

**MANUAL ON
BOARD, STAFF AND COMMITTEES**

UNITARIAN UNIVERSALIST CONGREGATION
OF GRAND TRAVERSE

6726 Center Road, Traverse City, MI 49686

Phone: 231-947 3117
Fax: 231-947-0726
e-mail: office@uucgt.org

The first three editions of this Manual were compiled in
1993, 1998, and 2001, by Arline Howe.

In 2007 the Manual was revised by Penny Ort.

This revision is a product of the 2009-2010 Board of Trustees,
based on the efforts of Board Workgroups appointed by President, Joe Cook.

Completed and approved by the 2010-2011 Board of Trustees.

May 2011

John Hoffmann, Board President
Judy Halsted, Board Secretary
Linda Martin, Congregational Administrator

PREFACE

This Manual is an administrative guide to the structure and operation of the Board of Trustees, Committees, and Staff of the Unitarian Universalist Congregation of Grand Traverse. As a member of the Unitarian Universalist Association of Congregations, the Congregation is autonomous. The final authority for decisions and programs lies with the Congregation as a whole. This authority is specified in the Bylaws and is subject to legal requirements of the State of Michigan.

The Minister is called by the Congregation and reports to the Board of Trustees. The Board of Trustees of the Congregation consists of four officers and three trustees elected at an annual meeting of the Congregation. The Board appoints committees, prepares an annual budget for Congregational approval, develops and interprets policies and generally manages the business affairs of the Congregation.

The key elements in the successful operation of the Congregation are the volunteers who help in carrying out the day-to-day operations. These generous people help the Congregation realize its aspirations.

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BOARD OF TRUSTEES

The Board of Trustees consists of the Officers (President, Vice President, Secretary and Treasurer), each serving one-year terms, and three Trustees at Large, each serving staggered two-year terms. All terms begin on July 1.

OFFICERS OF THE CONGREGATION

PRESIDENT

The President:

- presides at monthly Board Meetings;
- keeps the pulse of the Congregation appointing, when necessary, the person or committee to execute business at hand;
- presides at Congregational meetings including the Annual Meeting;
- meets with the Old/New Board Members in July;
- submits an annual report to the Congregation.

Board approval 2011-02-15

VICE PRESIDENT

In the President's absence, disability, or death, the Vice President performs the presidential duties until the President returns or the Board fills the vacancy.

The Vice President:

- becomes familiar with the Congregation's programs;
- oversees the annual Stewardship Campaign (but does not act as Stewardship chairperson);
- determines a quorum for Congregational meetings;
- administers absentee voting procedures;
- collects annual reports of committee chairs and files them with the annual meeting minutes.

Board approval 2010-09-21

SECRETARY

The Secretary:

- records minutes of all Board meetings, the Annual Meeting, and Congregational Meetings;
- promptly distributes minutes of the previous meeting to the Officers, Trustees and Congregational Administrator after each Board meeting;
- is responsible for official Board correspondence.

Board approval 2010-09-21

TREASURER

The Treasurer is the custodian of the Congregation's General Fund and is responsible for administering the Fund as directed by the Finance Committee and the Board. The Treasurer will provide oversight and encouragement for the Congregational Accountant.

The Treasurer's duties are to:

- review the deposits of congregational funds as prepared by the Congregational Accountant;
- review the disbursement of congregational funds to verify that the appropriate authorization has been obtained, and that the proper amount and classification have been used;
- review Stewardship Campaign pledges and funds collected in all special projects and events with the Congregational Accountant;
- review the monthly trial balance and financial statements with the Congregational Accountant;
- present the monthly financial statements to the Finance Committee and the Board;
- present financial requests to the Board where its approval is required;
- work with the Congregational Administrator to prepare a preliminary budget for the annual Stewardship campaign;
- assist in the final budget preparation following the Stewardship campaign, and present the final budget to the Board for their consideration;
- communicate with and provide oversight to the Finance Committee and the Endowment Committee;
- provide the congregation with a quarterly summary report of the financial statements;
- present an annual financial report to the Congregation.

Board approved 2011-02-15

TRUSTEES AT LARGE

The Trustees:

- attend Board meetings and Congregational meetings;
- establish policies and procedures to guide the growth and development of the Unitarian Universalist Congregation of Grand Traverse;
- assist standing committees in developing policies and procedures that govern congregational life;
- maintain the *Manual on Board, Staff, and Committees*;
- develop and implement strategies for making the Unitarian Universalist Congregation visible to the community at large, and develop ways to work with other congregations in the local community;
- promote awareness of programs, resources and policies of the Unitarian Universalist Association of Congregations (UUAC) and the Heartland District;
- inform the Congregation of issues to be debated at the UUAC General Assembly, and helps our delegates understand their responsibilities;
- perform other duties as the President and Board designate.

Board approval 2011-02-15

CONGREGATION STAFF

SENIOR MINISTER

The role of the Senior Minister is to nurture and facilitate the Congregation's intellectual and spiritual life; to minister to Members of the Congregation, and to Friends when in need, through pastoral care; to serve as a consultant and professional resource for organizational matters and educational programming; to provide oversight and encouragement for the Minister of Music, the Director of Religious Education, and the Congregational Administrator, to support and facilitate social justice efforts as well as efforts to increase public awareness of the presence of UUCGT in the wider community; to participate in district and denominational events; and, to chair the Operations Committee as defined in this *Manual*.

The Senior Minister is called by the Congregation and reports to the Board of Trustees.

The responsibilities of the Senior Minister shall include:

- conducting regular religious services as outlined under the Sunday Services Committee. S/he is a permanent, voting member of the Sunday Services Committee;
- consulting and collaborating with the Minister of Music for appropriate enhancement of regular and special services;
- nurturing an intentional spiritual life for her/himself;
- nurturing the life of the Congregation through:
 - ◊ teaching the history of the denomination as well as the history, traditions and culture from which this Congregation has sprung;
 - ◊ suggesting and teaching other classes relevant to the pursuit of intellectual and spiritual growth;
 - ◊ supporting and participating in Congregational activities as time and schedule allow;
- providing ceremonial services and counsel to members of the Congregation without fee or honorarium. When such services are provided to non-members, such fee or honorarium may be set by and is the property of the Senior Minister;
- ministering to members, and to friends when in need, who are unable to participate in Congregational activities and provide them with appropriate comfort and attention. The Minister shall be assisted by the Pastoral Care Committee as specified under that committee's guidelines. S/he is a permanent, voting member of the Pastoral Care Committee;
- making personal calls on members and friends to encourage personal contact and communication and to keep in touch with the breadth and diversity of the Congregation;
- working collaboratively with the Director of Religious Education and the RE Committee to enhance and support the RE program;
- maintaining contact with all other committees of the Congregation;
- representing the Congregation to the wider community and encouraging the Congregation in such outreach efforts. When the Senior Minister speaks in public, s/he must clearly indicate that such speech is not on behalf of the Congregation unless the Congregation has otherwise authorized;

- participating in Unitarian Universalist District and Denominational events and encouraging members and friends of the Congregation to participate as well;
- attending Board Meetings as a non-voting member;
- chairing the Operations Committee as defined in the *Manual*;
- submitting an annual report to the Board;
- submitting an annual accounting of the Pastoral Care Emergency Fund to the Finance Committee, to provide a general outline of how the money is spent.

Board approved 2010-03-23

DIRECTOR OF MUSIC

The role of the Director of Music encompasses both providing music as an integral part of our Sunday Services and nurturing and facilitating our Congregation's intellectual and spiritual life.

The Director of Music is hired by the Board and reports to the Senior Minister.

The responsibilities of the Director of Music shall include:

- planning music for Sunday services and special occasions in collaboration with the Senior Minister, the Sunday Services Committee, and invited speakers;
- conducting 1-2 Sunday services per year, as the schedule allows;
- coordinating and overseeing the services of musicians as needed for Sunday services and special occasions, including Vocal Ensemble and other groups and individuals;
- providing music and rehearsal times for these musicians and occasions as necessary;
- providing musical support as needed for the Director of Religious Education; including occasional inclusion of Children's music in services;
- maintaining the musical assets of the Congregation and manage the music-related budget line items;
- attending Sunday Services Committee meetings as a (permanent voting) member, and Board meetings as a non-voting member, as needed;
- submitting an annual estimate of expenses to the Finance Committee;
- submitting an annual written report to the Congregation;
- being informed regarding and abide by current copyright law;
- attending and participating in denominational activities and organizations as able, including the Unitarian Universalist Musician's Network.

Board approved 2013-3-20

DIRECTOR OF RELIGIOUS EDUCATION

Basic Function: The primary functions of the position are to affirm and promote the UU mission and principles by planning, organizing, and directing the Religious Education Program for children and youth from birth through grade twelve under the supervision of the Senior Minister and assisted by the Religious Education Committee.

Major Duties and Responsibilities:

Program Development:

- reviews and updates the program and curricula as needed with final approval of the Senior Minister. Utilizes UUA curricula and other materials and involves the RE Committee, RE teachers and other members of the Congregation in program and curriculum development and enrichment;
- recruits, screens, trains, oversees, and supports the teachers needed for the program;
- registers children and youth in the RE program, with assistance of the RE Committee;
- continues professional development via seminars, conference workshops and other resources.

Budget:

- analyzes program expenses and writes an annual budget for the program with the assistance of the Religious Education Committee;
- plans for future needs of the program.

Records:

- keeps a database of the children, youth, parents/guardians, and teachers;
- keeps enrollment and attendance records and reports to the RE Committee monthly and the Board annually.

Communication:

- consults regularly with the Senior Minister and the Minister of Music; communicates with the Religious Education Committee, congregation members, parents, families, Board members, ministers, and staff to keep them informed of program activities, program needs, and concerns; composes and publishes a monthly column in the *Beacon*.
- composes and publishes a weekly column in the *Flash*, providing the Congregation with information about RE plans and activities, as well as spiritual reflections.
- attends Board meetings as needed and regular RE Committee meetings, and other meetings deemed necessary by the Senior Minister or the RE Committee, to stay abreast of all Congregational issues and activities that affect the RE program for children and youth;
- creates an annual report to the Board and Congregation detailing enrollment and attendance, summarizing the accomplishments of the RE program during the year, reporting on the DRE's hours and professional development, and announcing goals for the following year;
- reports monthly to the RE Committee regarding activities, budget, enrollment and attendance;
- communicates regularly with other DREs in the Heartland District and the UUA;
- notifies the RE Committee, the ministers, and the Sunday Services Committee before taking vacation days and arranges for someone to cover for her/him.

