

Previous Versions:

10/10/2000

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12/1/16

12/12/17



Bradford Community Church

11/18/2020

OPERATIONAL
POLICIES AND PROCEDURES
AND
ENDOWMENT FUND POLICIES

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Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 12/04/12

PREVIOUS VERSION DATES: none

POLICY TITLE: Policy on development of BCCUU operating policies

POLICY:

- A. Operational policies may be written by any group or committee and must be approved by the church executive responsible for that domain area.
- B. The policy will be included in BCCUU’s Operational Policies and Procedure Manual following approval.
- C. Only the group or committee responsible for a policy may revise it.
- D. If the group or committee responsible for a policy disbands or becomes non-functional, the church executive responsible for that domain area shall assume responsibility for that policy.
- E. New and revised policies shall follow a standardized format and dating structure.
- F. All policies will identify an implementation date. Revised policies will maintain a history of previous versions by recording the dates of all such versions.
- G. All policies will make reference to any associated forms. These forms shall be included in the Operational Policies and Procedure Manual appendix.
- H. All policies will record cross references to other documents in the Operational Policies and Procedure Manual.
- I. All policies will identify the group or committee responsible for the policy.
- J. Policies will be written following the policy template outlined in the procedures below.
- K. All policies must be consistent with the Executive Limitations policies and the BCCUU Bylaws.

PROCEDURES:

- A. Policy Template:
 - 1. An electronic version of the policy template may be obtained from the office manager.
 - 2. All sections in the policy template need to be addressed. Write “none” if there are no previous versions, associated forms or cross references.
- B. Differentiation between policy statements and procedure statements should be based on the following definitions:
 - 1. Policies describe a rule, WHAT it is, WHEN it applies and WHO it covers.
 - 2. Procedures describe HOW the rules are practically applied and carried out.
- C. After approving the policy, the appropriate church executive will notify the Board of Trustees for an informal review and concurrence to ensure compliance with Executive Limitations policies. The board does not carry out a formal approval process.

Policy 1.1

- D. Following Executive approval and Board review, the group or committee responsible for the policy will submit it to the office manager for inclusion in the Operational Policies and Procedures Manual.
- E. The office manager or designee will:
 - 1. Add new and revised policies to the Operational Policies and Procedures Manual.
 - 2. Save outdated versions in two ways:
 - a. electronically
 - b. hard copy (placed in the appropriate archive)

ASSOCIATED FORMS: *policy template*

CROSS REFERENCE: NA

GROUP OR COMMITTEE RESPONSIBLE FOR THE POLICY: Church Executives

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 12/04/12

PREVIOUS VERSION DATES: 3-8-00 (“GUIDELINES FOR COMMITTEES”)

POLICY TITLE: Policy on Committees

This policy applies only to operating and special committees as defined in the bylaws. It does not apply to standing committees.

POLICY:

- A. Each committee shall have at least three members. Exceptions to this policy can be made with the approval of the relevant church executive.
- B. Committees shall meet as often as is necessary to fulfill the purpose of the committee and meet its annual goals.
- C. Each committee shall have a succession plan in place to determine how its succeeding chairperson will be chosen.
- D. No BCCUU member shall be excluded from joining a committee with the following exceptions:
 - 1. Standing committees (Finance Committee; Nominating Committee; Endowment Committee)
 - 2. Provisions in section 2.1.4 under the Prevention of Physical and Sexual Abuse of Children Policy and the Disruptive Behavior Policy.
- E. All committees meetings are open to any BCCUU member or friend except when in executive session to discuss matters which require confidentiality.
- F. Committees shall develop annual goals.
- G. Committees shall provide written agendas and minutes for all official meetings and file these using the procedures set forth below.
- H. Committees shall develop a yearly budget and maintain records of expenses and revenues based on the approved budget.
- I. Committees shall file an annual report.
- J. Committees are accountable to the church executive responsible for the domain of the committee.
- K. New committees:
 - 1. New committees are formed with the approval of the relevant church executive.
 - 2. New committees are not entitled to budget funds during the year the committee was created, but may submit a budget request for subsequent years.
 - 3. New committees shall arrangement for the committee name to be added to BCCUU’s organizational chart and shall submit a committee description for inclusion in the Policy and Procedures Manual appendix.

