at least one other congregational leader (staff person, board member or other appropriate congregational leader) will meet with the person in question, and first verify the facts and seriousness of the situation (which may involve outside fact finding and checking) , and discuss any concerns which seem appropriate.
- 2) The minister will then confidentially discuss the results of this inquiry/discussion with the Executive Board, and possibly the entire Board of Trustees, so that a congregational plan (if appropriate) can be agreed upon and put into place.
- 3) This congregational response may include any of the following: A) If their area grave safety concerns for either adults or children, the person could be denied participation in the life of the congregation, B) If it is believed safety concerns can be satisfactorily addressed, the person could be restricted in his/her access to the congregation and its children, by means of a **“limited access agreement,”** a formal document both parties would sign (a draft of such an agreement is attached as a sample), C) Notification of this situation may be made either to the entire congregation, or portions of the congregation (i.e. all parents of children enrolled in the religious education program, committee chairs, etc.).
- 4) There will be a periodic review of whatever steps have been taken, to ensure that the safety of all in the congregation continues.

UNITARIAN UNIVERSALIST FELLOWSHIP OF VERO BEACH
POLICY MANUAL



Approved by Worship Committee, RE Committee, Ministries Council
Approved by the Board of Trustees 8/29/2012

G 11 – Video of UU Members/Friends/Children

I. The only video that will automatically be made public will be the Sunday video of the minister/speaker. In the case of outside speakers an audio/video release will be required before posting of the video in any media such as the UU Web site.

II. Children of our members and friends will be included in live video only upon pre-event permission granted by parents/guardians.

A. Recorded video of Fellowship children under the age of 18 may be permitted, with parental permission, if the video is not intended for public usage (web, tv, etc.).

B. Usage of such retained images by entities within the UUFVB organizational structure shall be controlled by the Minister(s) or the Ministries Council.

C. Video media (CD/DVD/Tape etc) containing images of UU children will be stored securely with access controlled by the Administrator or Minister(s).

III. Definition of video: *Video* is the technology of electronically capturing, recording, processing, storing or transmitting, and reconstructing a sequence of still images.



Unitarian Universalist Fellowship
Policy Manual

G 12 - PUBLIC PROGRAMS CHARTER
Prepared by Governance Task Force 2/12/13
Approved by BoT 5/13/13

Purpose:

The purpose of the Public Programs Committee (PPC) is:

1. to further the mission of UUFVB
2. to provide net operating income to the Facilities budget.
3. to develop and implement all programs operating as Emerson Center events or activities to make them successful. This includes Celebrated Speakers, Florida Humanities, and other revenue sharing events. The Emerson Center is defined as the physical facility owned by the Fellowship when marketed as a cultural center presenting events that are sponsored by the PPC.

Structure:

- The PPC is directly responsible to the Board of Trustees (Board).
- The PPC shall be composed of members and friends of the Fellowship who volunteer to carry out activities to implement committee programs.
- The chair of the PPC shall be a member of the Fellowship nominated by the PPC in odd-numbered years and must be approved by the Board for a two-year term beginning July 1 and may serve a maximum of two consecutive terms.
- A secretary shall be selected from among the PPC members. The secretary shall record minutes of PPC meetings and send them to the Secretary of the Board, the Rental Business Committee, and each PPC member.

Quorum:

A quorum shall be 50% of the membership of the PPC.

Function:

1. Shall provide a list of its members to the Board at least once each year.
2. Shall present an annual operating budget to the Board for approval.
3. Shall coordinate with the RBC to develop, maintain, and publish contract guidelines for events including a pricing schedule for rooms, equipment, and services for the full range of all possible events.
4. Shall coordinate with the RBC to develop revenue sharing guidelines.
5. Shall provide the Board with a schedule of all events as they are confirmed.
6. Shall establish criteria for attendance at committee meetings and seek consensus in its deliberations.
7. Shall practice confidentiality with respect to sensitive information.
8. Shall negotiate all financial arrangements with respect to any PPC-contracted event.
9. May enter into contracts with organizations and individuals to provide services necessary to fulfill the PPC's purpose.
10. Shall operate within its authorized annual budget to achieve the net revenue goal.
11. With the Facilities Council approval, may purchase items to improve the Emerson Center as needed to increase revenue.

