

**First Unitarian Universalist Society of San Francisco
Board Adopted Policies**

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Fundraising

General Statement:

Fundraising activities are important to the social, spiritual and financial health of the First Unitarian Universalist Society of San Francisco (FUUSF/The Society). They are an important element of the Society's social action and outreach efforts and provide opportunities for members to strengthen their commitment and contribution to the community and enrich the church environment.

Fundraising is in addition to pledges, and can be for a specific special event or purpose, or to increase the general operating fund at the church. Funds are not to be solicited as an alternative to annual pledging. Fundraising is not intended to supplement or support specific line items in the general budget or intended for the hiring of additional staff.

Scope:

This policy applies to all fundraising activities targeted toward the members and friends of the FUUSF, or that use its name or its facilities in the context of fundraising activities.

Fundraising and for-profit activities conducted by other organizations using Society facilities are covered by separate policies. There are also separate policies covering grants and grant-writing (IV.G), and the acceptance of gifts.

Mission:

Fundraising activities must be in accordance with Unitarian Universalist principles and the mission of the Society.

Policy:

General Definition: As used in this policy, the term *fundraising* means the organized activity of soliciting and collecting money for community outreach programs, in support of congregational activities and initiatives and/or to raise funds for nonprofit organizations or activities.

Fundraising includes outright requests for cash or cash equivalents (stocks, gift certificates, etc.); raffles; the sale of goods, proceeds from fairs and/or auctions, money raised at special committee-sponsored events (Partner Church, Sing Along Broadway), Sunday lunches and so forth.

Fundraising cannot be in conflict with the IRS regulations for 501C(3) non-profit organizations, or with federal or state laws that prohibit religious entities from specific activities, (e.g. fundraising for political candidates). Activities must not endanger the church property tax exemption.

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Approval

Most fundraising must have the prior approval of the Board of Trustees or its designated committee or The Executive Team (ET). Proposals must be submitted by a FUUSF member or a Board- approved committee, and should be submitted at least two months in advance of the planned event.

Small fundraising activities where the expectation of revenue is less than \$300 (such as selling sandwiches after church), only need approval from the ET. The ET has authority and responsibility for creating and managing the scheduling and approval processes for small fundraising activities.

Fundraisers that benefit the whole congregation take priority over those that benefit certain committees, programs, or individuals. Priority is also given to activities that would not create conflicting schedules or material overlap of intended donors.

The sponsor of the fundraising activity is responsible for providing the Board and the congregation full disclosure of any third parties that will receive financial gain as a result of the fundraiser, and how much.

Annual events, such as the Sing Along Broadway, Partner Church Lunch, or Holiday Faire, need to be approved only once by the Board (or designee) unless there are changes in the general proposal as originally submitted.

On-going fundraising of indefinite duration, fundraising contrary to UU principles or the Society's mission, or activities that require significant FUUSF resources (rooms, scheduling, sexton clean up and set up) that are not expected to be recouped in the fundraising activity as reimbursable proceeds, will not be approved.

Fundraising Beneficiary

Fundraisers are limited to the following types of beneficiaries:

1. The general operating fund or a special program or committee (specific) fund;
2. Entities that are not church-related but that (1) hold an IRS certification as a nonprofit organization under section 501(c)(3) of the IRS code, or (2) have a clearly humanitarian objective consistent with the Church's mission, as determined by the Board of Trustees or its designee.

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Firearms

Violence is contrary to the principles of the First Unitarian Universalist Society of San Francisco. Therefore, the Board declares that the buildings and grounds of the Church and Center shall be gun-free at all times. No person shall carry any firearm anywhere on the grounds of the Church and Center. The only exception is on-duty law enforcement officers who are carrying firearms as required equipment while performing their law enforcement responsibilities.

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Child and Youth Safety Policy

Purpose To establish policies and procedures that encourage and support safety practices necessary to protect children and youth participating in church activities from undue harm.

Scope

This policy pertains to all minors participating in church sponsored activities.

Opening Statement

We can never protect our children and youth from all danger or harm but we can create conditions that minimize dangerous situations and allow children and parents to function within the church building and at church sponsored events with the confidence that reasonable efforts have been made to secure the safety of children and youth participating in church sponsored functions. As children mature and as they demonstrate their ability to balance freedom and responsibility, they have increased discretion in their choice of activities.