Sunday Re:

- monitors the RE program for children and youth on Sunday morning during the 10:30am service (or, on the Congregation's usual schedule - the 10:00am service in summer, and the 11:00am service in fall, winter and spring);
- communicates with RE teachers prior to Sunday morning to ensure that each has the understanding and needed materials to lead their class successfully;
- prepares and provides lesson plans, supplies and equipment for teachers on Sunday mornings;
- arranges for substitute Nursery Attendant when needed;
- helps to plan and coordinate multigenerational services.

Special Events:

- Works with members of the RE Committee and other Congregation committee members to organize social events, recognition ceremonies and social service projects for children, youth, and families of the Congregation.

Board approval 2011-03-15

OFFICE STAFF

CONGREGATION ADMINISTRATOR

The Congregation Administrator reports to the Senior Minister.

The Congregation Administrator's duties are to:

- provide support services to the Board of Trustees and committee chairs
- oversee the Congregation's office operations;
- provide support services to the senior minister and staff;
- maintain congregational files, documents and congregant database;
- recruit and supervises office volunteers as needed;
- set priorities to meet the needs of the calendar;
- schedule and contract for building use;
- create, edit, and email weekly newsletter *The Flash*;
- maintain and update the UUCGT website;
- purchase supplies within the scope of the budget;
- maintain office equipment and makes recommendations for replacement as needed;
- serve on Operations Committee.

Board approved 2011-02-15

CONGREGATION ACCOUNTANT

The Congregation Accountant is responsible for the management of the Congregation's General Fund and the day-to-day fiscal operations.

The Congregation Accountant's duties are to:

- implement fiscal procedures and security established by the Finance Committee for cash handling;
- serve on Operations Committee;
- prepare and make weekly bank deposits with oversight by the Treasurer;
- maintain pledge and contribution portion of the database and provide statistical reports to the Stewardship Chair, Finance Committee and Treasurer;
- maintain accounting database, including general ledger, accounts payable and payroll;
- prepare weekly A/P checks, bi-monthly payroll, and monthly financial statements, including a Trial Balance, Statement of Financial Position (Balance Sheet) and Statement of Financial Activity (Income Statement); review with Treasurer prior to submitting to Finance Committee;
- attend monthly Finance Committee meetings;
- balance and reconcile bank accounts monthly with oversight by the Treasurer;
- prepare and transmit all monthly, quarterly, and annual tax payments and reports;
- follow up on pledge commitments and send periodic statements;
- maintain financial records and files;
- provide committee chairpersons with quarterly reports for their respective line-items/ accounts;
- work with the Treasurer to prepare a preliminary budget for the annual Stewardship campaign;
- assist with the final budget preparation.

Board approval 2011-02-15

FACILITIES CUSTODIAN

The Facilities Custodian reports to the Senior Minister.

The Facilities Custodian's duties are to:

- carry out custodial duties including, but not limited to:
 - collect trash and recycling from office area, hall, kitchen, social hall area, restrooms, library, RE rooms, and deposit in container for weekly pickup,
 - dust ledges, desktops, cabinets, lights, countertops in offices weekly,
 - vacuum offices, sanctuary, library, hallway once a week, touch ups as needed,
 - sweep and mop tile floors in kitchen, social hall, RE rooms and restrooms weekly,
 - clean and disinfect all hard surfaces in restrooms, including countertops, toilets, sinks, stall doors, entrance door handles, mirrors and floors,
 - dust/sweep/mop entryways weekly, and clean entry and office doors as needed,
 - restock restroom paper products as needed,
 - make sure building is clean and ready for Sunday service after outside group use.

- communicate frequently with the Facilities Team,

- conduct regular walk-through of the building to note any maintenance items needed and report them to the Office Administrator and/or Facilities Team,

- make note of any obvious safety hazards and report to the Facilities Team,

- maintain first aid supplies,

- request for ordering of cleaning supplies as needed.

Additional duties/projects suggested by the Facilities Custodian should be communicated to the Office Administrator to be presented at the weekly Operations Committee meeting.

Board approved 2013-04-17

STANDING COMMITTEES

Characteristics:

All standing committees are established and dissolved by the Board of Trustees, which approves their objectives and responsibilities. Each committee has a written job description which is contained in this *Manual*. It is through the efforts of the Board and the Standing Committees that the aspirations of the Congregation are realized.

Membership of a Standing Committee is composed of volunteers, either members or friends. The Chair must be a member of the Congregation.

Chairperson Responsibilities:

Specific Committee Chairperson responsibilities are to:

- hold regular meetings on a schedule appropriate to their business;
- manage the committee budget, and authorize all expenditures to be charged to the committee;
- prepare an annual budget request, and seek Board approval if expenses are likely to exceed the budget (see Bylaws);
- submit announcements to the *Beacon* editor to publicize committee activities, events and meetings;
- submit a quarterly report to the Board of Trustees;
- prepare an annual report for the Congregation.

Purpose of Standing Committees: The committee structure ensures that all members have the opportunity to participate in the life of the Congregation according to their talents and interests. It also provides a way to integrate new members into the Congregation. Finally, the committee structure helps foster a sense of community within the Congregation.

Board approval 2011-02-15

COMMITTEE ON MINISTRY

The purpose of the Committee on Ministry is to support the spiritual health and well-being of the entire Congregation, as seen in member participation and accomplishment relative to the mission of the Congregation. Its primary responsibilities are to assess both the professional ministers' ministries and the Congregation's collective ministries in order to strengthen the quality of these ministries, and to provide conflict management and resolution when necessary.

A Committee on Ministry of five members shall be appointed by the Board of Trustees for staggered terms of three years. New members of the Committee shall begin their terms on July 1, and terms shall rotate in a 2-2-1 pattern.

Members of the Committee on Ministry shall be members of the Congregation. Meetings of the Committee on Ministry shall be in Executive Session. The professional minister shall serve as an *ex officio* member of the Committee. Any member wishing to discuss a concern at a Committee on Ministry meeting shall contact the Committee to schedule that item on the agenda.

New members for the Committee on Ministry will be selected for nomination to the Board of Trustees by the Leadership Development Committee with consideration of such factors as length of UUCGT membership, gender, participation, experience, interest, listening ability, impartiality, fair mindedness and good heart with a goal of providing balance to the composition the existing Committee.

The Leadership Development Committee, in consultation with the Committee on Ministry and the settled minister, will prepare a list of at least three names, guided by the above mentioned characteristics, and present those names to the Board of Trustees for final selection.

Committee on Ministry members may simultaneously serve on other Congregational committees but not simultaneously serve on the Board of Trustees. Members may not serve more than two consecutive terms on the Committee on Ministry and must maintain a minimum of two years before returning to the Committee.

Board approval 2010-10-19

FACILITIES MANAGEMENT TEAM

The purpose of the Facilities Management Team is to monitor the condition of the building and grounds belonging to UUCGT, and to arrange for and oversee appropriate maintenance and repairs.

The Facilities Management Team:

- is a team with knowledge in various areas such as problem solving, basic home maintenance, electrical plumbing, painting, yard maintenance and landscaping;
- meets monthly for on hour;
- has a collaborative relationship with the Facilities Manager, Operations Committee and Congregational Administrator
- ensures that the facilities are safe and functional;
- conducts an annual inspection;
- has an evacuation plan which the Congregation understands and practices;
- is responsible for overall operation of facilities; is current on all critical facilities matters;
- ensures that regular maintenance is scheduled;
- ensures that required repairs are done when needed;
- sets repair/maintenance priorities;
- ensures compliance with municipal ordinances and regulations;
- is responsible for all service, maintenance and repair contracts;
- assigns a Facilities Team member to act as Project Mentor for all work projects whether those are done by the Facilities Team, Facilities Manager or outside contractors;
- plans, leads and coordinates Spring and Fall outside work bees;
- provides long term planning for facilities and capital assets, including the facilities operating budget and long term capital budget;
- develops and maintains documentation of physical plant and systems (such as drawings/prints, HVAC, warranties, records);
- works closely with Congregational Administrator;
- communicates regularly with Congregational Administrator, the Operations Committee, Board of Trustees and the Congregation;
- reviews “state of the facilities” annually with Board of Trustees;
- approves facility expenditures in consultation with Finance Committee.

Board approval 2011-02-15

FINANCE COMMITTEE

The purpose of the Finance Committee is to ensure the financial viability of the Congregation and monitor its fiscal operations. The Committee's overall responsibility is to advise the Board and oversee the Treasurer on fiscal matters.

The Finance Committee's duties are to:

- supervise the accounting procedures;
- review and approve the monthly financial statements for the general fund;
- review the preliminary budget for the annual Stewardship campaign, as prepared by the Congregation Accountant and Treasurer prior to the campaign; submit with a recommendation to the Board;
- review and approve the final budget following the Stewardship drive; submit with recommendations to the Board for its consideration and approval;
- review and approve the financial setup for new projects involving a restricted fund, as defined in the Directory on Restricted Funds;
- monitor budget line-items and take action to minimize any potential budget overruns;
- review and approve gifts of real property, land, homes, furnishings, vehicles, jewelry and art;
- supervise non-endowment investments for the Congregation;
- submit an annual report to the Board and the Congregation.

Board approval 2011-02-15

LEADERSHIP DEVELOPMENT COMMITTEE

This committee consists of eight members approved by the board and elected by the congregation at the Annual Meeting. Members serve 2 year staggered terms: 4 members newly elected yearly at the Annual Meeting.

The committee meets as needed beginning in September to establish a slate of candidates to fill elected positions.

Deliberations and votes within the Leadership Development Committee are held confidential; only members of the committee are privy to their discussions.

Committee responsibility is to:

- Develop a slate of candidates for board officers and trustees, open positions of the Endowment Committee and Leadership Development Committee;
- Present its slate to the secretary of the board at the board meeting prior to the date the slate must be presented to the congregation;
- Meet initially in September and continue meeting monthly until the slate of candidates is filled;
- Elect a chair and/or co-chair and secretary to the committee by a vote of the committee at the first meeting following the Annual Meeting;
- Assign members to attend board meetings to become acquainted with the work and process of that body;
- Additionally, it is within the scope of the committee to foster and support development of leadership in the congregation. The intention is to recognize existing leadership and encourage member involvement in leadership roles in congregational life.

Board approved 2013-01-16

LOCAL COMMUNITY NEEDS OUTREACH COMMITTEE

The purpose of the committee is to distribute funds collected during Sunday morning services to non-profit agencies, religious organizations, charities and groups within Grand Traverse, Leelanau, Benzie, Kalkaska, and Antrim counties that provide charitable services to those in need.

Procedures:

- The committee will consist of 3-5 members.
- The committee will meet quarterly or as needed.
- The committee will provide donation application forms in the Congregation office and in the *Beacon*.
- Members and friends of the Congregation complete the donation application forms in full and submit it to the committee.
- The committee will carefully consider all requests and if deemed appropriate, decide how much money will be sent based on available funds.
- Funds will be distributed only to local non-profit agencies, religious organizations, charities and groups within the above mentioned counties and not to individuals.
- In the event there are no requests for donations, the committee will identify a non-profit agency, religious organization, charity or group to receive donations during that quarter.
- The chairperson of the committee will complete an expense request form and submit it to the accountant. Donation will then be sent with a letter from the chairperson.