PROCEDURES:

- A. Filing of meeting agendas and minutes:
 - 1. Electronic files of each official meeting agenda and minutes shall be sent to the church office manager.

Policy 2.1

2. Electronic file names must be in the following form:
year (4 digit) / month (2 digit) / date (2 digit) / committee name / document type
example: 2012/09/23/Finance Committee/minutes
- B. Filing of annual reports
 1. An electronic form to use for annual reports is available from the church office
 2. Annual reports must be sent to:
 - a. the church office
 - b. the church executive responsible for the domain of the committee
- C. Goals shall be submitted to the church executive responsible for the domain of the committee.

ASSOCIATED FORMS: *Annual reporting form*

CROSS REFERENCE: “Prevention of Sexual and Physical Abuse of Children Policy”
“Disruptive Behavior Policy”

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Church Executives

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 7/24/2012
PREVIOUS VERSION DATES: 11/11/2009
Spring, 2008
5/10/2000
1994

POLICY TITLE: Building Use Policy

POLICY:

- A. General Policies
 - 1. Bradford Community Church UU is to be used in a manner consistent with Unitarian Universalist principles.
 - 2. Fees for building use will be set by the Finance Committee.
- B. Designated Building Use In Order of Priority
 - 1. Regularly scheduled church services and RE classes
 - 2. Memorial services and funerals
 - 3. Committee meetings and practices
 - 4. Church sponsored social events and fund raising activities
 - 5. Weddings
 - 6. Rentals by outside groups and non church-sponsored events
- C. Alcohol, Tobacco, and Drugs
 - 1. There is no smoking in the church building or within ten feet of the doors.
 - 2. Illegal drugs or controlled substances shall not be possessed or consumed at any time on the premises.
 - 3. Alcohol may be possessed or consumed on the premises of the church only under the procedures specified in the *Building Use Procedures section F* below. These procedures will be reviewed annually at the end of the fiscal year to ensure that alcohol is being used in a safe and responsible manner.
- D. Weapons
 - 1. Firearms and other weapons are not permitted in the building or on the grounds of Bradford Community Church UU.
- E. Green Sanctuary
 - 1. The congregation and individuals doing the work of the congregation will employ the most humane and least environmentally damaging practices when selecting and using cleaning products, office products and other purchases.
- F. Agreement
 - 1. Each person receiving an entry password or arranging to use the church or any of its facilities, whether a member of the congregation or not, is required to sign a copy of the *Entry Password Agreement*, thereby indicating acceptance of the responsibility of the use of the building under the terms specified in the agreement.

PROCEDURES

- A. Scheduling the Building
 - 1. All requests to use the church require the completion of a *Building Use Form (either Church or Non-Church Sponsored Event)*.
 - 2. All requests to use the church will be made to the Office Manager on the *Building Use Form*.

Policy 3.1

3. Non-church sponsored events require approval by the Building Manager.
 4. If such use is approved, a rental or wedding contract will need to be signed to confirm the rental or wedding date(s).
 5. Long term rentals will need to be renewed annually on the anniversary of the signing of the original contract.
- B. Entry Passwords and Security
1. Entry passwords will regularly be issued to church employees, committee chairpersons and others as necessary.
 2. No passwords will be issued until the user has had a brief orientation to the safety and security procedures established by the safety committee.
 3. Rental groups will not be issued a password until the security deposit has been paid.
 4. No keys to the church offices will be given out without the written consent of the Minister or Building Manager.
- C. Security Deposits
1. A \$100 security deposit is required of all renters. The security deposit will be returned after the event if the Building Manager determines that the condition of the building is satisfactory.
 2. Failure to adequately clean up after an event or damage to the building may cause all or part of the deposit to be forfeited. If the damage or clean up exceeds the deposit, the renter will be billed for the actual cost.
 3. Renters will be responsible for any damage or theft resulting from failure to follow the safety and security procedures. It is important to complete the *Safety and Security Check Out form* before leaving the building.
- D. Specific Procedures
1. Renters are limited to the area of rental and necessary corridors for egress, and rest room facilities on the same floor only. All other areas are not included in the rental and are not to be entered.
 2. Candles or open flames in the chancel area may be approved with prior permission from the Building Manager.
 3. Clean up and return of the areas to their original condition is expected immediately following the event.
- E. Building Use Fees
1. Weddings
 - a. The fee for weddings or services of union for pledging members of BCCUU is \$100.
 - b. The fee for weddings or services of union for persons who are not pledging members of BCCUU is \$400. Weddings with an attendance of 12 or less will be charged \$200.
 2. Funerals and Memorial Services
 - a. No fee will be charged for members or the family of members.
 - b. The fee for non-members is \$200.
 - c. Fees may be waived at the Minister's discretion.
 3. Church-sponsored Events
 - a. No fee will be charged for church-sponsored events.
 4. Non Church-sponsored Events
 - a. Sanctuary and kitchen for a half day: \$200
 - b. Sanctuary and kitchen for a full day: \$400
 - c. RE rooms: \$25 per hour or \$50 for up to 4 hours
 - d. Fees may be reduced or waived by the Building Manager in consultation with the Minister.
 - e. If fees are waived, a free will offering is requested.
- F. Alcohol, Tobacco, and Drugs
1. There is no smoking in the church building or within ten feet of the doors.
 2. Illegal drugs or controlled substances shall not be possessed or consumed at any time on the premises.