Affirmation of Responsibility and Commitment

Our commitments as Unitarian Universalists to the inherent worth and dignity of every person and to justice and compassion, compel us to create an environment that promotes children's spiritual growth and provides a level of safety and security conducive to that growth. A major goal within our Religious Education programs is to encourage participants to develop the resilience needed to live thoughtfully, ethically and effectively in an environment that is increasingly complicated and often unpredictable.

Staff, particularly the Ministers' and the Director of Religious Education's responsibility is to oversee compliance with safe practices, to educate volunteers, parents and other congregants about safe practices, and to take appropriate action whenever they notice practices that are unsafe.

Teachers and other volunteers are responsible for learning and carrying out established safe practices, for alerting staff to unsafe conditions, for recommending changes that might improve safety for children and youth and for reporting concerns and problems related to the safety of the group or of an individual child or youth to the Director of Religious Education or one of the ministers.

Parents and/or caretakers selected by the parents are ultimately responsible for supervising their children whenever they are on church property or participating in a church event. They are responsible for alerting staff and volunteers who are supervising their children to any special problems that might make their children particularly susceptible to danger (food allergies, health

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problems like asthma or diabetes, emotional or personality problems that make interactions difficult, language or hearing problems, etc.) Parents and/or identified caretakers are responsible for securing transportation for their children to and from church events and for providing requested information and permissions for their children's participation including registration forms, permission forms, etc.

Congregants, including children, have a responsibility to identify unsafe conditions and to report them in a timely manner to someone who can do something about the problem.

Procedures to Enhance Safety for Children and Youth

Supervision

When children or youth are under the supervision of volunteer or hired personnel the following procedures shall be followed whenever possible:

Two supervisors will be with each group of children except when the children are related and/or the supervisor is their parent or has been identified by the parents of the participants as a caretaker.

One supervisor should be an adult and the other five or more years older than the participants. For Junior Youth groups (grades 6 to 8) both supervisors should be 18 or older.

For Senior Youth groups both supervisors should be 25 or older.

Other people may be present in the class as helpers, observers, presenters, etc. They are not considered supervisors and do not have to meet established criteria for group supervisors.

Ratios of supervisory personnel to children:

Infants and toddlers – 1 to 3

Preschool – 1 to 4

Kindergarten through fifth grade – 1 to 8

Sixth grade through eighth grade – 1 to 10

High School students – 1 to 12

All of these ratios are based on optimal conditions. Supervisory personnel will determine if more help is needed and may have to ask parents, caretakers or other adults to stay with the group or make other changes in the group as needed for effective supervision.

When two supervisors are not available or are not warranted as in a one-on-one conversation between an adult who is not a parent or identified caretaker and a child, the interaction whenever possible should take place in the open.

Illegal and Threatening Behaviors at events that are primarily for children and/or youth

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Those present including children and youth are not allowed to possess or consume illegal drugs; other strong mood-altering substances except as prescribed by a physician; or consume alcoholic beverages other than ceremonially.

Parents or guardians must inform the supervisors of any prescription or over-the-counter drugs being taken by children or youth while at church or a church event. In most cases, the adult supervisors will hold the medications for the child or youth and return them as needed.

Adults or youth under the influence of drugs or alcohol may be barred from participating in an event at the discretion of the supervisors of that event.

Anyone whose behavior is threatening to others as determined by the supervisors will be barred from the event and may be subject to other measures as deemed appropriate.

Neither adults nor children may carry firearms, explosives or similarly dangerous items except as allowed by permit. Any item that the supervisors believe to be dangerous can be confiscated for the duration of the event. Other precautions may be taken as appropriate.

Explicit sexual behavior even between consenting adults is not appropriate at events for children and youth.

Neither adults, children nor youth will bring/distribute and/or share materials that are generally considered inappropriate for the group participating in the event or activity except when that material is designed to meet the educational objectives of a particular program as determined by the supervisors. Supervisors will take appropriate action in regard to such behavior.

Whenever possible, parents will be informed about controversial content of instruction and instructional materials. There will be times when something will be offensive to one person and not another. It is important that everyone, parent, teacher, child, youth, or on-looker be mindful of the rights and sensibilities of others, to share their opinions and concerns appropriately, and to know that sometimes there will be differences of opinion.