Board approved 2011-10

MEMBERSHIP COMMITTEE

This committee assists the Congregation's growth by seeing that each visitor, potential member and new member experiences a friendly introduction and welcome. New members should be afforded an opportunity to grow in the understanding of the Unitarian Universalist Principles, and encouraged to participate according to their talents and interests.

The committee's responsibilities are to:

- schedule and assist greeters;
- staff the Visitor/Welcome Table on Sunday mornings;
- provide name tags, visitor material and new member packets;
- provide materials/information on bulletin boards and literature racks as appropriate;
- maintain contact with the office staff regarding upkeep of the member database;
- coordinate with the Congregational Administrator publishing the annual Member/Friend Directory;
- determine the annual membership count for the UUA in coordination with the Congregational Administrator and the Minister;
- discover "New Member" interests;
- schedule and provide for a new member orientation, welcome service and dinner;
- submit an annual report to the Board and a budget request to the Finance Committee.

Board approved 2010-10-19

MEMORIAL GARDEN COMMITTEE

Composition: minimum of 3 members.

Purpose:

1. Maintenance of the physical condition of the Memorial Garden, the area just above the Williams Garden and immediately surrounding the oak tree, and the plaques designating those interred within the Garden and elsewhere.
2. Designation of Interment sites and provision of memorial markers within the Garden and engraved plates for the memorial boards.
3. Administration of records and materials associated with those interred within the Memorial Garden and of expenditures from the Memorial Garden's restricted funds for maintenance and improvement of the Garden. *(Note: UU Board approval is required for expenses over \$1,000.)*

It is understood that regular coordination between the Memorial Garden Committee and the Landscape Committee will occur to assure consistency with the overall landscape concept and site plan of the church.

OPERATIONS COMMITTEE

The Operations Committee consists of the Ministers, DRE, Congregational Administrator and Church Accountant. The Committee is led by the Senior Minister.

The Operations Committee:

- facilitates communication with the public and between the staff, board, and committee members;
- takes action to solve problems as they arise between Board meetings;
- helps identify and implement best-practice communication tools/methods for all aspects of congregational life and the life of UUCGT in the community;
- assists committees and volunteers in congregational communications Including the following:
 - *Beacon*
 - website
 - paid advertising
 - order of Worship/Programs/Announcements; Sunday and Wednesday
 - on-site bulletin boards, brochure rack, information tables, signage
 - promotional materials and opportunities; literature, logo-goods, local events
 - media relations and public relations
 - special events/ campaigns, stewardship, Autumn Affair, concerts
 - direct member communication
 - friend/prospective member communication
 - affiliate communications to Benzie satellite, other churches, collaborating organizations
 - directory listings, telephone, other websites, referral sources.

Board approval 2011-02-15

OUTREACH COMMITTEE

Purpose: The purpose of this committee is to distribute funds collected during Sunday morning services to non- profit agencies, religious organizations, charities and groups within Grand Traverse, Leelanau, Benzie, Kalkaska, and Antrim counties which provide charitable services only.

Procedures:

The committee will consist of three to five members who will meet quarterly or as needed.

The committee will provide donation application forms in the congregation office and in the Beacon.

Members and friends of the congregation complete the donation application forms in full and submit to the committee.

The committee will carefully consider all requests and if deemed appropriate decide how much money will be sent based on available funds.

In the event there are no requests for donations, the committee will identify a non-profit agency, religious organization, charity or group to receive donations during that quarter.

The chairperson of the committee will complete an expense request form and submit it to the church accountant. The donation will then be sent with a letter from the chairperson.

The chairperson will also submit a quarterly report to the Board and an annual report to the congregation.

Board approval 2011-11-15

PASTORAL CARE COMMITTEE

The purpose of this committee is to assist the Ministers to keep in touch with members and friends who are unable to participate in congregational activities and provide them with appropriate comfort and attention.

It's responsibilities are to:

- assist the Minister in pastoral contacts;
- monitor members and friends bereaved, ill, disabled or otherwise troubled;
- keep the Congregation informed through announcements at services and in the *Beacon*;
- determine the most appropriate form of attention, and offer services such as calls, cards, visits, transportation or personal assistance. The Shawl Ministry is used in this manner;
- arrange for pastoral care or other forms of professional assistance as requested; such as the durable medical equipment kept in our storage facilities;
- coordinate a telephone network to benefit members who live alone or are disabled;
- coordinate receptions for memorial services;
- promote awareness of and response to the needs of congregants by promoting the Five Wishes program, recognizing a Caregiver of the Month, and collecting for and maintaining a catastrophic fund;
- submit an annual report to the Board and a budget request to the Finance Committee each year.

Board approval 2011-02-15

RELIGIOUS EDUCATION COMMITTEE

The purpose of this committee is to assist and support the DRE in planning and implementing the spiritual programming for the Congregation's children and youth.

Its responsibilities are to:

- define the goals and objectives of the Religious Education Program for children and youth and develop policies, procedures, curricula and schedules to implement them;
- assist the DRE, Minister, and other committees in planning special events, service projects, worship services, family activities and recognition ceremonies for children and youth;
- communicate with parents, children, youth and other members to promote interest and participation in the Religious Education Program for children and youth;
- compose and publish at the beginning of each program year, a Religious Education prospectus that describes the Program and curricula to be offered for children and youth.

Board approval 2011-03-15

SOCIAL JUSTICE AND ACTION COMMITTEE

Purpose/Mission: To inspire awareness of, and stimulate and coordinate action in, social justice issues in compliance with the UUCGT Bylaws and the Manual on Board, Staff and Committees.

Participation:

- This committee consists of any members or friends of the UUCGT wanting to participate.
- It is hoped that there will be at least 5 to 6 regularly participating core members.

Leadership:

- There shall be a chair person, a secretary, and sub-committee chairs.
- Offices shall rotate as determined by the committee as a whole.

Meetings:

- The committee will meet monthly or as needed.
- Announcements of meetings will be widely published.

Procedures:

- Any member or friend of UUCGT can come with ideas for areas of work. (Please see Procedures for SJA sheet and New Project Worksheet.)
- Projects will have clear objectives that will be reviewed in a timely manner.
- Regular minutes will be kept and made available.

Actions: SJA may

- Facilitate educational programs on social justice issues.
- Take action in various social justice areas of commitment.
- Coordinate with and support new and on-going social justice actions at UUCGT.
- Work to engage more members and friends.

Communication:

- Appropriate notices, literature, petitions may be disseminated.
- At no time will there be literature or petitions related to a partisan candidate or proposal, in keeping with IRS regulations that will jeopardize the congregation's 5013C status.
- Public statements on social justice issues on behalf of the Congregation shall always concur with the External Communications Policy as stated in the Manual on Board, Staff and Committees. (pg. 44-5, revised May, 2011).

Board approval 2013-09-17

STEWARDSHIP COMMITTEE

Access to pledge amounts is limited to the Treasurer, Congregation Accountant, and Stewardship Chair.

Board approval 2011-03-15

(Stewardship was created as a standing committee at the Board meeting of February 15, 2011, without a description. The 2009-2010 Board and Leadership Development Committee proposed a description for the Stewardship Committee, but did not have time to act on it. A draft of that proposal is in the Addenda section of the *Manual*.)

SUNDAY SERVICES COMMITTEE

The Sunday Services Committee is responsible for ensuring that services effectively meet the diverse intellectual and spiritual needs of the Congregation. Clergy-led and lay-led services will be utilized to meet congregational needs.

Composition: The Sunday Services committee will be chaired by a member of the Congregation who is approved by the Board. The Senior Minister and the Minister of Music are permanent members of the committee.

1. The Congregation affirms the concept of freedom of the pulpit. The Board delegates oversight of presentations to the Sr. Minister and to the Sunday Services Committee.
 - a. When professional clergy provide services, the Congregation grants them freedom of the pulpit relating to topic, form, and service elements and liturgy. They should be informed by input from the committee regarding congregational needs, but they retain the privilege of providing worship services as they see fit.
 - b. When a lay speaker provides a service, the Congregation grants him or her freedom of the pulpit to speak the truth as he or she understands it. The committee is responsible, in consultation with the Sr. Minister, for ensuring that topic selection, service elements, and liturgy meet the needs and traditions of the Congregation.
2. The committee will collect and disseminate information on congregational service needs, including:
 - meeting monthly to discuss schedules, topics, and comments from past services;
 - providing feedback to professional clergy and to lay speakers;
 - submitting an annual report to the Board and a budget request to the Finance Committee.
3. The committee and the Sr. Minister are jointly responsible for developing a schedule of speakers for each year that provide for intellectual balance and diversity of form and expression.
 - the Sr. Minister will provide services for 30-36 Sundays per year;
 - the Minister of Music will provide services for 3-4 Sundays per year;
 - when professional clergy are not in the pulpit the committee is responsible for scheduling, in consultation with the Senior Minister, lay led services;
 - the Sr. Minister will select 2 Sundays per month when s/he will provide services. The committee is responsible for scheduling all other Sundays.
4. Service coordination:
 - the committee is responsible for working with each speaker to develop the printed order of service, order of service cover, setting, story for all ages, and other elements of the service;
 - each speaker will work with the Minister of Music to integrate meaningful musical elements into the service.

AD HOC COMMITTEES

The Board may establish ad hoc committees to deal with short term issues, may define the nature of the committee's work and the duration of the committee's deliberation and/or appoint a chairperson, and may determine the size of the committee.

Board approval 2011-02-15

BENZIE SATELLITE GROUP

The Benzie Satellite Group provides services to members and friends for whom the commute to services in Traverse City is difficult.

Membership is with the Unitarian Universalist Congregation of Grand Traverse according to procedures in the bylaws. Stewardship pledge payments to the UUCGT cover administrative and professional costs as well as Heartland District and UUA dues.

The Group may have a local executive committee to handle programming, communications within the group, local financial responsibilities, and other matters.

The UUCGT and the Benzie Satellite Group establish formal methods of communication including:

- periodic visits to the Group by the UUCGT Senior Minister and other professional staff as appropriate;
- attendance by a Benzie Satellite Group member at UUCGT Board of Trustee meetings;
- monitoring financial reporting of the Group by UUCGT;
- preparing an annual report to the UUCGT Board and budget request to the UUCGT Finance Committee.

Board approval 2011-02-15

ADDENDUM

STEWARDSHIP COMMITTEE

The Stewardship Committee consists of 6 members in teams of 2, serving 3-year staggered terms. Leadership of the annual canvass is the responsibility of the longest-serving team. Mentoring of the newest team is the responsibility of the other two teams. The purpose of the Stewardship Committee is to develop new and innovative ways to bring the time, talent and financial resources of the membership to the service of the entire Congregation.