12. Shall report financial details of all PPC events to the Finance Committee and the Board at least quarterly.

PPC Members Job Description:

PPC members shall:

1. Attend PPC meetings.
2. Engage in activities to accomplish the above objectives.

The PPC committee chair shall:

Maintain records, including committee minutes, contracts, and statements of income and expenses.



Unitarian Universalist Fellowship
Policy Manual

G-13 FINANCE COMMITTEE CHARTER

PROPOSED by Governance Task Force: 3-29-13

amended by BOT prior to cong. review: 4-2-13

Amended by Ministries Council: 4-10-13

Approved by BOT 5/13/13

Revised and approved 6/15/13

Purpose:

The purpose of the Finance Committee is:

1. to further the mission of UUFVB.
2. to prepare the Ministry and Facilities operating budgets and, following a review by the Board, present them to the membership for approval at the Annual meeting.
3. to provide the information necessary for the Board and the committees of UUFVB to meet their fiduciary responsibilities.

Structure:

- The Finance Committee shall include the Treasurer, the Stewardship and Capital Campaign Chairs when active, a representative from the Public Programs Committee, the Rental Business Committee, the Bridges Committee, the Endowment Fund Committee, the Fundraising Sub-committee, and other members of the Fellowship with financial credentials and an interest in the financial stewardship of the Fellowship.
- The committee shall report directly to the Board of Trustees.
- The Chair of the Finance Committee shall be a member of the Fellowship nominated by the Finance Committee in odd-numbered years and approved by the Board for a two-year term beginning July 1. The Chair may serve a maximum of two consecutive terms.
- A secretary shall be selected from among the committee members. The secretary shall record minutes of Finance Committee meetings and send them to the Secretary of the Board and each Finance Committee member.

Quorum:

A quorum shall be 50% of the membership of the Finance Committee.

Function:

1. Maintain vigilance over the finances of the Fellowship and report concerns to the Board.
2. Meet at least monthly and seek to find consensus in its deliberations.
3. Recommend to the Board an annual Financial Calendar outlining the year's proposed budgeting process.
4. Work with the Treasurer to develop and implement risk management and investment policies.

5. Work with the Public Programs Committee, the Bridges Committee, and the Rental Business Committee to determine the yearly net income expected from each enterprise and advise the Board on their budget recommendations.
6. Involve both the Facilities and Ministries Councils and all UUFVB committees and staff in the budgeting process.
7. Review and approve any unbudgeted Capital expenditures exceeding \$1000.
8. Make information available to committees regarding current budget status.
9. Provide for review and audit of the books as specified in the by-laws.
10. Assist the Stewardship, Fund Raising, and Capital Campaign Sub-committees in the planning and conduct of their activities.
11. Recommend to the Board adjustments in expenditures or between budgeted line items in the Ministries and Facilities Budgets as needed to meet unanticipated fluctuations in income or expenses.
12. Develop a comprehensive list of all gifts to the Fellowship and annually publicize them in Fellowship media. Recognized gifts shall include items from the Gift List as well as cash donations to the Operating Budget (in excess of stewardship pledges) with a value in excess of \$100. Gifts applied to memorials or tributes shall be excluded from this list.

Finance Committee Members Job Description:

Finance Committee members shall:

1. Attend Finance Committee meetings.
2. Engage in activities to accomplish the above objectives.

The Finance Committee chair shall:

Maintain records, including committee minutes and all financial information.



Unitarian Universalist Fellowship
Policy Manual

G --14 - LEADERSHIP DEVELOPMENT COMMITTEE CHARTER
Proposed by Leadership Development Committee 5/13/13
Received for vetting by BoT 5/13/13

PURPOSE: the Leadership Development Committee (LDC) is charged with the ongoing identification, development and training of future leaders of the congregation.