Policy 3.1

3. The use of alcoholic beverages is permitted in the church with the following stipulations:
 - a. All consumption is limited to adults of legal drinking age.
 - b. Minors are not allowed to handle or serve alcohol.
 - c. Alcoholic beverages will be limited to fermented products (e.g. beer and wine).
 - d. Non-alcoholic beverages must also be available when alcohol is served.
 - e. No alcohol may be consumed outside the building or carried outside the building in a consumable form.
 - f. No alcoholic beverage will be served to anyone who is visibly intoxicated.
 - g. Any person who is visibly intoxicated will be asked to leave immediately. Minors will be referred to an appropriate adult, parent, or guardian.
 - h. Any group wishing to utilize church facilities must agree to accept these procedures and fully enforce them. The group sponsoring the event must designate a person responsible for compliance to these procedures and show evidence of procurement of the necessary license or permit required by law.

ASSOCIATED FORMS: *Building Use Form; Rental or Wedding contract; Entry Password Agreement; Safety and Security Checkout form*

CROSS REFERENCE: NA

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Building Manager

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: August 8, 2019
PREVIOUS VERSION DATES: October 7, 2015

POLICY TITLE: FINANCE COMMITTEE PURPOSES AND DEFINITIONS

The role of the Finance Committee is to provide financial oversight for the church. The committee is responsible for preparing an annual budget, managing income and expense transactions, maintaining fiscal records and policies, and preparing appropriate fiscal reports. Our policies and practices are designed to provide transparency and integrity to the financial operations of the church. We strive to implement best fiscal practices. We acknowledge, however, that occasional circumstances may require for exceptions to our policies. Any such exception must be approved by the Finance Committee.

Specific purposes of the committee include:

- To provide accountability - checks and balances
- To provide transparency – operations and administration
- To provide fiduciary responsibility in conjunction with the Board of Trustees
- To provide linking – connecting the church’s mission with finances for the congregation
- To promote abundances vs. scarcity – projecting the attitude, walking the walk especially during Stewardship.
- To manage the budget process – understand it and share the understanding
- To promote fundraising – be actively involved and explore new/difference resources
- To be good stewards – not only of the money but also of information, maintain confidentiality
- To assist committees – help with planning and budget accountability

DEFINITIONS:

1. **Operating Fund:** This is the general account for ongoing church operations. It is the day-to-day receipts and disbursements account used for payroll, general operating expenses and ^{SEP}committee expenditures.
2. **Operating Reserve:** The purpose of the Operating Reserve is to ensure there is sufficient cash flow to cover budgeted church expenses. The reserve is not a separate bank account, but is the balance of the Operating Fund. It is desirable to maintain the Operating Reserve at a minimum of an amount equal to two months expenses. See Policy 4.15 for specific policies/procedures related to the Operating Reserve.
3. **Capital Fund:** The Capital Fund is established to accept contributions that are restricted to the capital needs of the church. See Policy 4.16 for specific policies/procedures related to the Capital Fund.
4. **Contingency Fund:** The Contingency Fund is established for use when the church encounters unavoidable and unexpected financial expenses or emergencies. Transfer of money from this account requires joint action of the Board of Trustees and the Finance Committee. See Policy 4.14 for policies/procedures specific to the Contingency Fund.
5. **Endowment Fund:** The Endowment Fund is established as a segregated fund to support church related activities and projects consistent with the fund guidelines. Policies and procedures specific to the Endowment Fund are located in Section 11 of the Policies and Procedures Manual.