Responsibilities include:

- developing and continually refining the process for the annual stewardship campaign with the goal of a canvass that is the highlight of the social season;
- recording processes followed so that the canvass begins to run itself;
- obtaining a target amount for the canvass from the Board;
- recruiting and supporting the individuals who canvass members and friends who do not return pledge commitments at the initial party.

BOARD POLICIES

MEMBER DEFINITIONS

UUCGT Bylaws state that: “Members are those 16 years of age or older who value the purpose of this Congregation and have signed the Membership Book in the presence of the Minister. It is understood that members actively support the Congregation through attendance, service and financial commitment.”

VISITOR

- Has attended a Sunday service one or more times and makes out a “sticky” name tag each time he/she attends.

FRIEND

- A frequent visitor who has requested a “sleeved” name tag to be found on the kiosk. This blue tag will contain **NO** logo.
- *OR:* A member who requests a change from member to “Friend” status.
- Is encouraged to participate in Congregational life and activities.
- May **NOT** vote. May **NOT** serve on the Board or as a committee chair.
- Receives the Beacon and Flash electronically. May receive a hard copy of the Beacon by contributing \$25 annually to cover cost of mailing.
- Will be canvassed.

MEMBER

- Makes an annual recorded pledge. He/she will also be a member of UUA and the Heartland District and receive the UUA magazine (UU World).
- May **vote** on matters of congregational governance. May **serve** as an Officer of the Board or committee chair.
- Receives the Beacon and Flash electronically.
- Name tags are blue and **contain** the UU logo.
- Will be canvassed.

INACTIVE MEMBER (IM)

- Does not pledge, seldom attends or serves. May not have officially withdrawn but simply “drifted away”.
- May **NOT** vote. May **NOT** serve on the Board or as a committee chair.
- Is not included in the annual count to UUA. Will not receive the UU World.
- May receive the Beacon and Flash electronically.
- Will be canvassed.
- Inactive status continues until he/she indicates a wish to withdraw from the Congregation *OR* re-activate their membership.

DROPPED MEMBER (by UUCGT)

- Has **NOT** pledged, attended or served in two (2) years.

Policy 2009-12-15

Board approval 2009-12-15

FINANCIAL POLICIES AND PROCEDURES

1. Policy and Procedures for Non-cash Gifts (02-10)
2. Policy and Procedures for Authorization for Expenditures
3. Policy and Procedures: Debit Card Usage
4. Policy on Committee/Staff Budgets
5. Policy: Special Purpose Funds
6. Policy and Procedures: Sunday Collections
7. Policy on Bay Bucks

1

Policy: Non-cash Gifts

The Unitarian Universalist Congregation of Grand Traverse accepts donations of various types. Gifts of real property, land, homes, furnishings, vehicles, jewelry or art may be accepted or declined only by a decision of the Finance Committee and the Board where required.

Procedures: Non-cash Gifts

- Donations in Lieu of Pledge: In-kind donations of items of value that have been budgeted for purchase may be recorded against a cash pledge. Items greater than \$1,000 will require the approval of the Board of Trustees.
- When non-cash gifts are offered for sale with the proceeds going to the Congregation, the donor will be responsible for providing authoritative proof of market value to substantiate the donation. The tax exemption goes to the donor unless the buyer contributed substantially more than the value of the article. In the latter case the Congregation will provide the buyer a statement reflecting the market value of the donation.
- Gifts of Stock: For ease of handling and timing, the Donor is strongly encouraged to establish a charitable Gift Fund. Otherwise, the Congregation's Treasurer and/or Accountant shall sell any gifts of stock through the Congregation's designated broker. Donors are encouraged to donate enough stock to cover the accompanying redemption fees.

Revised 01/12/10 by the Finance Committee
Board approval 2010-02-16

Policy: Authorization for Expenditures

Committee chairpersons are responsible for authorizing all expenditures made from their assigned budget line-items and restricted liability accounts(if applicable). Authorization means that the Chairperson attests to both the availability of budget funds and the appropriateness of the expenditure. While checks are signed by the Treasurer or other authorized officers, these check signatures are not intended to relieve chairpersons of their responsibilities noted above.

The Treasurer or Church Accountant will provide chairpersons with available budget information for their respective line-items/accounts on a quarterly basis. This information will aid chairpersons with their spending discussions and decisions.

Procedures: Authorization for Expenditures

An authorized expense voucher is required before a reimbursement check will be issued. A committee member must attach all sales receipts to the reimbursement voucher. The voucher must then be signed by the both the individual seeking reimbursement and the committee chairperson, before a check is issued.

Revised 03/09/10 by the Finance Committee
Board approval 2010-03-23

3

Policy: Debit Card Usage

There will be one major debit card for the use of the UUCGT Administrative staff. The funds available for this debit card are limited to \$1,000 and are held in a designated bank account.

Procedures: Debit Card Usage

The following procedures will be used in the handling of the UUCGT debit card:

- The office Administrator and the Church Accountant will monitor the use of the card.
- Receipts for purchases made by the Administrative staff for their line items must be initialed and submitted to the Church Accountant in a timely manner.
- Receipts for purchases made by the Administrative staff for a committee will also require the initials or email confirmation of the committee chair.

Revised 03/09/10 by the Finance Committee

Board approval 2010-03-23

Policy: Committee/Staff Budgets

When a committee's line item requirements are expected to exceed its budget by 15% or \$100, whichever is greater, a written request must be submitted to the Finance Committee with a plan. The request should address corrective action and the maximum amount required to fulfill the budget year. Requests that exceed the budget by \$1,000 must also be submitted to the Board. If no request is received, the Finance Committee is authorized to take action to minimize the budget overrun.

Revised 02/11/10 by the Finance Committee
Board approval 2010-03-23

5

Policy: Special Purpose Funds

UUCGT raises funds to sustain its operation in two primary ways. They are funds raised for general operations and funds raised for special purpose projects.

General fundraising efforts include the stewardship campaign, general donations, special events (i.e. autumn affair, garage sale, etc.) and miscellaneous (i.e. bldg use, bank interest, hospitality coffee, etc.). These monies are directed to the General Fund and utilized for current operating expenditures.

While the UUCGT Board encourages members and friends to make their donations to the General Fund, there are times that they approve the acceptance of donations earmarked for special purposes. These include capital campaigns, targeted fundraising, special donations and ad hoc fundraising. These special purpose donations are directed to a restricted fund liability account, and defined in the Directory on Restricted Funds (DRF). The Directory covers timing, purpose, responsible party, collection, disbursement, reporting, and any donor restrictions.

Requirements for setting up a special purpose fund include, but are not limited to:

- The responsible party must complete the form for the Directory (DRF);
- The Church Accountant or Treasurer must assign or create the appropriate account;
- If the project requires a new account, the financial arrangements must be reviewed by the Finance Committee;
- If the project is contained within the current fiscal year and involves less than \$1,000, the project can be approved by the chair of a standing committee or a member of the Operations Committee*. Otherwise the Board must also approve;
- Small one-time projects will be directed to the Special Collections account;
- The project can't apply to salaries;
- The donations can't count toward pledges;
- The expenditures can't exceed donations;
- The project must be documented within the Board minutes via the Treasurer's report;
- The responsible party will receive quarterly financial balances via the accounting reports;
- If funds are no longer needed for their original purpose, the responsible party will direct the funds to the "Miscellaneous Fundraising" operating line or another restricted item.

*The Operations Committee oversees the day to day activity at UUCGT. It is composed of the Senior Minister, Minister of Music, Office Administrator, RE Director, and Church Accountant.

Board approval 2010-04-20

Policy: Sunday Collections

To ensure that all donations received are deposited into the UUCGT bank account and properly recorded.

Procedures: Sunday Collections

The designated counters, the Church Accountant and the Treasurer, are responsible for counting the cash received from each Sunday service. During the week following the service the Church Accountant will count the cash from each envelope, sort all the checks, and complete the Counter's Weekly Tally Sheet. The Treasurer will verify the cash count prior to the completion of the weekly deposit. If the Treasurer is not available, the Congregational Administrator or another member of the Finance Committee will verify the cash prior to the completion of the deposit.

Revised 4/10/12
Board approved

7

Policy: Bay Bucks

The UUCGT accepts Bay Bucks (local currency) as a donation for the outreach program. These Bay Bucks will be placed in the locked box and made available to the Outreach Committee. However, no accounting of the Bay Bucks outreach donations will be made within the UUCGT General Ledger.

The UUCGT does not accept Bay Bucks, or any other local currency, in payment of pledges or UUCGT donations until such time as local currencies are accepted for deposit in the UUCGT bank account.

Board approval 2012-2-21

Policy: Facilities Improvement Restricted Fund

Policy for Funding:

The Facilities Committee is charged with overseeing improvements to UUCGT's building and grounds. It first relies on funds held in the Facilities Improvement restricted fund. Beyond that approval is required for funds from the Finance Committee and the Board (if over \$1,000).

On the annual closing, funds will be transferred from the Capital Improvement fund (CIF) to the Facilities Improvement fund (FIF). The amount to be transferred plus the balance of the FIF is not to exceed 5% of the CIF.

Board approval 2012-1-24

Policy: Sunday Services Collections

Currently the collections made at Sunday worship services are divided into 2 sections:

- The first section is designated for Congregational pledge payments and donations.
- The second section is for support of local community outreach, except when a special collection is approved by the Minister. In the absence of the Minister the Board may approve the special collection. Advice and recommendations from the Community Outreach Committee and the Pastoral Care Committee will be welcomed.

These designations will be announced before each collection. The Community Outreach Committee, Pastoral Care Committee and Church Accountant should be notified of an approved special collection.

Our current default practice is to direct the accumulated community outreach collection quarterly as follows:

- 3/4 to the Community Lunch fund but limited to a \$1,200 balance. The remainder is directed to the Community Outreach Fund serving local nonprofit organizations.
- 1/4 to the Pastoral Care Fund serving individual needs.

Once deposited, these funds fall under the jurisdiction of the Tuesday Community Lunch Committee, the Community Outreach Committee and the Pastoral Care Committee respectively.

Board approved 2013-02-21

Policy: Payment Refunds

The Unitarian Universalist Congregation of Grand Traverse (UUCGT) gratefully accepts payments for pledges, donations, gifts, and other contributions from members and friends. Since the UUCGT relies on these monies to operate the organization, the Board has deemed it financially imprudent to issue refunds for payments received.

Procedures: Payment Refunds

If a refund of any type of gift is requested of the staff by a congregant or friend, the staff will respond by sending a letter to the donor thanking them for their contribution and informing them of the policy above.