Reporting Safety Concerns and Violations

Anyone in the church regardless of age who suspects or is aware of child abuse, unsafe conditions, or any situation that creates concern for the safety or well-being of a child or youth in the congregation should report this information to the Director of Religious Education, ministerial staff, or a supervisor as soon as possible. Suspected child abuse shall be promptly reported to Child Protective Services and the police.

Working With Children and Youth

Teachers, advisors, staff and anyone else in charge of an event is referred to as “supervisor” throughout this document even though that may not be the title that person has during the event. “Supervisors” may designate someone else to handle forms, signing in and out, etc.

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Volunteers

Adults and older youth who volunteer to work with children and youth at the Church fall into a special category. They usually meet with the groups of children or youth that they supervise away from the direct supervision of parents and staff. They often become people that parents and children trust and confide in. Some of the topics discussed and the curriculum used with church groups deals with sensitive, personal, and private issues. These situations mandate that the supervisors of our children and youth be carefully selected.

For this reason, every supervisor who works with children or youth more than twice a month or for an extended period of time will complete an application which includes references who can attest to suitability for the position sought.

They will receive a copy of the “Child Safety Policies and Procedures” and will be expected to follow those policies and procedures.

They will participate in any training required for the position and read and sign the “Code of Ethics for Persons Working with Children and Youth.”

They must also supply the information needed for the church to conduct a Criminal Background Check.

Employees

All persons seeking paid employment as regular staff, or as contract staff working with children or youth on a regular basis are required to read the Child Safety Policy, to sign the Code of Ethics for Persons Working with Children and Youth, to fill out an application form that includes information about references and to supply the information needed for the church to conduct a Criminal Background Check

Parents, Children and Youth

When children or youth are at church or at a church sponsored activity, parents have the primary responsibility for supervising their children. They may personally delegate that responsibility to a caretaker.

When parents or their designated caretakers sign their child into an activity that act is considered delegating responsibility to the supervisors of the activity.

Parents or their designated caretakers are responsible for getting children to and from church events, completing the required paperwork, and supplying the requested information.

Parents or their designated caretakers must supply accurate information about how they can be contacted and they must be available should their help be needed for the care of their child.

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It is important that all parties involved including children and youth, supervisors, and parents and caretakers understand that policies and procedures have been developed to increase awareness and use of safe practices. Everyone involved has a role and a responsibility. Older children have increasing freedom to come and go on their own as they demonstrate their ability to be responsible. Permission forms, registration forms, sign-in and sign-out sheets are all documents that contribute to the safety of the children and youth who attend church events.

All children and minor youth participating regularly in religious education activities that are sponsored by this congregation or who attend events away from the church as a representative of this congregation must be registered for the religious education program at this church for each year that they participate. "Regularly" usually means three or more church events during the church year.

Before a minor may participate in a special event sponsored by the church, a permission form must be completed and signed by a parent or guardian.

A blanket permission form may be used if a particular group is taking short walking trips outside the building on a regular basis.

Each special event requires an individual permission form. Special events include most overnights; events where parents leave their children and do not remain on the same site as their children, and events that require vehicular transportation to or from another site. Registration forms may also be required.

When children or youth attend an event that is not specifically sponsored by this church such as a district event, parents are responsible for arranging safe transportation to and from the event and they and/or their children are responsible for completing whatever paperwork is required by the sponsoring organization(s). If the child or youth attends as a representative of our congregation they may also need to complete paperwork for our congregation.

Permission forms and other required paperwork must be completed before the minor participates in an event.

It is incumbent on parents and designated caretakers to inform supervisors and staff on any unusual dangers inherent in their child's situation. These might include serious health issues such as diabetes, a severe food allergy, or a restraining order. This information should be in writing.

Early childhood procedures – Parents bring their children to the classroom and sign them in. When it is time for the child to leave, the parents or a designated alternate returns to the classroom and signs them out. Parents or caretakers must provide a cell phone number or other contact information that will allow the staff to find them quickly and easily should their child

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have a problem. If someone who is not the child's parent or a designated caretaker is responsible for picking him/her up or will be on-call while the child is in the program, the person signing in the child needs to designate who that person is and give that person's contact information in writing to the teacher or supervisor.