STRUCTURE:

- The LDC is a committee of, and reports to, the Board
- The LDC shall be composed of a member of the Board of Trustees, a representative from the Membership Committee, a representative of the Nominating Committee and a member, or members, at large.

APPOINTMENT PROCESS:

- On July 1 of even numbered years, the Board and the Nominating Committee will appoint one of their members to serve on the LDC.
- The terms of the Board and Nominating Committee representatives may be renewed annually in concurrence with their terms of office.
- On July 1 of odd-numbered years the Membership Committee will appoint one member to serve on the LDC.
- The LDC will select a member, or members, at large as needed.
- The Membership Committee and At Large member(s) will serve two year terms with the possibility of renewal for a second term.

MEETING AND REPORTING REQUIREMENTS:

- The LDC shall meet a minimum of six times a year.
- The LDC shall report to the Board following each regular meetings, noting accomplishments, future plans and any concerns.
- The LDC will offer to meet with the Nominating Committee annually, early in the nominating process.

RESPONSIBILITIES:

- Identifies individuals who appear to be ready to step up into leadership.
- Provides forums and workshops with the goal of assisting members to self-identify and serve in leadership positions.
- Serves both as a resource for committees in need of leadership and for individuals seeking to step into leadership positions.

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G - 15 BRIDGES CHARTER

Proposed by the Governance Task Force: 4-4-13
Approved by the Board of Trustees 6-15-13
Revision Proposed by Bridges Committee 9-14-15
Approved by Board of Trustees 10/21/2015

Purpose:

The purpose of the Bridges Early Learning Center Committee (Bridges Committee) is to:

1. further the mission of UUFVB
2. provide the community with quality early childhood education and daycare services as well as before and after school care for elementary school-age students.
3. provide net operating income to the Facilities budget through the operation of the Bridges Early Learning Center.

Structure:

- The Bridges Committee is directly responsible to the Board of Trustees (Board).
- The Bridges Committee shall be composed of seven members who shall be UUFVB members unless otherwise authorized by the Board. Candidates may be proposed by the Board or recruited by the Committee. All Bridges Committee members, however, must be approved by the Board.
- The chair of the Bridges Committee shall be nominated by the Bridges Committee in odd-numbered years and must be approved by the Board for a two-year term beginning July 1 and may serve a maximum of two consecutive terms.
- A secretary shall be selected from among the Bridges Committee members. The secretary shall record minutes of Bridges Committee meetings and send them to the Secretary of the Board and each Bridges Committee member.
- The Director of the Bridges Early Learning Center shall be a non-voting member of the Bridges Committee and shall attend all meetings except executive sessions.

Quorum:

A quorum shall be 50% of the membership of the Bridges Committee.

Functions:

1. Shall manage the *business* of the Bridges Early Learning Center including the hiring and supervision of the Director of Bridges Early Learning Center.
2. Shall develop and implement a five year plan.
3. Shall be responsible for all aspects of the *operation* of Bridges Early Learning Center including but not limited to:
 - Staff evaluation and salary review
 - Professional development of staff
 - Curriculum adoption and implementation
 - Review of the Director's staff hiring recommendations.
 - Student achievement

4. Shall ensure the development of a written manual containing operational procedures including but not limited to food storage and handling, sanitation, cash management, and parent-teacher relations.
5. Shall ensure the development of a human resources manual.
6. Shall ensure the development of a crisis management/communication manual.
7. Shall present an annual operating budget to the Board for approval.
8. May enter into agreements with organizations and individuals to provide goods and services for Bridges ELC.
9. Shall report financial details to the Finance Committee and the Board monthly.
10. Shall work with the Administrator and the Facilities Council to ensure that the physical space designated for the Bridges Early Learning Center is adequately maintained. In order to provide a forum for communication between the Bridges Committee and the Facilities Council on matters of common interest, it is recommended that the Chairs of the Bridges Committee and the Facilities Council collaborate in determining one member who serves on one or both bodies to act as a liaison between the two.