Drafted 9/10/2012

External Communications Policy

It goes without saying that any individual UU may speak out personally on any topic or public issue, no matter how controversial. In doing so, those UUs are free to identify themselves individual Unitarian Universalists.

The primary purpose of this communications policy is to ensure that when people make public statements on behalf of the UUCGT, their statements are consistent with our congregational model of decision making. A secondary purpose is to help make sure that communications with the media (print & broadcast) are professional and effective.

Most of the external communication we do is mundane—advertising a Sunday Service, sending out a PSA for a special event, etc. If those communications (items 1 a & b) are accurate and professionally transmitted, there should be little need for a complex approval and oversight process.

The more difficult decisions will be where there are issues or activities that could be controversial in the community, or overly alienating to the individual right of conscience of some of our UUCGT congregants. Those positions and public communications need to be vetted by a democratic process before becoming public, consistent with these guidelines.

1. The following communications can be handled directly by staff, a committee chair, or a Board member, without any Board action:
 - a. Issue a public service announcement for a UUCGT event, or
 - b. Put an informational ad in the paper or in other media
2. When a staff member or leader of the Congregation is approached by a reporter on a **routine congregational matter**, then they may speak to the reporter. However, they need to be mindful of the fact that, no matter how their statements might be qualified, they will likely be perceived as an official statement of UUCGT.
3. When a staff member or leader of the Congregation is approached by a reporter on a matter that **might be controversial**, then they are advised to consult with someone else in a leadership position (e.g., minister, Board president, DRE, etc.) before taking the interview. Having a sounding board should clarify the appropriate response.
4. When a staff member or leader of the Congregation is approached by a reporter on a matter that is **known to be controversial**, then they should decline comment, unless the Board and/or Congregation have already formulated a position. Remember that it is always possible to take no Congregational position.
5. A statement of Congregational position, no matter how communicated, should be approved by either the Board or the entire Congregation. Possible communication techniques include: making a UUCGT public statement on social action issue, carrying the UUCGT banner or a sign in a march or demonstration, meeting with an editorial board, holding a press conference, etc...
6. When considering whether to submit a statement of position to the entire Congregation for review and approval, the Board is urged to err on the side of inclusion and the democratic process. If there is any genuine question as to whether a statement of position should be approved by the entire Congregation, then it probably should be.

This policy's core objective is to increase everyone's mindful and careful communication outside of the Congregation.

¹The right of conscience and the use of the democratic process within our congregations and society at large.

²For example, polyamory is known to be controversial.
See; <http://archive.uua.org/news/2004/040423.html>.

Addendum to External Communications Policy:

Policy Governing Political (“Speech”) Activity In or On UUCGT Property

Partisan lobbying, petitioning, electioneering constitute political action describer by the IRS as “attempting to influence legislation.” (A tax exempt organization could lose tax exempt status if the IRS determined that political activity exceeded 5% of a church’s time and/or resources.

<http://www.uua.org/justice/congregations/realrules/112251.shtml>

Therefore care must be taken when groups or individuals undertake activities that could be construed as Political Action intended to “influence legislation.”

Care is also advised when partisan political action might offend when clear bipartisan action and discussion has not been democratically offered.

Groups or individuals desirous of engaging in political activity on church property must first clear their intentions with the Operations Committee. If the Operations Committee needs clarification of its authority, the issue will be referred to the Board.

UUA has provided extensive guidelines outlining political activity. Refer to:

<http://www.uua.org/justice/congregations/realrules/index.shtml>

Addendum Board adopted 2011-8-16

CONFLICT MANAGEMENT POLICY

Policy: The UUCGT Committee on Ministry (COM) will assist the congregation in conflict management. The COM's role is conflict management, not conflict resolution. Parties will assume personal responsibility for resolving conflicts, aided by COM's support.

Guiding Principles: Conflict is viewed as a natural part of human interaction, and managing conflict is seen as an opportunity to express differences and reach deeper understanding. Confronting conflict and supporting parties as they work to resolve issues is a necessary process for congregational and individual growth and awareness.

Conflict management will be conducted in a spirit of mutual respect. The goal of conflict management is to promote deeper engagement of UUCGT members and friends. COM will endeavor to promote engagement, encourage right relationships between parties, and support healing. COM's primary purpose is to support the health and wellbeing of the entire congregation.

To be successful, COM will avoid the position of "middle man," and avoid becoming entrapped in triangulation (see definitions). COM will encourage parties to communicate directly with each other and assume personal responsibility for resolving issues.

The function of the CoM is to recommend a process:

- Define and clarify the issues
- Facilitate communication
- Design a process that provides opportunities for reaching resolution or redemption
- Once the process is designed, follow the procedure or adapt the procedure to best meet the needs of an individual situation
- Make appropriate recommendations to move the process along
- Maintain open communication throughout the process and respond to those involved in a timely manner
- Seek feedback on the process after an issue is resolved
- Continue in a supportive role, as appropriate, as parties heal

Procedure:

I. Process for Initial Contact: The COM will:

- A. Link the person's name with the issue (assumption of personal responsibility)
 1. Assure person of confidentiality but not secrecy (See Points to Remember #4)
- B. Gain as full an understanding as possible of the issue
 1. Ask supportive questions
 2. If appropriate, use NonViolent Communication (see definitions) to deepen the conversation
 3. Continue until issue has been fully expressed
- C. Confirm that the person has been heard (restate what was said)
 1. If appropriate, use NonViolent Communication so the person feels heard
 2. If the person just needed to be heard and feels the issue is resolved without further action, just jot a few notes to keep a record of the contact
 3. If further action is needed, proceed to next steps

II. Process for Responding to Individuals (Strive to resolve in steps 1-3):

This process is for responding to an individual who is experiencing conflict with another person or with a group. The COM will:

- A. Ask the party for suggestions for possible resolutions (refuse to be triangulated or to be responsible for creating a resolution)
 1. Suggest that the party take the first step by approaching the person/group with whom the conflict occurred to propose resolution or redemption
 2. If the party feels too intimidated to do that, offer a member of CoM to accompany the party (not to speak for the party, just be present with)
 3. If the party is unwilling, the COM may try to devise a different process of appropriate approach in which the party helps reach resolution
 4. If the party is still unwilling, the COM must ask the party to cease pursuing the matter for the sake of the congregation's ministry
- B. If a party is unwilling to cease pursuit, the COM may request Board action to resolve the issue in order to promote the health and wellbeing of the entire congregation's ministry.
- C. If a party complies with steps A1 or 2 but the other party is unwilling to reconcile, the COM must determine what steps to take to protect the ministry of the congregation
 - There are no formulas for this
 - Creativity, insight, and determination focus the COM's actions
 - Remember that the board has the authority to take necessary action on behalf of the congregation (the COM has no designated authority)
- D. If there has still been no resolution, the COM must continue to explore process options until a result is achieved that supports the congregation's ministerial wellbeing

III. Process for Responding to Issues:

This process is for responding when a person brings the COM a matter that turns out *not* to be a problem with a person or a group, but is a broader issue of general concern. The person may be speaking for him/herself or may be acting as a spokesperson for others. In either case, other people probably share the concern. The COM will:

- A. Follow the Process for Initial Contact with the spokesperson
- B. Ask the spokesperson for suggestions for what might be done next
- C. Develop a process to provide opportunities to resolve the issue
 1. Identify key stakeholders and possibly an additional spokesperson
 2. Ask the stakeholders and spokespeople to identify main components of the issue.
 3. Inform board and ask for board participation if policy issues are involved
- D. Schedule and facilitate meeting(s) with stakeholders and spokespeople
 1. Send participants agendas and necessary information in advance
 2. Ask participants to develop and explore potential solutions
 3. CoM may make appropriate recommendations to move the process to resolution
- E. Remember that policy decisions must be handled by the board

Follow-Through Policy:

The CoM guarantees that any issue or suggestion brought to it:

- Will be addressed
- Will be followed through in its processing
- Will result either in finding a resolution, enacting an implementation, or reaching the limits of the CoM's responsibility

Appeals Policy:

If a person is still pursuing an unresolved issue, an appeal may be made:

- If the person believes the CoM has failed, address the Board of Trustees,
- If the Board has been unable to resolve the issue, the Board may, at their discretion, develop another plan to pursue or take other appropriate action.

Points to Remember:

1. The purpose of conflict management is to facilitate resolution.

- It is designed to be a welcoming opportunity where people feel that their concerns are respectfully heard and issues thoughtfully addressed.
- The goal is to encourage congregants to work together (with COM facilitation as needed) to reach resolution rather than to withdraw.

2. Conflict management can be very stressful.

- COM members may have to weigh the value of friendships, inclusion, tolerance, or other values against the value of the wellbeing of the congregation's ministry.
- Members of the COM will share with each other, support each other, and provide each other with encouragement.
- COM members are not expected to carry burdens alone.
- COM will respect confidentiality, but not engage in secrecy and not consent to secrecy when people bring issues to them. People need to understand that if they bring an issue to the COM, members will rely on each other to support each other and develop a process.

3. The COM's function is not to process its own conclusions.

- It is to develop processes that lead to resolution and redemption for those who seek help.
- The COM must be careful not to let its own conclusions affect the design of the process.
- The COM must maintain objectivity and fairness.
- The COM *may* present information that leads to an obvious conclusion. In this case, it is the information that leads to the conclusion rather than the COM.
- The COM *may* make recommendations based on the COM's unique knowledge obtained from all sources in order to move the process toward resolution.

4. The difference between secrecy and confidentiality:

- Secrecy is a deliberate attempt to conceal information in order to:
 - Advance motivations such as devious control or unwarranted power
 - Allow rumors to proliferate
 - Avoid dealing with information that should be addressed
 - Avoid having people take responsibility for their actions
- Confidentiality is a deliberate attempt to maintain open communication while helping people feel safe about bringing their concerns to the COM, in order to:
 - Honor people's need for privacy
 - Facilitate the wellbeing of all involved
 - Resolve misunderstandings and conflicts without inflaming the issues
 - Avoid harmful misinformation and gossip
 - Prevent conflict escalation through unnecessary involvement and talk
 - Facilitate resolution and reconciliation in the healthiest manner possible
- Secrecy hurts; Confidentiality heals

Definitions:

1. *Triangulation*: Triangulation moves responsibility from the people involved in the conflict onto others. It would result if those involved in the conflict take no responsibility and expect the CoM to solve everything. It would occur if the CoM becomes the mouthpiece or provides the solutions for others. It would result if the CoM, instead of those involved, was held responsible for the outcomes.
2. *Non-Violent Communication*: A method of communicating based on compassion which allows parties to express their needs and understand others' needs in a non-judgmental manner. Non-Violent Communication removes blame and criticism from exchanges, reduces defensive reactions, and encourages people to assume personal responsibility for their actions *and* their reactions to others.