Elementary Grades (Kindergarten through Fifth Grade) procedures – Parents are responsible for signing their children out of whatever event their child is attending. Sometimes that may be more than one event during a day. Elementary children may be signed-in by the supervisor or the supervisor's designee but a parent, caretaker or an alternate with written permission must sign the child out.

While at church, elementary age children should not be left unsupervised.

Children do not need to be signed in or out of intergenerational events if the parent(s) or a designated caretaker is present at that event with the child. Children attending intergenerational events without their parents or caretakers are subject to the same restraints as when they attend events that are primarily for children.

Junior Youth – Grades Six through Nine – Junior youth can be responsible for getting themselves to and from activities within the building. If youth demonstrate that they are unable to handle this responsibility or if there are contingencies that make this level of freedom unwise, parents or caretakers need to discuss that with either the event supervisors or religious education staff. Youth are not to leave the building without their parent's or designated caretaker's permission.

Parents or their designees are responsible for transporting Junior Youth to and from church and church activities.

If Junior Youth are in the building but are not attending a particular event, they are responsible to their parents.

When Junior Youth events are not in session, members of this group may congregate without direct supervision in various areas of the church with parental permission providing that their activities do not cause difficulty or harm to the premises or to others particularly children and older people with physical disabilities.

Junior youth need to remember that the freedoms they have depend on them using those freedoms responsibly.

Senior Youth – Grades Ten through Twelve who are minors

Senior youth who are 18 or older are legally adults. This section applies to minors only. Senior youth may leave an event or the building with the explicit permission of their parents or an adult designated by their parents. This may be different for some events. Generally, youth

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are not allowed to leave an extended activity and return later except in the company of his/her parents.

While attending church events Senior Youth are bound by the agreements related to the event including rules, requirements, and covenants.

Any event that requires transportation to another site, involves staying overnight, or requires leaving the building under the supervision of someone who is not the youth's parent requires parental permission. Normally that permission will be in writing.

Rules for events may be developed by the youth, by adults, or by the two groups working together.

Youth who do not follow the rules and covenants for an event, who become disruptive or abusive, or display erratic behavior may be sent home.

Event supervisors will determine how that will be done.

A youth sent home from an event may be barred from future events unless or until the issue is resolved to the satisfaction of church staff and event supervisors.

Designation of Alternate Pick-up Person

If the person picking-up or signing-out a child or youth is not that child's or youth's parent or a designated caretaker such as a grandparent, the supervisor needs permission from the parent to release that child or youth to the other person. For infants and toddlers that permission should be written. A youth or child should not be released to another youth or child without explicit permission from the parent preferably in writing.

Field Trips (Overnight and Non-Overnight)

For all trips, the destination with expected times of departure and return will be communicated to the parents and the Director of Religious Education in writing by the event supervisors.

If transportation is required, all drivers must be covered by car insurance and be 25 years of age or older and have adequate seatbelts or other safety gear for his/her passengers.

Minimum Age for Persons Supervising Activities for Children and Youth

Youth advisors must be 25 years or older. Classroom supervisors must be at least five years older than the children or youth they are supervising but they may have helpers who are younger. There should always be at least one adult, 18 years or older, with any class and for any event. The second person with the group does not have to be an adult for elementary age or younger but should be at least five years older than the oldest child in the group. There may also be other helpers of various ages.

The Special Relationship Between Ministers and Congregants

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We as a community expect the ministers to abide by the UU Ministers Association's Code of Professional Practice which is published in the UUMA Guidelines and is available from the UUMA, 25 Beacon Street, Boston MA 02108, or at www.uua.com.

The Special Relationship Between Professional Religious Educators and Congregants

We as a community, expect the Director of Religious Education and other professional religious education staff to abide by the Liberal Religious Educator's Code of Professional Practice, which acknowledges that religious educators are also the recipients of special trust. In subscribing to this code, professional religious educators agree not to exploit the powers inherent in their roles. The complete text of the Code is published in the LREDA Guidelines and Code of Professional Practices is available from the LREDA, 25 Beacon Street, Boston MA 02108, or at www.uua.com.