Bridges Committee Members Job Description:

Bridges Committee members shall:

1. Attend monthly Bridges Committee meetings.
2. Engage in activities to accomplish the above objectives.

The Bridges Committee chair shall:

1. Maintain records, including committee minutes, contracts, evaluations, and all financial information.
2. Report promptly to the Board following each Bridges Committee meeting, with items that need Board support and highlights of the prior month.



Unitarian Universalist Fellowship of Vero Beach
POLICY MANUAL

S 1 – ENDOWMENT RESOLUTION
Adopted by the Congregation on 04/08/2001
Revised by vote of congregation 4/14/2013

WHEREAS, stewardship involves the faithful management of all the gifts we have been given—time, talents, and money, including accumulated, inherited and appreciated resources; and

WHEREAS, we can support the work of this congregation through bequests in wills, charitable remainder and other trusts, charitable gift annuities, assignment of life insurance, and transfers of property (cash, stocks, bonds, real estate) and

WHEREAS it is the desire of the congregation to encourage, receive and administer these gifts in a manner consistent with the loyalty and devotion expressed by the grantors and in accord with the policies of this congregation:

THEREFORE BE IT RESOLVED, that this congregation, in annual meeting assembled on 4/8/2001, approved and established on the records of the congregation a new and separate fund to be known as THE UNITARIAN UNIVERSALIST FELLOWSHIP OF VERO BEACH ENDOWMENT FUND (hereafter called the “FUND”) as modified on 4/10/2011 and 4/14/2013.

BE IT FURTHER RESOLVED, that the purpose of this FUND is to enhance the mission of the Unitarian Universalist Fellowship of Vero Beach apart from the general operation of the congregation, and that, except where restricted by the terms of the gifts or as provided by paragraph 2f, all principal amounts will be retained and only income expended.

BE IT FURTHER RESOLVED, that the Endowment Fund Committee (hereinafter called the “EFC”) shall be the custodian of the FUND;

BE IT FURTHER RESOLVED, that the following Plan of Operation set forth the administration and management of the FUND.

B. PLAN OF OPERATION

1. The Committee

a. The EFC shall consist of seven (7) members, all of whom shall be voting members of the Unitarian Universalist Fellowship of Vero Beach. Except as herein limited, the term of each member shall be three (3) years. No member shall serve

more than two (2) consecutive three (3) year terms. After a lapse of one (1) year, former EFC members may be reappointed. The Minister and the President of the Board shall be advisory members of the EFC. In the event of a vacancy on the EFC, the Board shall appoint a member to serve the unexpired term.

b. The EFC shall meet at least quarterly. A quorum shall consist of four (4) members. A majority of those present shall carry any motion or resolution, except motions for the invasion of principal of the FUND.

c. The EFC shall elect from its members, a Chairperson, Financial Secretary, and Recording Secretary. The Chairperson or a member designated by the Chairperson, shall preside at all EFC meetings.

d. The recording secretary shall maintain minutes of all meetings of the EFC and supply a copy to each member.

e. The financial secretary shall maintain complete and accurate records for the FUND and shall sign checks and other necessary documents on behalf of the EFC. An appropriate person who is not a member of the EFC shall audit the books annually.

f. The EFC shall report on a quarterly basis to the Board and at each annual meeting to the congregation.



UNITARIAN UNIVERSALIST FELLOWSHIP OF VERO BEACH
POLICY MANUAL

S.2

F.2 Replaces former S.2/F.2 policy. See policy F.2

UNITARIAN UNIVERSALIST FELLOWSHIP
POLICY MANUAL



S-3 Policy for Solicitation of Money or Goods

Board approved 4-20-2010...revised 12/21/11
Revision approved by the Board 3/21/12,
Revision Proposed by Governance Task Force: 4-10-13
Passed by the Board 5/13/13

Any activity conducted within the UUFVB that solicits for money or tangible goods to benefit specific entities within UUFVB or any external organization is covered by this policy. Exempted from this policy are solicitations made within an entity for the support of the entity's programs, e.g., Choir's "sunshine fund," Friday Night Movie's "popcorn fund."