Policy 4.0

6. Discretionary Fund: The Discretionary Fund is established to provide financial assistance to individuals at the discretion of the minister. Policies and procedures related to the Discretionary Fund can be found in Policy 4.13.
7. Socially responsible investments: In general, socially responsible investors encourage corporate practices that promote environmental stewardship, consumer protection, human rights, and diversity.
8. Loans: See the appropriate section of the Bylaws regarding incurring liabilities.

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: August 8, 2019
PREVIOUS VERSION DATES: October 7, 2015
December 21, 2012
October 2009
June 28, 2000

POLICY TITLE: Finance Policy: Budgeting

POLICY:

A thoughtful and deliberate process is necessary to prepare and adopt an annual budget which allows BCCUU to fulfill its mission and strategic goals. Accordingly, an annual operating budget will be developed which will:

- Provide the congregation, staff and committees full opportunities for input.
- Reflect our long range goals, our annual committee goals, and other church needs.
- Protect financial resources and maintain adequate financial reserves.

PROCEDURES:

- A. The responsibility for developing the annual operating budget rests with the Finance Committee. If it chooses, the Finance Committee may invite members of the congregation to participate in the budgeting process.
- B. The income for the operating budget for the upcoming fiscal year will be based on pledge commitments of members and a conservative projection of other revenues.
- C. The expenses of the operating budget for the upcoming fiscal year will be based on known obligations, realistic projections and budget requests submitted.
- D. Operating budget income cannot include capital funds or other segregated funds or church assets without prior approval of the Board of Trustees.
- E. The Finance Committee will present a balanced budget to the Board of Trustees for advice and concurrence prior to the annual meeting.
- F. A balanced budget will be presented to the congregation at the annual meeting for an up or down vote. No changes can be made at the meeting. If the budget is rejected, it will be returned to the Finance Committee for modification and re-present for approval pursuant to the by-laws.
- G. A suggested timeline for development of the annual budget is below. This timeline may be modified. Under all circumstances the congregation must be given at least one week prior to the annual meeting to review and comment on the proposed budget.

1st week of November	Notify committees of need to develop next year's goals
3rd week of November	Finalize Stewardship Team
1 st week of December	Send budget request form to committees
3 rd week of January	Due date for budget request submissions
February 1 (approximately)	Canvas begins – extends for up to 4 weeks
March 31 (approximately)	Canvas ends – including all followups

Policy 4.1

Last half of April	Conduct second appeal if need
May Finance meeting	Revised budget completed
May BOT meeting	Budget presented to BOT
Last week of May	Proposed budget completed
May Quilt	Announce annual meeting to congregation
1st Sunday of June	Hard copies of the proposed budget will be available to congregation the Sunday before the annual meeting
2nd Sunday of June	Annual meeting

- H. Unencumbered Balances: At the close of the fiscal year, all budget line-item balances shall lapse. Monies remaining in those accounts will be swept into an Operating Reserve. If the Operating Reserve reaches an amount which exceeds two month's expenses, the excess will be transferred to the Contingency Fund. This transfer will take place when practical but not later than six months after the close of the year.

ASSOCIATED FORMS: *Committee Budget Request form*

CROSS REFERENCE: 4.15 (Operating Reserve); 4.14 (Contingency Fund)

GROUP OR COMMITTEE RESONSIBLE FOR POLICY: Finance Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: August 8, 2019
PREVIOUS VERSION DATES: October 7, 2015
December 21, 2012
October 2009
June 28, 2000

POLICY TITLE: Finance Policy: Financial Operations

POLICY: Adequate safeguards will be maintained by the Finance Committee to ensure that all funds are accounted for and deposited in a safe and secure manner.