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Code of Ethics for Persons Working with Children and Youth
 The Role of Adult Leaders

Adults and older youth who are in leadership roles are in a position of stewardship and play a key role in fostering the spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self, and a spirit of independence and responsibility. The relationship between young people and their leaders must be one of mutual respect if the positive potential of their relationship is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a role in assisting children and youth in these areas of growth. Sexual conduct of any kind between adults and infants, children, or youth is illegal, unethical and severely injurious. Therefore, leaders will refrain from engaging in sexual, seductive, or erotic behavior with children and youth. Neither shall they sexually harass or engage in behavior with children and youth that constitutes verbal, emotional, or physical abuse. Leaders will be informed of the code of ethics and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken.

I have read and agree to abide by this code. _____ Date _____

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Religious Education Contract

RELIGIOUS EDUCATION CONTRACT

FIRST UNITARIAN UNIVERSALIST SOCIETY OF SAN FRANCISCO

THANK YOU for being a volunteer in our religious education programs for children and youth. Please take a minute to read, understand and sign this contract (filling in the necessary information).

I understand that I am (role) _____ for the _____ (group) in religious education. I agree to coordinate with the other members of my team to be sure that we as a group are meeting the responsibilities of the charge that we have taken. If I am unable to fulfill part of my obligation, I will contact my team members to arrange for a substitute. If none of them are able to take on the responsibility that I cannot handle then I will contact the Director of Religious Education at church (415-776-4580 x 16) or at home (415-407-0622). .

I have never been convicted of a crime involving a minor, and I understand that if I should be, I must resign from my religious education responsibilities. I will take my responsibilities seriously, giving what is needed to create a valuable experience for children and youth. I have read and will follow the safety guidelines for infants, children and youth in my charge and when needed I will ask for assistance when needed.. I have read and understood the above contract, have provided the necessary information, and agree to the above terms.

Signature _____ Date _____

Printed Name _____

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REFERENCE FORM

FIRST UNITARIAN UNIVERSALIST SOCIETY OF SAN FRANCISCO

THANK YOU for accepting a volunteer or paid staff position with our church. In an effort to serve the best interests of our congregation and your best interests as a prospective paid or volunteer staff member, we ask that you to fill out this questionnaire.

Name _____

Address _____

Telephone(s) _____ email _____

Date _____

Position Sought (Paid or Voluntary) _____

Please describe below the reasons you are interested in this position:

Please list two references who are familiar with your character.

Name _____ Telephone _____ email _____

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Name _____ Telephone _____ email _____

Permission to Conduct Criminal Background Check

I, _____, hereby give to The First Unitarian Universalist Society of San Francisco permission to conduct a criminal background check of me. In order to facilitate this inquiry, I am providing the following information concerning myself:

Full Name: _____

Address: _____

Social Security No.: _____

Driver's License No.: _____

Date of Birth: _____

I have lived at the above address since: _____

 Signature

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Date

If you have lived at your current address for less than a year, please list addresses that cover the past two years.

Are you a member of the First Unitarian Universalist Church of San Francisco? _____

How long have you attended this church? _____

Other church affiliations? _____

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Children's Religious Education Registration

First Unitarian Universalist Society of San Francisco

1187 Franklin St, San Francisco CA 94109

415-776-4580 ext. 16; bskwarek@uusf.org

Betty Skwarek, Acting Director of Religious Education

Please tell us about your family.

Name(s) of Adult/Parent/Sponsor (First Name, Last Name):

Address: _____

Much of our correspondence will be by email but there are times when talking is better. Please give us the email address(es) where you wish to receive information and telephone number(s) you would prefer we call when we need to talk.

Email _____

Phone _____

If there is a legal parent or guardian that needs to sign permission forms other than the person(s) listed above, please give us the name, relationship, and contact information.

Children's First and Last Names

Grade Level

Birth date

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What schools do your children attend? _____

Please tell us about any health needs or personal information about your children that might impact his/her full participation in activities.

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Event: xxx

Date and Time: xxx

Location: xxxx

Adult Sponsors: xxx

For more information: xxx

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Event: xxx

Date and Time: xxx

Location: xxxx

Adult Sponsors: xxx

For more information: xxx

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To be filled out by youth:

I, _____ (youth's name) am planning on attending _____ (event) on _____ (date). I agree to be responsible for my behavior, to respect the health and well-being of other people and myself, and to use property and equipment appropriately. I understand that there will be no drinking or consumption of drugs except as prescribed, smoking, bringing or using weapons, or engaging in inappropriate sexual activity during this event and that a violation of these restrictions or any behavior that the adult sponsors find disruptive or objectionable may result in my immediate return home at my parents expense.