Authorized ongoing fund-raising activities:

1. The **Fund Raising Committee**: to conduct activities for the support of the Ministry Operating Fund of the Fellowship.
2. The **UUSC** sub-committee: to conduct an annual 'Guest at Your Table' campaign to promote UUSC membership and financial support.
3. The **Fair Trade** sub-committee:
 - a. to sell products that benefit external organizations meeting the criteria for socially or environmentally appropriate items as determined by the Fair Trade subcommittee.
 - b. to collect donations to help defray the cost of beverages donated to the Fellowship.
4. The **SUNDAY FUND** committee: to support selected charitable organizations through weekly offerings during Sunday services.
5. **Project Ninos** subcommittee: to provide Christmas gifts for families supported by the Redlands Christian Migrant Association.
6. **Homeless Family Center** subcommittee: to provide toiletries and a monthly meal for the Homeless Family Shelter.
7. **Sharing of Sustenance** subcommittee: to provide food and cash for the Food Pantry of Indian River County through monthly Sunday service collections.
8. **LRE children**: annual collection to support UNICEF.
9. **Music Committee**: to purchase hymnals and/or choir anthems through individual contributions as needed.

All other solicitation activities:

1. A proposal shall be initiated by a recognized UUFVB Committee or the Settled Minister.
2. Any proposal shall be submitted to the governing body to which the originating entity reports (the Board, Ministries Council, or Facilities Council.)
3. Any proposal shall contain:
 - (a) a description of the project
 - (b) identification and background of the intended beneficiary
 - (c) a designation of who will be responsible
 - (d) the planned duration
 - (e) the financial goals
 - (f) any potential cost or inconvenience to the routine functioning of the fellowship.

4. Upon receiving a proposal, the Board, the Ministries Council, or the Facilities Council shall act in a timely manner to either approve or reject the proposal. Any proposal rejected by the Ministries or Facilities Council may be appealed to the Board.
5. Emergency disaster aid projects, where time is of the essence, may be brought directly to the Board by the Minister or any UUFVB committee.



UNITARIAN UNIVERSALIST FELLOWSHIP
POLICY MANUAL

S-4 RESTRICTED AND UNRESTRICTED GIFTS TO UUFVB

PROPOSED by the Governance Task Force – 2-7-13

Proposed for vetting 2/20/13

Amended by BoT and adopted 4/2/13

This policy applies to gifts of cash or materials valued at \$50 or more.

A. Restricted gifts of cash or materials

Restricted gifts of cash or materials will only be accepted if approved by the Board of Trustees (The Board).

For the purposes of this policy, “Gift List” refers to a list of items that are deemed to be needed and desirable; the items may be either tangible or intangible.

The Ministries Council and Facilities Council shall annually review the Gift List and may recommend additional items for Board approval. Recommendations shall include a specific description and estimated cost of items. The Board shall maintain and publicize the Gift List, making it readily available to all staff and members to assist in guiding potential donors in their giving.

Upon the request of individuals or committees, the Ministries Council or the Facilities Council may vet and recommend additional items for the Gift List to the Board. Such recommendations shall include specific descriptive details and cost estimates.

Any cash gift for an item on the Gift List or a gift of tangible property identical to a Gift List item shall be accepted by the Treasurer who shall notify the Board of the gift.

A gift of tangible property that is not on the Gift List shall be evaluated by the Ministries Council and/or the Facilities Council and may be recommended for Board approval if it is determined that it is needed and appropriate. If it is determined that such a gift is unneeded or inappropriate, it may still be recommended for Board approval with the understanding that the gift will be sold. The Board shall determine how the resulting proceeds are utilized. No gift of tangible property shall be accepted if there is a condition that the item will remain with the congregation in perpetuity.

Unless specifically requested that the gift be anonymous, the name of the person making the gift shall be publicly recognized within the UUFVB in an appropriate manner as determined by the Board.

B. Unrestricted gifts of cash exclusive of UUFVB fundraisers, stewardship campaigns and regular Sunday collections

Gifts of cash received “in remembrance” of a member shall be treated as an unrestricted gift.

The donor of an **unrestricted** gift of cash shall be invited to review the Gift List and specify an item from the Gift List if he/she so desires.