PROCEDURES:

A. Cash flow - Handling of receipts

1. All money collected for any purpose at BCCUU will be counted and recorded simultaneously^[1] by two or more persons. At least one of these people shall be a Finance Committee member. Counters will prepare a deposit slip for the bank and complete a *Collection Worksheet*. A copy of the deposit slip, copies of all checks, pledge envelopes and other documentation will be submitted to the Finance Director with the *Collection Worksheet*.
2. Money collected for purpose/groups not related to the church's financial operation (e.g. SEWUUC, Social Concern's collections; Guest at Your Table, etc.) will be counted following the above procedure with the purpose of the money clearly recorded on the *Collection Worksheet*.
3. Money collected must be deposited by a Finance Committee member in a timely fashion into^[1] the church's account at the financial institution.
4. Members will be encouraged to write the purpose of their donation in the memo of the check^[1] or to mark the purpose on their donation envelope.
5. Money collected for outside groups will be paid directly to the target group/organization by the Treasurer upon receipt of the tabulation report and a reimbursement request for identifying the recipient and a mailing address.
6. As a general practice, cash will not be removed from the premises unless prior approval is given by the Finance Committee.

B. Cash flow – Handling of payables

1. Accounts will be paid within 90 days of receipt of notice.
2. Properly submitted requests for payment, once approved, will be paid within 90 days. (See 6b below).
3. When unexpected circumstances require changes from budgeted amounts and sufficient funds^[1] are available in other line items to cover overages, the Finance Committee may approve such^[1] changes after first obtaining agreement from all parties affected by the change.
4. When sufficient funds are not available to meet the church's financial obligations and a^[1] financial emergency exists, the Finance Committee will meet with the Board of Trustees to decide what measures are to be taken. The Board of Trustees may choose to convene a special congregational meeting.
5. During times when cash is tight, the church's financial obligations shall be honored using the following priorities:
 - a. Salary/Benefits
 - b. Mortgage payment
 - c. Utilities
 - d. UUA obligations
 - e. Non-budgeted expenses when special contributions have been made off set the expense
 - f. Committee reimbursements
 - g. Special events expenses

Policy 4.2

6. Disbursement and Reimbursement Procedures:
 - a. Prior to making a purchase for goods or services, BCCUU's *Certificate of Exempt Status* (CES) should be obtained from the church office and submitted to the business in order to avoid being charged sales tax. It is expected that the CES form will be used to pre-arrange sales tax exemption with all businesses from which BCCUU regularly or routinely makes purchases. A list of current businesses with which our tax exempt status is established will be maintained by the treasurer and will be available in the church office or from the Finance Committee. In situations where tax-exempt status is impractical to obtain, BCCUU will reimburse the incurred sales tax.
 - b. A *Disbursement/Reimbursement Request* (2 part form) must be completed and submitted to the Treasurer (with original invoices, quotations or receipts attached) within 90 days of the purchase or contract.
 - c. A signature from the appropriate committee chair or Executive is required on the form.

C. Pledges:

1. Pledge statements will be sent to all pledgers on a quarterly basis.
2. End of calendar year statements will be provided to pledgers for tax purposes.
3. Reasonable attempts will be made to pursue unpaid pledges with consideration given to the amount of the pledge, the likelihood of successful payment, and any other special factors.

ASSOCIATED FORMS: *Collection Worksheet; BCCUU Certificate of Exempt Status; Disbursement/Reimbursement Request form*

CROSS REFERENCE: N/A

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Finance Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: September 12, 2019
PREVIOUS VERSION DATES: October 7, 2015
December 21, 2012
October 2009
June 28, 2000

POLICY TITLE: Finance Policy: Stewardship

POLICY: An annual budget drive will be conducted to raise funds for the financial operations of the church.

PROCEDURE:

- A. Every member and friend will be asked to complete a *pledge card*.
- B. The Finance Director is responsible for recruiting the Stewardship Committee and for ensuring that the annual pledge drive is completed.
- C. The pledge drive will be conducted in a manner consistent with the timeline suggested in the Budgeting Policy (Policy 4.1).
- D. In instances when pledge cards are not returned, reasonable efforts will be made to contact and discuss the issue with individual parties involved.

ASSOCIATED FORMS:

CROSS REFERENCE: Policy 4.1 (Budget)

GROUP OR COMMITTEE RESONSIBLE FOR POLICY: Finance Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

KEEP POLICY NUMBER AS PLACEHOLDER

CURRENT POLICY DATE: NO CURRENT POLICY
POLICY DELETED (See minutes September 12, 2019)

PREVIOUS VERSION DATES: October 7, 2015

POLICY TITLE: Finance Policy: Loans

POLICY:

Borrowing from outside sources: No funds may be borrowed from any lender without the express permission of the Board of Trustees or of BCCUU's membership through an authorized vote. All loans must be limited to the specific terms of the authorized vote.