In Non-Violent Communication, people 1) make a clear, neutral observation of someone's behavior, 2) identify an emotion they feel because of this behavior using non-judgmental language, 3) connect with the other person citing a universal human need and 4) make a specific request to change the behavior.

Developed by Lucky McKeen, John Hoffmann, Dan Orr, Heather Shumaker, Fleeta Brown and Rev. Chip Roush; Adapted from *Moving On from Church Folly Lane* by Rev. Robert T. Latham, pages 259 - 265

2010-03-01

PROCEDURE POLICY FOR SOCIAL JUSTICE & ACTION AT UUCGT

The objective of this work on procedure is to streamline, clarify, strengthen and support new and ongoing social justice actions in this congregation.

The procedure starts in the SJA committee. The committee is made up of interested members and friends at UUCGT. Once a year, as a group, SJA decides on three or four SJA initiatives for the upcoming congregation year. (They would need a group of at least 5 in order to make decisions on yearly initiatives.) This allows SJA to annually set priorities and focus our social justice actions. In choosing these initiatives, the committee will look carefully at the social actions concerns of the denomination.

The next step would be for SJA to hold a congregational conversation for congregants interested to learn more about the proposed initiatives for the coming year and to give feedback to SJA on choices. Then, SJA presents these initiatives to the Program Council prior to the annual meeting informational letter to the congregants. If the Program Council approves the initiatives, the congregation would be informed of the initiatives in the annual letter, and would vote on the initiatives at the annual meeting. This gives the SJA committee leeway to act on these initiatives on behalf of the congregation during the year, and with explicit support of the congregation. At the end of the year, and after evaluating each of the initiatives, the SJA committee would report on its work.

From time to time, members or friends bring an idea for a new social justice outreach project. Part I below addresses a process for this.

- I. Proposed procedure for a **new program** for SJA:
 1. Suggestion from member or friend to the SJA.
 2. SJA committee and the person(s) putting forward the idea, fill out the proposal worksheet.
 3. SJA committee, in cooperation with the proposer(s), decides:
 - Fits mission?
 - Timing and logistics okay?
 - Aligned with UUA /and/or MUUSJN initiatives, and appropriate local initiatives?
 - Budget okay?
 - Staff resources needed and available?
 - Take to Program Council to inform and ask for collaboration, if needed.
 4. Inform and educate congregation of new program.
 5. Take action!

If the SJA committee wishes to take a public position on an issue, the procedure listed in part II below would be followed.

II. Proposed procedure for UUCGT taking a **public position** on issue:

- Suggestion from member or friend.
- Proposal worksheet form used to guide committee's decision making process.
- SJA evaluates the proposal and decides by 2/3's vote of committee member attendees (2/3rds of at least 6 people) to proceed to Program Council.
- SJA presents to Program Council, PC votes. Need 2/3 PC in attendance to move to action (at least 6 people present for decision to be made.)
- This procedure will always concur with the current External Communications Policy in the Manual on the Board, Staff, and Committees.
- At no time will SJA endorse any partisan issues.
- If there are substantial financial or legal questions raised, the proposal will be passed to the Board of Trustees to consider.

Board approved
05/15/2013

**Worksheet for a New
Social Justice and Action Initiative
Unitarian Universalist Congregation of Grand Traverse
April, 2013**

Name of Proposer: _____

Members/Friends committed to participate in the program:

Program proposal-please include title of program, description, how it fits into the vision/mission of UUCGT, alignment with UUA and MUUSJN initiatives, connections with other efforts in our community, goal of program, and steps to achieve goal:

Budget: What money would be needed to begin, maintain, finish this project, and should it be time defined or on-going? What help might this project need from staff? Ideas for funding the project?

Other support that may be needed:

Signed _____ **Date** _____

Please submit to Social Justice and Action chair, Emmy Lou Cholak.

UUCGT Building Rental Policies

In general, UUCGT events have priority over rentals. However, once a rental contract is signed, that contract shall be honored. The Congregational Administrator will be responsible for administering all Building Use Contracts. The UUCGT Board ultimately decides which groups may or may not use the building, how groups and individuals are classified, and which rental rates to charge.

Building Use Classifications

Basic Building Use:

- Sunday services and related uses such as Vocal Ensemble rehearsals
- RE classes and programs; and meetings of the congregation's committees, councils, and board; member* ceremonies such as member weddings, member memorial services, and member child dedication.

There is no charge for Basic Building Use.

*A person must be a member of UUCGT for no less than 3 calendar months before he/she is eligible for member rental rates.

Event/Performance Building Use:

- All events not listed above under Basic Building Use.
- Rates apply to outside groups even though UUCGT members may also be members of the outside group that is renting the building.

The current rates charged for Event/Performance Building Use are listed on Contract.

Rates charged are based on the following categories:

1. Open rate (for-profit, non-member)
2. Non-profit* **, admission charged or collected
3. Non-profit* **, free admission
4. Member (private personal event)***

*Nonprofit: a nonprofit organization is one that exists for educational or charitable reasons, and from which its shareholders or trustees or individual members do not benefit financially. The Congregational Administrator may verify the nonprofit status of the renter before a rental contract is signed.

Rental rates for non-profit groups requesting building use for educational programs/ classes lasting 2 full consecutive days and/or overnight, **may be eligible for a flat rate fee of \$100, at the discretion of the congregational administrator, based upon the program being consistent with UU values. (Planned Parenthood Peer Education).

***A member or UU Committee making a profit for an individual or individuals pays the regular rate.

Building Use Exceptions

- Church sponsored not-for-profit groups organized by and containing a UUCGT member MAY be eligible for building use on a “donation basis” instead of being charged a user fee. No such group will be permitted to use the building “free of charge.” Decisions on such requests will be made by the Operating Committee.
- By tradition there exists an agreement with the Director of Music regarding the rent-free use of the piano for giving piano lessons; this reaffirms that tradition.
- The prior agreement remains in effect with Port of Old Mission II (POM II), in which UUCGT is allowed to park along POM II’s Mission Ridge (the street the parallel’s UUCGT’s east property line) and to use the UUCGT eastern egress for large events in return for use without charge of the UUCGT building for a Christmas party annually and an annual meeting every year.
- Ahavat Shalom: Through prior written agreement, Ahavat Shalom is charged \$100 per building use, no matter how many hours they use the building. (Contract in file).

Resolving Questions

- In cases where a proposed event does not fit a rates classification as outlined in the rates charts, the Congregational Administrator is empowered to undergo discussion with the prospective renter and to make decisions regarding the rental and rental rates unless the classification is questioned.
- In the event that a question is raised regarding how an event has been classified for rental rates, the Congregational Administrator will discuss the matter with the Operations Committee.

Board approval 2011-06-21

CHILD SAFETY POLICY

Purpose

The leaders of the Unitarian Universalist Congregation of Grand Traverse place the highest value upon the physical, intellectual, social and spiritual growth of all church participants. We are deeply committed to providing a safe and caring religious community free of violence (physical and sexual abuse, intimidation, coercion, and sexual harassment). We recognize that religious communities are particularly vulnerable to incidents of abuse because of the high level of trust and the strong reliance and need for volunteers, especially in children and youth programming. Therefore, we have developed the following policies to ensure a safe environment for all church participants.

Religious Education Volunteer Screening

1) All volunteers who will work with children or youth under the auspices of UUCGT, *whether the children are part of the UUCGT community or not*, must apply to be a volunteer and then sign the Religious Education (Teacher) Contract (see attached).

2) General Guidelines:

- a) Volunteers must have been active church participants for six months.
- b) Youth advisers must be at least 25 years of age.
- c) Either child care workers must be at least 18 years old, or, if younger teens are employed, the event planner must provide adult supervision for the teens. Supervising adult/s must be screened in the same way as other volunteers.
- d) All volunteers and drivers must fill out an application form.
- e) All volunteers and drivers will be screened through the Department of Human Services and the church insurance company.
- f) Any applicant found to be a **registered** sex offender will not be allowed to volunteer with children or youth.
- g) Any applicant who has been required to surrender a license to teach, or practice therapy or medicine of any kind with children or youth, with cause, will not be allowed to volunteer with children or youth.

Supervision Policy and Guidelines

- 1) Two volunteers will be assigned to each classroom. A volunteer will also be assigned to assist the nursery care provider.
- 2) Drivers for any event must be at least 25 years or older and a copy of each driver's license will be on file in the church office. They will also have been screened and have signed volunteer forms on file.
- 3) Cars must be currently registered and insured and be in running order according to state laws, and drivers must be well-rested and free of the influence of alcohol and drugs that may impair their ability to drive.
- 4) Seat belts must be worn by each person in the vehicle.
- 5) There will always be at least two children in a vehicle with an unrelated adult chaperone.

Off-site and Overnight Activities

- 1) A permission slip signed by parent or guardian is required for all off-site and overnight activities. This will include a contact number where a responsible adult can be reached if an emergency situation arises during the activity. The permission slip will also include current medical information.
- 2) Each driver will have a copy of the permission slip for each youth passenger in their vehicle.
- 3) Middle and high school guidelines:
 - a) Events will follow district youth conference rules.
 - b) Youth will be supervised by at least two adult chaperones at all times.

Emergency and First Aid Procedures

- 1) Emergency telephone numbers are posted by all office and kitchen phones.
- 2) First aid kits are kept in the kitchen, the church office and the DRE office.
- 3) Rubber gloves are included in all first aid kits, and their use is strongly recommended when treating an injury involving bodily fluids.
- 4) The "Accident and First Aid Report" must be completed by the person administering first aid and submitted to the church office as soon as possible for review and filing.
- 5) A first aid kit will be taken on all off-site activities.
- 6) Annual RE teacher training will include health and safety awareness and the church's emergency procedures.

Nursery and Classroom Procedures

- 1) Some children have dietary restrictions and special health considerations. This information must be given to the teachers/ child care workers, who will be attentive to these considerations.
- 2) At the end of the RE period, large surfaces (tables, mats, etc.) should be sprayed with Lysol and used plastic cups should be taken to the kitchen for washing/sanitizing.

For the nursery only:

- 1) Each child will be signed in and out by the authorized parent/guardian. If child is to be picked up by someone other than the person who signed the child in, the individual picking up the child must have a signed permission note from the authorized parent/guardian who signed the child in.
- 2) Each diaper bag must have an outer identification label.
- 3) For diaper changes, a disposable pad must be used on the changing table, and/or the table must be cleaned with a Lysol wipe. Nursery staff will wash their hands after each diaper change.
- 4) Clean sheets should always be available and used on the crib.
- 5) The bag of soiled diapers must be taken to the dumpster.

Abuse Policy

Code of Conduct

No minister, adult leader, RE teacher or any other person working in a paid or voluntary capacity shall pursue a personal friendship or engage in sexual behavior of any kind with Unitarian Universalist Congregation of Grand Traverse youth. (See Heartland District "Child and Youth Safety and Protection Guidelines" sections on "Friendship and Youth" and "Sexualized Behavior".)