If the donor does not select a specific item from the Gift List, the cash gift will be accepted by the Treasurer as unrestricted and the Treasurer will notify the Board. The Board shall determine how such unrestricted gifts of cash are utilized.

Unless specifically requested that the gift be anonymous, the name of the person making the gift shall be publicly recognized within the UUFVB in an appropriate manner as determined by the Board.



UNITARIAN UNIVERSALIST FELLOWSHIP
POLICY MANUAL

S 5 - POLICY FOR COMPENSATION OF FELLOWSHIP MEMBERS
Approved by the Board November 2010

It is the policy of the UUFVB that we encourage every member to Volunteer his or her services to the Fellowship when time and talents allow. Whenever volunteer services are not appropriate or available to meet the needs of the Fellowship; the Facilities Council, Ministries Council, Public Programs Committee, and Bridges Council are authorized to determine, within their respective budgets and by their own procedures, when compensation should be provided for work and to find and contract with qualified individuals or organizations to carry out such work. It is expected that these decisions will be made when qualified volunteers are unavailable or inappropriate given the time frame of the work and expertise required.

All contracts with compensation must be consistent with the Human Resources Manual of UUFVB with the understanding that individuals compensated under this policy are not considered employees.

Members of the Fellowship should not be excluded for consideration for such contracts. It is understood that the Insurance of the Fellowship will cover members being paid for work. Before compensation is paid to any member of UUFVb, the chair of the appropriate authorized group must approve the payment in writing.



Unitarian Universalist Fellowship of Vero Beach POLICY MANUAL

S-6 Employment of Members

Unknown date of adoption

Employment of Members

As a Unitarian Universalist congregation, UUFVB is congregational in polity, which means that members are ultimately the employers of all staff. Members who become employees may find that they lose much of the ministry of the church. In addition, as employees, they may have access to confidential information that must not be abused in either role as staff or member. Because of the complex and sensitive nature of the religious organization, it is the preference of UUFVB to hire non-members as employees where possible and practicable.

UUFVB members may, however, apply for open positions. Should a member be hired as an employee, he or she shall be subject to the same employment policies as nonmembers. A member employee may not vote on the calling or termination of a minister. A member/employee shall not be eligible to serve on the Board of Directors or the Finance Committee, or on anybody reporting directly to the Board of Directors; shall not serve as chair of any committee; nor be a voting member of any committee, task force or council that relates to their area of job responsibility or that might put them in an evaluative relationship with any other employee.



Unitarian Universalist Fellowship of Vero Beach

POLICY MANUAL

6/9/2009 approved by Board

S.7 - Memorial Garden Fund

UUFVB has a memorial garden at its front entrance and hereby establishes a Memorial Garden Fund. The Fund shall receive the Interment fees which are charged for each Interment (currently \$250) and any other monies which may be gifted to UUFVB for The Memorial Garden Fund, consistent with the UUFVB gifting policy. The Memorial Garden Fund shall be an accumulating fund (ie. its balance shall not be rolled into the equity account each year end) which shall be utilized for improvements to the Memorial Garden as determined appropriate by the Facilities Council. General maintenance and upkeep of the Memorial Garden shall remain the responsibility of the Facilities Council. Improvements to the Memorial Garden may also be made as needed as part of general maintenance at the discretion of the Facilities Council.

See also Policy F 6 – Memorial Garden - Interment



UNITARIAN UNIVERSALIST FELLOWSHIP
POLICY MANUAL

Approved by the Board of Trustees 11-17-2009

S.8 - MINISTER’S DISCRETIONARY FUND

It is the practice of UUFVB to offer congregants opportunities to contribute to a Minister’s Discretionary Fund which the minister may, at his/her discretion, use to respond confidentially to requests for assistance from members and others. Funds in the Minister’s Discretionary Fund shall not lapse at year end and shall be retained in the Minister’s Discretionary Fun for the fiscal year.