Borrowing from/making transfers between BCCUU funds: No money may be borrowed from or transferred between BCCUU funds that cannot be repaid within three months.

PROCEDURES:

- A. Loans in excess of \$4,000 must be brought to a vote of the BCCUU membership.
- B. Per the bylaws, the BCCUU membership may compel a congregational vote on a loan of any size.
- C. The board may choose to call a vote of the BCCUU membership on a loan of any size.
- D. Money borrowed/transferred within BCCUU funds must be repaid within three months. If the current year budget does not allow for such repayment, arrangements must be made to secure an outside loan.

ASSOCIATED FORMS: N/A

CROSS REFERENCE: BCCUU Bylaws

GROUP OR COMMITTEE RESONSIBLE FOR POLICY: Finance Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: October 7, 2015
(Reviewed September 12, 2019)
PREVIOUS VERSION DATES: December 21, 2012
October 2009
June 28, 2000

POLICY TITLE: Finance Policy: Asset Management

POLICY: The sale or disposal of any item of value belonging to the church must have the prior approval of the Executive and Finance Director.

PROCEDURES:

- A. If the Executive or Finance Director believes that the item to be sold or disposed of exceeds \$500 in market value, they then must obtain approval from the Board of Trustees for sale or disposal of the item.
- B. For the purpose of determining the \$500 threshold, the value of like items sold as group must be considered to be the total value of all items in the group. For example, 20 chairs valued at \$30 each would have a total value of \$600 and would therefore require approval from the Board of Trustees.
- C. The Finance Director is responsible to ensure that Board of Trustee minutes reflect any approvals given.

ASSOCIATED FORMS: N/A

CROSS REFERENCE: N/A

GROUP OR COMMITTEE RESONSIBLE FOR POLICY: Finance Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: October 7, 2015
(Reviewed October 17, 2019)
PREVIOUS VERSION DATES: December 21, 2012
October 2009
June 28, 2000

POLICY TITLE: Finance Policy: Fundraising

POLICY: Fundraising shall be conducted through a thoughtful and coordinated process in order to maximize giving. Members and friends are encouraged to initiate fund raising proposals.

PROCEDURES:

- A. Before being announced, publicized and added to the church calendar, all fundraisers are to be approved by the Finance Committee based on information provided on the *Bradford Community Church Fundraising Proposal* form.
- B. Monies received from fundraisers must be counted and recorded in accordance with the procedures set forth in Policy 4.2.1 (Financial Operations; Handling of Receipts).
- C. All proceeds from fundraisers go to the Operating Budget unless otherwise designated in advance by the Finance Committee.

ASSOCIATED FORMS: *Bradford Community Church Fundraising Proposal*

CROSS REFERENCE: Policy 4.2.1 (Financial Operations)

GROUP OR COMMITTEE RESONSIBLE FOR POLICY: Finance Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: October 17, 2019
PREVIOUS VERSION DATES: October 7, 2015
December 21, 2012
October 2009
June 28, 2000

POLICY TITLE: Finance Policy: Procurement

POLICY: All procurements shall be made in a responsible fashion with adequate consideration given to price, quality and environmental impact and social responsibility. All purchases for goods should be made in accordance with Green Sanctuary principles whenever practical.

For purposes of this policy procurement refers to:

- One-time procurement: purchase of goods (e.g. office supplies) and one-time services (e.g. furnace repair)
- On-going procurement: procurement of on-going services (e.g. custodial services); contracting for construction and repairs; and procurements involving leases.

All expenditures will be made in accordance with BCCUU Bylaws.

PROCEDURES:

Procedures for one-time procurements

- A. Procurements under \$1,000:
 1. Reasonable attempts to obtain product comparisons (price; quality; etc.) should be conducted.
 2. Final authority for the procurement rests with the committee chair or church Executive.
- B. Procurements over \$1,000:
 1. Check at least three sources for product comparisons (pricing, quality, etc.) unless practical considerations preclude such attempts.
 2. Check available consumer reviews (internet; consumer reports, etc.)
 3. Final authority for the procurement rests with the committee chair or church Executive.