Abuse Reporting Procedures

Ministers and teachers must report abuse and/or neglect or signs and symptoms of the same to Children's Protective Services.

(Act 238 of 1975 MICHIGAN CHILD PROTECTION LAW)

- 1) An Incident Response Team will be established to deal with any reports of abuse. Such abuse could be physical, sexual, verbal, or emotional in nature. The Team will be comprised of the minister and at least two other church members selected by the Board of Trustees and based upon appropriate professional qualifications (i.e. psychology or social work background).
- 2) All volunteers must immediately report suspected cases of abuse to the minister and/or DRE. This includes suspected abuse that may have occurred on-site, or that which may have occurred in a setting outside of the congregation. An incident report must be completed, including the date and time of the incident.
- 3) A member of the Incident Response Team must file the report with the Department of Human Services to protect the victim and the church, and to bring necessary help to the abuser. Although this section particularly addresses children, the same support and reporting will be expected with adult victims of abuse.
- 4) If necessary, the incident will be reported to the church's insurance company. It will not be handled without professional outside assistance.
- 5) If necessary, the proper civil authorities will be contacted following the guidance of the insurance company and attorney. Involved church members will not attempt in-depth investigation of the incident, but should leave this to professionals who are familiar with these cases.
- 6) If necessary, the text of a prepared public statement will be used to communicate with the press and convey the news to the congregation. Involved church members should safeguard the privacy and confidentiality of all involved.

Confidentiality and Victims Rights

In all cases, the confidentiality of the suspected victim of abuse, the reporter, the alleged perpetrator and any other individuals involved in a case of suspected abuse is of the utmost priority. All conversations will be considered confidential in nature. Beyond reporting the incident and following all State of Michigan legal requirements in reporting abuse, the role of Unitarian Universalist Congregation of Grand Traverse will be one of ministry and supporting individuals facing a crisis. (See Confidentiality statement in "Heartland District Child and Youth Safety and Protection Guidelines".)

Special Considerations

Alleged abuse by a minister or church leader

a) If there is a report of abuse by a minister, DRE or any member of the Incident Response Team, the alleged abuser will not be a participant in the process of receiving or investigating the allegations.

b) Situations involving alleged ministerial abuse shall be reported to the President of the Board of Trustees, to the UUA Department of Ministry, and to the Unitarian Universalist Ministers' Association.

Responding to Allegations of Abuse

1) All incident report forms will be accessible to the proper authorities.

2) The spokesperson for Unitarian Universalist Congregation of Grand Traverse will be the minister with the guidance of the President of the Board of Trustees, the DRE and any members of the Team being consulted. Please see the statement of "Confidentiality and Victim's Rights" before proceeding.

Incident Response Procedures

1) Ensure the safety of the victim.

2) Follow reporting procedures.

3) Document all efforts to report and follow up on the incident.

4) Do not prejudge the situation, but take the allegations seriously and report all concerns immediately. Extend whatever pastoral resources are needed. Remember that the care, safety and confidentiality of the victim are the priority.

5) Treat the alleged perpetrator with dignity and support. If the accused is a church worker, that person should be temporarily relieved of his or her duties while the incident is under investigation. If the individual is a paid employee, the Board will make the decision to either maintain or suspend income until the allegations are cleared or substantiated.

Board approved 2013-04-17

Appendix I

BASIC SIGNS OF ABUSE

Physical signs may include:

- Lacerations and bruises
- Irritation, pain, or injury to the genital area
- Difficulty with urination
- Discomfort when sitting
- Torn or bloody underclothing
- Venereal disease

Behavioral signs may include:

- Anxiety when approaching church or classroom area
- Nervousness or hostile behavior toward adults
- Sexual self-consciousness
- “Acting out” of sexual behavior
- Withdrawal from church activities and friends

Verbal signs may include the following statements:

- I don't like (name).
- (Name) does things to me when we're alone.
- I don't like to be alone with (name).
- (Name) has fooled around with me.

Appendix II

Definitions provided by the Michigan Child Protection Law:

Child Abuse: Harm or threatened harm to a child's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment, by a parent, a legal guardian, or any other person responsible for the child's health or welfare or by a teacher, a teacher's aide, or a member of the clergy.

Child Neglect: Harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare that occurs through either of the following:

Negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

Placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian, or other person responsible for the child's health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk.

ACCIDENT AND FIRST AID REPORT

Date & Time: _____

Name of injured person: _____ Age _____

Name and title of person administering first aid: _____

Nature of Injury: _____

How injury occurred: _____

First aid provided: _____

Were bodily fluids involved? (Circle) Yes No

If yes, type of fluids: _____ Were rubber gloves worn? Yes No

Signature of Person administering first aid: _____

ACCIDENT AND FIRST AID REPORT

Date & Time: _____

Name of injured person: _____ Age: _____

Name and title of person administering first aid: _____

Nature of Injury: _____

How injury occurred: _____

First aid provided: _____

Were bodily fluids involved? (Circle) Yes No

If yes, type of fluids: _____ Were rubber gloves worn? Yes No

Signature of Person administering first aid: _____

Unitarian Universalist Congregation of Grand Traverse Report of Suspected Incident of Abuse

1. Name and title of worker observing or receiving disclosure of abuse: _____

2. Victim's name: _____

Victim's age/birth date: _____

3. Date/place of initial conversation with or report from victim: _____

4. Victim's statement (give your detailed summary here): _____

5. Name of person accused of abuse: _____

Relationship of accused to victim (paid staff, volunteer, family member, other): _____

6. Reported to minister/DRE: _____

Date/time: _____

Summary: _____

7. Call to victim's parent/guardian/family member: _____

Date/time: _____

Spoke with: _____

Summary: _____

8. Call to Department of Human Services – 24/hr abuse report hotline
(PHONE: (855) 444-3911) _____

Date/time: _____

Spoke with: _____

Summary: _____

**UNITARIAN UNIVERSALIST CONGREGATION
OF GRAND TRAVERSE**

BYLAWS

Adopted at the Annual Meeting, April 23, 1979.
Amended 1980, 1981, 1986, 1989, 1990, 1992, 1993,
1996, 1997, 1998, 2000, 2001, 2005, 2006, 2007, 2010, and 2011.

ARTICLE I. NAME.

The Unitarian Universalist Congregation of Grand Traverse

ARTICLE II. PURPOSE.

The purpose of this Congregation shall be to encourage and strengthen each other in the search of free minds toward a valid experience of liberal religion. To further this purpose this Congregation declares and affirms its special responsibility to promote the full participation of its members in all activities and endeavors without regard to race, color, gender, disability, affectional or sexual orientation, age, gender expression, class or national origin.

ARTICLE III. DENOMINATIONAL AFFILIATION.

This Congregation shall be a member of the Unitarian Universalist Association and of the Unitarian Universalist Heartland District. It is the intention of this Congregation to make annual financial contributions equal to its full fair share as determined by the Association and the District.

ARTICLE IV. MEMBERSHIP.

A. Membership carries with it the privileges of voting on matters affecting the Congregation, serving in any elected or appointed leadership positions, and serving as a delegate to the annual meetings of the Unitarian Universalist Association and the Heartland District. All persons are welcome to take part in Sunday services, serve on committees, and participate in activities of this Congregation without regard to membership.

B. Membership is open to all 16 years of age or older who find value in the purpose of this Congregation and have signified their commitment by signing the membership register in the presence of the Minister or a Board member. Membership is open to all without regard to race, color, gender, disability, sexual orientation, gender expression, class or national origin. Members actively support the operation of the Congregation through attendance, service, and an annual pledge commitment.

C. Members shall be entitled to all rights and privileges of membership immediately, except that the right to vote shall take effect 4 weeks after signing the register.

D. The annual membership count reported to the UUA shall be determined in January of each year according to the Board's Membership Policy.

ARTICLE V. MEETINGS

Sunday Services. The time and place of the regular services of the Congregation shall be determined by the Board of Trustees.

Annual Meeting. The Annual Meeting shall be held each year before the first Sunday in June at the time and place fixed by the Board of Trustees, which shall give the membership written notice 10 days from the date of mailing. Notice may be by email if the Member has agreed to be notified in this way. The notice of the meeting shall include a slate of candidates for the elected positions to be filled, proposed Bylaw amendments, a proposed annual budget, and such other agenda items as the Board determines. The Annual Meeting shall elect officers and trustees. Twenty percent (**20%**) of the membership shall constitute a quorum.

Special Meetings. Special meetings may be called by the Board, or by petition to the Board, of **20%** of the membership. Notice for the special meeting shall be in writing and mailed to each member of the Congregation 10 days in advance of the meeting, and shall include an agenda of the meeting. Notice may be by email if the Member has agreed to be notified in this way. A majority vote of those members present and voting shall be required to transact business unless otherwise specified by the Bylaws.

Thirty percent (30%) of the membership shall constitute a quorum for a special meeting except in instances regarding the calling or dismissing of a Minister and incurring indebtedness, which require a quorum of 40%.

D. Procedures. Points of order raised in any meeting shall be resolved in accordance with Roberts Rules of Order unless contrary to present law and these Bylaws.

E. Members may request an absentee ballot from the Congregational Administrator if they will be unable to attend a Congregational meeting held to conduct business. The ballot must be returned to the office before the meeting commences. The absentee ballots shall be opened, counted, and included in the official count to establish a quorum.

ARTICLE VI. BOARD OF TRUSTEES

A. Method of election, composition, terms of office and removal from office. A Board of Trustees, consisting of four Officers (President, Vice President, Secretary, and Treasurer) and three Trustees at Large shall be elected by the Congregation at the Annual Meeting. The Members of the Board shall be elected from the membership by a majority vote of a quorum. Trustees shall serve two-year terms. Officers shall serve one-year terms. Terms of office begin July 1. Officers and Trustees may serve sequential terms. The Senior Minister shall serve as ex-officio member of the Board without a vote. Elected Members of the Board may be removed from office at the Annual Meeting or at a Special Meeting by a majority vote of a quorum.

B. Purpose and Responsibilities. The purpose of the Board of Trustees shall be to realize the mission statement and goals of the Congregation through visioning, goal setting, and oversight of the staff and committees. The responsibilities of the Board of Trustees shall be to:

- Act as fiduciary in managing the property of the Congregation,
- Ensure proper management of the business affairs of the Congregation,
- Set annual Congregational goals in consultation with the Senior Minister,
- Establish processes for the assessment of the Congregation's goals,
- Approve all UUCGT policies, and to
- Establish standing and ad hoc committees as needed to meet Congregational needs.

The duties of the Officers and Trustees shall be stated in the *Manual on Board, Staff, and Committees*, and shall undergo a formal review in even-numbered years.