Date _____ Signed: _____ (youth)

To be filled out by parent:

I grant permission for child/ward _____, to participate in the _____ (event) on _____ (date). I expect my child to be a cooperative group member and to be responsible for his/her own behavior during the event and travel to and from it. I have read the statement of responsibility and have talked with my child about it. I understand that the church does not accept responsibility for any bodily injury during this event. I give my consent for the Religious Education Staff (paid or volunteer) of the church to take any reasonable action to help ensure the safety, health and welfare of my child/ward and absolve the staff of liability. I give permission for any emergency medical, surgical, diagnostic and/or hospital care, treatment, and/or procedures deemed immediately necessary or advisable by emergency medical technicians, a physician or hospital to safeguard my child/ward's health when I cannot be contacted. I agree to be responsible for any medical expenses not covered by insurance.

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I give permission for my child/ward to be transported by _____ (drivers names).

In case of emergency, I can be reached at _____ (phone) or
_____ (alternate phone). If unable to reach me, please contact:

_____ (name), _____ (relationship), _____ (phone).

_____ (Parent Guardian signature) _____ (date)

I am legally an adult _____ (youth signature) Verification: _____

We always endeavor to protect children’s identities by not linking names with pictures or other identifying information. If you do not want your child or his/her work to appear in publicity please check here. _____

Signed: _____

Parent or guardian

Date

Please write any comments on the back of the page.

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Conflict of Interest

The proper governance of the First Unitarian Universalist Society of San Francisco (hereinafter the “Society”) depends upon the active participation of its Directors. It is important for Society Directors to be aware that the appearance of conflict can create ramifications to the organization in the same manner as an actual conflict. Therefore, the Board must be fully informed at all times as to events or circumstances which might create the appearance of conflict of interest.

The Board of Directors of the Society is guided by this Conflict of Interest Policy whenever they are representing the Society. In this role, each has a duty of loyalty to the Society over the Director’s interest or the interests of others. In addition, Directors shall avoid acts of self-dealing which may adversely affect the tax-exempt status of ~ or cause any sanction or penalty by a governmental authority.

Because Directors may be involved with other organizations that make grants to, or have business dealings or affiliations with the Society, the following general principles have been established:

Each Director shall maintain the highest level of ethical conduct and shall exercise the highest standards of care, diligence and prudence when conducting any activity on behalf of the Society.

Without full and complete disclosure to and approval by the Board, no Director shall have any position of influence with, or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of his duties or responsibilities to the Board, or which could reasonably be expected to affect his independent judgment and action with respect to transactions between the Society Board and such other entity. If such a position exists, it must be disclosed to the Board.

In the event any Director or a member of his immediate family has a personal or business interest, or is involved in any way with, an organization with which the board is considering a business contract, such interest or involvement shall be disclosed to the Board. Each Director shall provide the board with a full and complete written disclosure of all facts of any transaction or situation that may be subject to any reasonable doubt concerning the possible existence of a conflict of interest by the Director. The minutes of the meeting shall indicate that the interested Director disclosed the interest of involvement in the matter being considered by the board and excused himself from voting on the matter.

For situations which arise in which the Society Board may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest affecting one or more of its members, the affected member(s) of the Board agree(s) to provide full information to the Board to allow the Board to approve by resolution (with the affected member abstaining) such contract or arrangement provided it is advantageous to do so.

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I hereby confirm that I have read and understand the Conflict of Interest Policy and Agreement of The Society.

_____ **I have no conflict of interest as outlined in the policy.**

_____ **I have a conflict of interest and have disclosed such conflict to the Board as indicated in the attachment.**

Director's Signature

Date

I have the following conflict(s) of interest:

- 1.

- 2.

- 3.

- 4.

- 5.

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Committees

Committees play a strong and important role in church life. Committees function best when they do not feel "micro-managed" or second-guessed about their actions and activities, and empowered to make decisions and do their work with minimal bureaucracy. The church bylaws define committees and their relationship and interaction with the Board of Trustees. A strong, two-way link between the board of trustees and committees is important to furthering the mission and goals of our society. In order to support their work and adequately and fairly allocate society resources (including meeting space, budget funds, and equipment) the Board of Trustees has created the following committee policies.