Procedures for on-going procurement

- A. Procurements less than \$2,000 per year:
 1. Reasonable attempts to obtain product comparisons (price; quality; etc.) should be conducted.
 2. Final authority for the procurement rests with the church Executive.
- B. Initial procurements more than \$2,000 per year:
 1. Obtain competitive pricing from three sources (unless practical considerations preclude such attempts).
 2. Evaluate vendor credentials, experience, track record, etc. Include consideration of any relevant ethical issues (e.g. green principals; support of nonprofit organizations, etc.) in the final vendor choice.
 3. Final authority for the procurement rests with the church Executive.
- C. If there is dissatisfaction with a vendor or evidence of substantially better vendor alternatives, then initial on-going procurement procedures should be followed.

Procedures for procurements of insurance policies

- A. The Finance Committee will be responsible to obtain competitive quotes for necessary coverage once every three years.

ASSOCIATED FORMS: N/A

Policy 4.7

CROSS REFERENCE: BCCUU Bylaws

GROUP OR COMMITTEE RESONSIBLE FOR POLICY: Finance Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: October 7, 2015
(Reviewed October 17, 2019)

PREVIOUS VERSION DATES: December 21, 2012
October 2009
June 28, 2000

POLICY TITLE: Finance Policy: Investment

POLICY: Investments of funds held by BCCUU shall be managed to achieve the highest return while mitigating risks. Whenever practical, preference shall be given to socially responsible investments (see definitions).

PROCEDURES:

- A. The Endowment Fund investment policies are separate and covered under Endowment Fund policies found in Section 11 of the Policies and Procedures Manual.
- B. All church operational and short-term capital improvement funds shall be invested in secure checking, savings or CD accounts.
- C. Excess funds deemed not necessary for operation or capital improvements for the foreseeable future will be invested in secure instruments which are ranked “A” or better by a nationally recognized agency.
- D. Donated investments deemed insecure will be liquidated in a timely manner.

ASSOCIATED FORMS: N/A

CROSS REFERENCE: Endowment Fund Policies

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Finance Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: November 21, 2019
PREVIOUS VERSION DATES: October 7, 2015

POLICY TITLE: Finance Policy: Financial Records Retention

POLICY: Financial records shall be maintained and archived in a manner considered responsible and prudent by financial management standards.

PROCEDURES: Records shall be retained as specified in the chart below:

<u>Type of Record:</u>	<u>Retention Length:</u>	<u>Retention Location:</u>
Accounts payable (including all forms of documentation)	7 years	Finance records
Accounts receivable (including all forms of documentation)	7 years	Finance records
Annual year end closing reports (year end balance sheet and final finance report)	Permanent	Finance records & Annual Report
Annual pledge cards	Until the end of the church year	
Bank account reconciliation reports	7 years	Finance records
Bank account statements	7 years	Finance records
Weekly count sheets and copies of checks	Current year and one year prior	
Capital expenditures – invoices and documentation of payment	Permanent as long as items remain in the possession of the church.	Finance Records
Check registers (actual and software printout reports)	2 years	Finance records
In-kind donation acknowledgement letters	7 years	Finance records
Lien satisfaction documentation	Permanent	Finance records & Archives
Monthly finance reports	2 years	Finance records
Monthly finance minutes	7 years	Finance records & Church Office
Real estate property purchase documentation	Permanent	Finance records & Archives
Tax exempt certificates	Permanent	Finance records & Church Office

ASSOCIATED FORMS: N/A

CROSS REFERENCE: N/A

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Finance Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: November 21, 2019
PREVIOUS VERSION DATES: December 12, 2017
October 7, 2015
December 21, 2012
October 2009
June 28, 2000

POLICY TITLE: Finance Policy: Gifts

POLICY: BCCUU welcomes gifts from members and friends which benefit and advance the mission of the church. Although such gifts are usually gratefully accepted, at times circumstances render some non-monetary and/or designated gifts problematic. As such, non-monetary or designated gifts will be accepted after deliberation and approval by the Finance Committee.

Unless otherwise determined, all unrestricted donations* shall be presumed as intended for endowment use.