Meetings. The Board shall meet at least 9 times a year. A quorum shall consist of a majority of the Board.

Vacancies. A vacancy in an office of the Board may be filled by a majority vote of the remaining members of the Board, for a term that shall continue until the next Annual Meeting.

E. Staff Appointments. The Board shall approve any appointments to staff positions, including but not limited to the Director of Religious Education, the Congregational Administrator, the Accountant, and the Facilities Director. The Senior Minister shall oversee the staff with the exception of the Accountant, who will report to the Treasurer.

F. Standing Committees. The purpose and responsibility of standing committees shall be approved by the Board and set forth in the *Manual on Board, Staff, and Committees*. Standing committees shall submit a report to the Board annually, or more frequently if requested by the Board.

G. Ad Hoc Committees. Single purpose, temporary ad hoc committees may be established by the Board or by the various committees as needed. The appointer is responsible for determining an appropriate charge and duration, and this information should be promptly added to the *Manual on Board, Staff, and Committees*.

ARTICLE VII. FINANCIAL ADMINISTRATION

A. Fiscal year. The fiscal year of the Congregation shall begin on July 1 and end on June 30.

B. Annual budget. The Board of Trustees shall present a budget for consideration by the Congregation at the Annual Meeting. The annual budget is a fiscal document and may be amended by a majority vote of the Board so long as the result does not exceed the adopted budget by more than 15%.

C. Indebtedness. The Board shall not incur any debt in the name of the Congregation without an 80% vote of those members present at a properly convened meeting of the Congregation. The quorum for a meeting at which indebtedness is considered shall be 40% of the membership of the Congregation.

D. Endowment Fund Committee. The Congregation shall elect Directors of the Endowment Committee as provided in the amended resolution establishing the Endowment Committee.

ARTICLE VIII. LEADERSHIP DEVELOPMENT COMMITTEE.

The Leadership Development Committee shall present a slate of candidates for a vote at the Annual Meeting. The slate shall include candidates for open positions to be nominated from the congregation's voting membership. The Leadership Development Committee will present its slate for Congregational review on each of 3 Sundays prior to the Annual Meeting and announce that any 2 members of the Congregation may nominate, in writing to the Leadership Development Committee, not later than 14 days before the Annual Meeting, additional candidates for open offices.

ARTICLE IX. THE SENIOR MINISTER.

The Ministerial Search Committee shall recommend candidates for the position of Senior Minister to the Congregation. The Ministerial Search Committee shall consist of seven members, four elected by the Congregation and three appointed by the Board.

The Senior Minister shall be called upon recommendation of the Ministerial Search Committee by an 80% majority of the voting members of the Congregation present at any meeting legally called for the purpose as outlined in Article V, Section C. The quorum for such a meeting is 40% of the voting members.

The terms of employment shall be agreed upon by the Senior Minister and the Board of Trustees.

The Senior Minister may be dismissed by an eighty percent 80% majority vote of the qualified members of the Congregation present at any meeting legally called for the purpose as outlined in Article V, Section C. Quorum for such a meeting is 40% of the voting members.

The Senior Minister shall be responsible for nurturing, facilitating, and leading the Congregation's diverse intellectual and spiritual life, pastoral care and educational program. He/she shall serve as a consultant and professional resource for organizational matters and community outreach efforts of the Congregation. The Senior Minister shall have freedom of the pulpit as well as freedom to express his or her opinions outside the pulpit.

ARTICLE X. THE COMMITTEE ON MINISTRY

A Committee on Ministry of at least three members shall be appointed by the Board in consultation with the Senior Minister for staggered terms of three years.

ARTICLE XI. AMENDMENTS.

The Bylaws, so far as allowed by law, may be amended or repealed at a Special or Annual Meeting of the Congregation by a 67% vote of members present and voting. Notice of any proposed change shall be contained in the notice of the meeting.

ARTICLE XII. DISSOLUTION.

In the event of the dissolution of the Congregation, all outstanding debts shall be paid and the remaining assets, both real and personal, and including all property heretofore and hereinafter donated to said Congregation, shall become property of the Unitarian Universalist Association, 25 Beacon Street, Boston, Massachusetts, or its successor, subject to all applicable laws.

ARTICLE XIII. ENDOWMENT FUND.

An Endowment Fund, whose purpose, governance and operational procedures shall be defined by special resolution adopted by the Congregation, shall be established.

The resolution establishing the Endowment Fund was passed by the Congregation in April 1996 and amended in April 1997. The complete Resolution follows:

Resolution to Implement the Endowment Fund

“WHEREAS, stewardship involves the faithful management of all the gifts we have been given—time, talents, the created world 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 April 13, 1996, approve and establish on the records of the Congregation a new and separate fund to be known as THE UNITARIAN UNIVERSALIST CONGREGATION OF GRAND TRAVERSE ENDOWMENT FUND (hereinafter called the "FUND");

BE IT FURTHER RESOLVED, that the purpose of this Fund is to enhance the mission of the Congregation apart from the general operation of the Congregation; that only in particular, temporary, difficult circumstances and where integrity of gift restrictions permit, may this Congregation, by action in meeting assembled use a portion of the FUND income for its own support services; that, except where authorized otherwise in terms of the gift, all principal amounts will be retained and only the income expended;

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

Plan of Operation

The Committee

The COMMITTEE shall consist of five directors, all of whom shall be voting members of the Congregation. Except as herein limited, the term of each member shall be three (3) years. Upon adoption of this resolution by the Congregation, it shall elect five (5) members of the COMMITTEE: two (2) for a term of three (3) years; two (2) for a term of two (2) years; and one (1) for a term of one (1) year.

Thereafter, at each annual meeting, the Congregation shall elect the necessary number for a term of three (3) years.

No member shall serve more than two consecutive three (3) year terms. After a lapse of one (1) year, former COMMITTEE members may be re-elected. The Senior Minister, the President and Vice President of the Executive Board shall be advisory members of the COMMITTEE.

The Board of Trustees of the Congregation shall nominate for the COMMITTEE and report at the annual congregational meeting in the same manner as for other offices and committees. In the event of a vacancy on the COMMITTEE, the Board shall appoint a member to fill the vacancy until the next Annual Meeting of the Congregation, at which time the Congregation shall elect a member to fulfill the term of the vacancy.

The COMMITTEE shall meet at least quarterly, or more frequently as deemed by it in the best interest of the Fund. A quorum shall consist of three (3) directors. A majority present and voting shall carry any motion or resolution.

The COMMITTEE shall elect from its membership a chairperson, financial secretary and recording secretary. The chairperson, or member designated by the chairperson, shall preside at all committee meetings.

The recording secretary shall maintain complete and accurate minutes of all meetings of the COMMITTEE and supply a copy thereof to each member of the committee. Each member shall keep a complete copy of minutes to be delivered to his or her successor. The secretary shall also supply a copy of the minutes to the Congregation Board.

The financial secretary shall assist the Congregation's Treasurer in maintaining complete and accurate books of accounts for the FUND, and shall sign checks and all other necessary documents on behalf of the Congregation in furtherance of the purposes of the FUND. The Endowment Fund shall be reviewed annually by the Congregational Accountant or Treasurer. After the Endowment Fund balance is greater than \$50,000, fund proceeds may be utilized for an independent review if authorized by the Board of Trustees.

The COMMITTEE shall report on a quarterly basis to the Board of Trustees and, at each annual or special meeting of the Congregation, shall render a full and complete audited account of the administration of the FUND during the preceding year.

The COMMITTEE may request other members of the Congregation to serve as advisory members, and, at the expense of Endowment Fund income, may provide for such professional counseling on investments or legal matter as it deems to be in the best interest of the fund.

Members of the COMMITTEE shall not be liable for any losses which may be incurred upon the investments of the assets of the FUND except to the extent such losses shall have been caused by bad faith or gross negligence.

No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct, and shall not be liable for the acts or omissions of any other members. No member shall engage in any self dealing or transactions with the FUND in which the member has direct or indirect financial interest and, shall at all times refrain from any conduct in which their personal interests would conflict with the interest of the FUND.

All assets are to be held in the name of the Unitarian Universalist Congregation of Grand Traverse Endowment Fund.

Decisions to hold, sell, exchange, rent, lease, convert, invest, reinvest, and in all other respects to manage and control the assets of the FUND, including stocks, bonds, debentures, mortgages, notes or other securities, as in their judgment and discretion they deem wise and prudent, are to be made by the COMMITTEE with subsequent execution by the delegated director of the COMMITTEE.

Distribution of Income

The COMMITTEE shall determine what is principal and income according to accepted accounting procedures.

Gifts and bequests to the FUND shall accumulate until principal amount of fifty thousand dollars (\$50,000.00) is achieved, after which 90% of the income generated from the investment of the principal may be expended.

Unrestricted gifts are encouraged. Restrictions designated by the donor will be reviewed and approved by the COMMITTEE before acceptance of the gift.

Income from the FUND, excluding 10% reserved for reinvestment, may be distributed annually or such other times as deemed necessary and/or feasible to accomplish the following purposes:

- Up to one-third (1/3) for the physical plant of the Congregation, such as but not limited to, maintenance of buildings, capital improvements or renovations, or debt reduction.
- Up to one-third (1/3) for outreach into the community, including, but not limited to, local social service agencies, institutions to which this Congregation relates, and to special programs designed for those persons in our community who are in spiritual and/or economic need.
- Up to one-third (1/3) for the wider mission of Unitarian Universalism, including, but not limited to, grants to the UUA for new church development, professional leadership, educational ministries, world mission, and capital financing, or scholarships or grants to members of the Congregation for the purpose of attending theological school, for UU related camping or leadership conferences, or such other training which enables members of this Congregation to grow in faith and service to Unitarian Universalism.

Programs for support shall be recommended by the COMMITTEE and approved by the Board of Trustees of the Congregation for funding. Suggestions or requests for funding may be made by Congregation committees or members of the Congregation. These requests are due three months prior to commencement of the fiscal year. Should an emergency or unanticipated need arise at other times, the COMMITTEE will review and process the request provided funds remain available.

Unused funds will be added to the following year's earnings.

Amending the Resolution

BE IT FURTHER RESOLVED, that any amendment to this resolution, which will change, alter or amend the purpose for which the FUND is established shall be adopted by a two-thirds vote of the members present at an annual meeting or at a special meeting of the Congregation called specifically for the purpose of amending this resolution.

Disposition or Transfer of Funds

BE IT FURTHER RESOLVED that in the event the Unitarian Universalist Congregation of Grand Traverse ceases to exist, either through merger or dissolution, disposition or transfer of the FUND shall be at the discretion of the Board of Trustees of the Congregation in conformity with the approved congregational constitution and in consultation with the Unitarian Universalist Association.