Under our governance model, the executive team has been delegated the implementation of these policies, so committees can expect to primarily interact with the executive team or other staff when scheduling or requesting resources.

Philosophy:

Committees work to support the mission and vision of the Society. Committees shall seek to cultivate a culture of generosity and service, invite participation and honor the democratic process, provide opportunities for the development of lay leadership, and generally enhance congregational life. Committees should be self-sufficient in small practices and seek authorization from the Executive Team before engaging in larger pursuits.

Definition:

The By-laws of the Society establish three Standing committees with particular responsibilities and lines of authority. The Bylaws require that the Board approve the charges of all other committees. The bylaws set forth three categories for all committees not established in the by-laws: Select, Ad Hoc or Regular. Please refer to the by-laws for definitions and differences between these committee types.

Description:

As a general policy, the Board will only approve charges of committees which:

- meet on a regular and periodical (at least quarterly) basis
- take minutes
- vote on actionable items
- have a named chair
- consist of five or more church members

Membership on a regular committee is open to both church members and friends. Select or Ad Hoc committee membership requires the approval of the Board of Trustees.

Date of Adoption: November, 2007

Date of Last Revision:

First Unitarian Universalist Society of San Francisco

Board Adopted Policies

Expectations:

Committees may expect reasonable access to Society resources, including:

- church communication resources such as bulletin boards, the monthly newsletter, the flame, and the church directory
- an office mailbox
- space for committee meetings
- space for approved events
- occasional and reasonable use of church supplies and office equipment.

A committee must have a charge approved by the Board of Trustees.

Committees are responsible to the Board of Trustees, unless otherwise stated in the by-laws.

Committees are expected to follow policies established by the Bylaws, Board and Executive Team and to cooperate, communicate with and contribute to the church community in a positive way.

The committee chair is responsible for communication to the board (or a liason appointed by the board) and the Executive Team, provides income and expense information during the budget process, attends the Council of Committee Chairs on behalf of their committee, submits a summary of activity for the Annual Report by May 1, and participates in other lay leadership roles when called upon. Chairs should rotate periodically. The bylaws require that no chair serve for more than four years.

It is expected that any committee which is supported in the church budget or through fundraising will also have a treasurer.

Committee members are expected to regularly attend committee meetings and contribute to the work of the committee. When committee members are not able to attend a meeting, they are expected to communicate this information to the chair as soon as possible.

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First Unitarian Universalist Society of San Francisco Board Adopted Policies

Board Liaison – Committee Chair Policy

What to Expect From Your Board Liaison

The goal of the board-committee liaison program is to ensure strong communication and support between the board and committees while not hindering committees with bureaucracy or unwanted interference.

Your liaison is available to provide coordination, support, be a reference or resource, and act as an authority when requested and when it is appropriate within our governance structure.

Coordination with Larger Church Community

- Calendars
- Resources
- Programs
- Activities
- Communication back to Board of Trustees about needs, goals, challenges

Provide support

- Leadership development
- Planning
- Conflict Management
- Member Recruitment

Be a reference or resource

- Internal resources
- UUA resources
- Governance questions
- Policy & procedure questions

Act as an authority when requested

- Conflict management
- 2nd set of eyes or ears for creative thinking

Your committee-board liaison is not a member of your committee, and should not be expected to do the work of your committee. Their role is informational, and while they may strongly support your committee and its mission it is not their role to advocate for a particular committee.

Committee-board liaisons and committee chairs are expected to be in communication with each other on a regular basis, if only to report at the very least that nothing has changed since their last conversation. Communication should include general updates, information on committee activities, successes, challenges, and concerns. Communication should be proactive and anticipate challenges.

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First Unitarian Universalist Society of San Francisco **Board Adopted Policies**

Affiliation of Community Ministers

Community Ministers:

- Are integral to and enrich the life of the congregation
- Further the Society's mission
- Support the ministry of the congregation
- Participate in the Pacific Central District, local UUMA chapter, and the larger association.

The specific types of Affiliated Community Ministries sought by the Society are expected to change over time. The Senior Executive shall give priority to Community Ministry proposals that resonate with the stated Mission and Values of the Society and congregational or board priorities in effect when considering applicants for affiliation.