The Minister has sole discretion for the disbursement of money from the Minister’s Discretionary

Fund, within the following parameters:

- Funds must be used in accordance with the principles of Unitarian Universalism.
- Funds may be used only for needs or purposes in keeping with the congregation’s tax exempt purposes.
- Funds are to be used as part of the congregation’s ministry to its members and beyond.
- Funds may not be used for the direct or indirect benefit of the Minister and/or his/her family.
- Funds may not be spent on any line item in the Fellowship’s Ministry or Facilities budgets.
- The Discretionary Fund may not be used as a pass through account for contributions solicited or offered for specific purposes.
- Without violating the confidential nature of the disbursement, the Minister shall provide the Treasurer’s office with a general description of the purpose for which funds are requested.

When a Minister leaves the Fellowship, all monies in the Discretionary Fund remain with the Fellowship. The account belongs to the Fellowship and not to a specific clergy person.



UNITARIAN UNIVERSALIST FELLOWSHIP
POLICY MANUAL

S-9 SUNDAY FUND

Adopted Jan.18, 2011 and revised May 13, 2011

Modified by the Governance Task Force, 4-5-12

Approved by the Board of Trustees 6/20/2012

The SUnDay FUnD is established as a tangible expression of the Fellowship’s mission to “...seek justice for all.” The Fund financially supports predominantly local organizations or projects that provide service, education, advocacy, or witness consistent with UU principles and values.

A SUnDay FUnD Committee will administer the SUnDay FUnD policy. The SUnDay FUnD Committee will consist of five members: the Ministries Council Chair, the Social Justice Team Leader, and three at-large members, one of whom shall be the immediate past president of UUFVB if he/she is willing and able to serve. The three at-large members shall be selected by the other two, subject to the approval of the Board. Members of the SUnDay FUnD Committee shall serve a two year term commencing on July 1. They shall serve a maximum of two consecutive terms. The Committee will select from its membership a Chairperson. A quorum will consist of three members. A majority vote of those present will rule. The SUnDay FUnD Committee will be considered a subcommittee of the Social Justice Committee.

On specified Sundays, plate offerings in the form of loose cash or checks designated for “the SUnDay FUnD” will be deposited in a SUnDay FUnD account. “Specified Sundays” shall ideally include every Sunday of the year, except the one Sunday per month dedicated to Sharing of Sustenance, and be subject to budget considerations as determined by the Finance Committee and approved by the Board. After a budget is adopted specifying the number of Sundays designated for the SUnDay FUnD, any necessary line item adjustments during the fiscal year covered by that budget shall not affect the SUnDay FUnD.

From July 1 through March 7, members and friends of UUFVB may nominate organizations or projects as recipients of the next fiscal year’s SUnDay FUnD resources. Nomination forms shall be made available in the Fellowship office and on the Fellowship website. Nomination forms shall be returnable to the SUnDay FUnD mailbox. The nominees shall be vetted by the SUnDay FUnD Committee. After March 7, the SUnDay FUnD Committee shall develop a SUnDay FUnD plan. The plan shall include 1) the selection of the recipients of the SUnDay FUnD for the next fiscal year and 2) a distribution formula and schedule that will maximize contributions to the SUnDay FUnD.

The SUnDay FUnD committee shall submit the SUnDay FUnD plan to the Social Justice Committee and the Ministries Council for comment prior to submitting it to the Board for its approval no later than the April meeting of the Board.

Details of the approved SUnDay FUnD plan shall be conveyed by the SUnDay FUnD Committee to the minister, the administrator, and the treasurer. The congregation shall be notified utilizing the newsletter and website. The SUnDay FUnD Committee shall publicize the SUnDay FUnD at least semi-annually.

The Treasurer of UUFVB shall maintain complete and accurate records of SUnDay FUnD assets and distributions. The SUnDay FUnD Committee shall acquire checks for the SUnDay FUnD recipients from the Treasurer's office for semi-annual distribution.

At the end of the fiscal year, the SUnDay FUnD Committee shall prepare a report summarizing the contributions to the SUnDay FUnD and disbursements to the recipients. The report shall be submitted to the Board and publicized in the newsletter and website.