The duties of the Affiliated Community Minister are determined in consultation with lay leaders and the Senior Executive, and stated in the written Affiliation Covenant that is approved by the Board of Trustees. The Affiliation Covenant may specify existing programs with which the Affiliated Community Minister is expected to interact. The Senior Executive is responsible for supervising the activities of all Affiliated Community Ministers within the Society and ensuring that these ministries meet the above stated goals.

The duties and responsibilities of the Affiliated Community Minister may include participating in worship of the Society, but will not necessarily include preaching sermons. The Affiliated Community Minister shall be identified on Society staff lists and in reports to the UUA and other denominational organizations. All Affiliated Community Ministers will be eligible to vote as Society ministerial delegates at the UUA General Assembly without reducing the Society's number of elected delegates.

Applicants who approach the Society requesting affiliation shall be referred to the Senior Executive. Upon initial contact, the Senior Executive shall follow the Community Ministry Applicant Process as stated below, and shall provide applicants with a copy of the Community Ministry Applicant Process. The Senior Executive shall respond to applicant inquiries in a timely fashion.

In considering applicants for affiliation, the Senior Executive shall give priority to the following qualities: ability to work as part of a team; commitment to religious institution and being in fellowship with a recognized denomination, preferably the Unitarian Universalist Association, or bound within the UUMA or similar guidelines; willingness to become a contributing member of the congregation; and excellent communication skills (e.g., speaking, teaching.)

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The Society does not favor or disfavor proposals based on the type of funding anticipated (e.g., Salary, grants, fees for services, etc.). The Society is eager to leverage its funds as effectively as possible, and therefore welcomes opportunities to support community ministry in creative financial partnership with other organizations. However, proposals that are dependent on funding sources that appear unreasonably speculative or unstable will not be seriously considered.

An applicant who has served a ministerial student internship, fieldwork placement, or summer student ministry with this Society will not be eligible for affiliation until three years after the conclusion of the service. An applicant who has been a member of the Society at any time within the preceding three years will not be eligible for affiliation. [The ad hoc committee on community ministry recommends that for the first three years that this policy is in effect, the Board may waive this requirement for applicants upon affirmative recommendation of the Senior Executive.]

As the Society seeks community ministries that will become closely integrated with the life of the congregation, priority will be given to proposed community ministries that will be based in the Bay Area.

Community Ministry Applicant Process

The applicant approaches the Society through the Senior Executive with a cover letter briefly describing the proposed ministry and a resume. The Senior Executive makes an initial determination of whether this is a potential match, and responds to the applicant within a reasonable time.

If the Senior Executive decides to proceed, he meets with the applicant to discuss the proposed ministry and how it might fit with the Society's mission. The applicant is given the Society's terms of affiliation.

The applicant submits a packet detailing the desired terms of affiliation, an outline of the proposed ministry and its development, and letters of recommendation. The packet may also include sermons, writing samples, and any personal history or relevant experience as it pertains to the proposed ministry. Applicants should also state how they propose to educate the congregation about the community ministry and involve the congregation in that ministry. The proposal should include an estimated annual budget of both revenues and expenditures for the first three years of the ministry following affiliation with the Society, including the amount to be requested from the Society, if any. The budget should include the value of anticipated in-kind contributions to be requested from the Society or from other sources (e.g., office space, telephone). The budget should indicate whether each item of revenue is contingent or already committed, and should explain the nature of any contingency. If the revenue estimate includes foundation grants or similar sources of revenue that are not yet committed, the proposal shall include (1) information indicating the nature of the ministry and that the size of the grants requested is such that the particular foundation(s) are likely to give the proposal serious consideration, (2)

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information about when the foundation(s) are expected to make their funding decisions, (3) the applicant's alternative plan if funding from this source is unavailable.

If the Senior Executive decides to proceed in considering the applicant, the Senior Executive enlists lay leaders to work with the applicant to develop the community ministry and draft a proposed affiliation covenant. This team of lay leaders should be selected with the expectation that once the applicant is affiliated, the team will continue to serve as a ministry committee to the Community Minister and assist the minister in the process of integrating the ministry into the life of the congregation.

The Senior Executive submits the affiliation covenant to the Board of Trustees. The Board votes on whether to affiliate the applicant and adopt the affiliation covenant.

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