*Unrestricted donations include:

- donations that come either without any donor instructions or that are designated only in general ^[1]_[SEP]terms for the church.
- donations from bequests, probate procedures or other legal proceedings. ^[1]_[SEP]

*Unrestricted donations do NOT include:

- worship service collections
- donations made in the context of fundraisers to support the annual church operating budget, ^[1]_[SEP]capital projects or other non-Endowment purposes. (except Endowment Fundraisers)

PROCEDURES:

- A. The Finance Committee reserves the right to accept or reject any restricted gift or any unrestricted gift declined by the Endowment Committee.
- B. The Finance Committee will consider each non-monetary and designated gift offer. Acceptance of the gift will be given if the following conditions are met:
 1. The non-monetary gift can easily and practically be liquidated.
 2. The designated gift is for a church need that has been previously identified or is widely acknowledged.
 3. It is not likely that acceptance of the gift will lead to a pattern of pledge reduction (either individually or collectively).
 4. Other considerations appropriate for the situation.
- C. Although undesignated donations default to the Endowment Fund, there may be special circumstances that justify using a particular donation for another purpose. Approval of the Finance Committee, the Endowment Committee and the Board of Trustees are needed to take such action.

ASSOCIATED FORMS: N/A

CROSS REFERENCE: Endowment Fund Policies

GROUP OR COMMITTEE RESONSIBLE FOR POLICY: Finance Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: November 21, 2019
PREVIOUS VERSION DATES: October 7, 2015

POLICY TITLE: Finance Policy: Credit/Debit card

POLICY: The church credit/debit cards are to be used for making purchases on behalf of the church only where there is no established vendor account, to expedite immediate purchasing needs, and to increase the efficiency of processing transactions.

PROCEDURES:

- A. The assigned cardholder is responsible for all purchases made on the card.
- B. An appointee made by the Finance Committee will monitor the use of the card and bring any questionable transactions to the attention of the cardholder's supervisor and the Finance Committee.
- C. The cards may be used for on-line purchases.
- D. Receipts for all purchases are to be submitted to the Treasurer within 30 days of the purchase. The appointee shall be responsible for providing a list of card expenses to the cardholder's supervisor for review each month.
- E. No personal charges are to be made on the credit/debit cards and each card holder will sign a *Statement of Responsibility for Use of Church Debit/Credit Card* form acknowledging the responsible use of the card and personal liability for any misuse.
- F. The assigned cardholder will report a lost or stolen card immediately to the bank and the Finance Director.

ASSOCIATED FORMS: *Statement of Responsibility for Use of church Debit/Credit Card*

CROSS REFERENCE: N/A

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Finance Committee

BRADFORD COMMUNITY CHURCH
UNITARIAN UNIVERSALIST

STATEMENT OF RESPONSIBILITY FOR USE OF
CHURCH DEBIT/CREDIT CARD

I, _____, acknowledge the receipt of a church debit or credit card to be used to facilitate church financial transactions related to my area of responsibility as church staff. I understand that this church credit card cannot be used for any personal transactions and that such use may be cause for dismissal of employment with Bradford Community Church.

All receipts for purchases are to be turned in to the Treasurer within 30 days. I understand that my supervisor will review all purchases on a monthly basis.

I further understand and agree that any inadvertent personal purchases will be repaid immediately and that if inappropriate use of the card results in my termination any outstanding personal expenditures will be deducted from my final paycheck.

Should my debit/credit card become lost or stolen, I will notify the bank and the church Finance Director immediately.

Church Staff Member

Finance Director

Date

Date

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE:
PREVIOUS VERSION DATES:

POLICY TITLE: Finance Policy: Protection Policy

TO BE DEVELOPED

Per Finance Committee meeting 1.9.20 - No need to develop this policy.
KEEP POLICY NUMBER AS PLACEHOLDER

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: December 12, 2019
PREVIOUS VERSION DATES: October 7, 2015

POLICY TITLE: Finance Policy: Discretionary Fund

POLICY: The Minister’s Discretionary Fund is established to assist individuals who are facing an emergency financial need, primarily individuals who are members and friends of the church. Funds are disbursed confidentially at the discretion of the minister and should be used to meet basic living needs (e.g. shelter, food, utilities) or other exigencies (e.g. transportation, fees).

The Minister’s Discretionary Fund shall be funded from designated voluntary contributions from individuals and/or designated church offerings. In order to ensure that contributions to the fund are considered charitable and thus tax-deductible, no contribution to the fund may be designated for the benefit of any particular recipient.

Restrictions:

1. Use of funds must be consistent with the mission and vision of the church and shall not be used for anything that would jeopardize the church’s tax exempt status.
2. Fund shall not be used for the direct or indirect benefit of the minister or his/her family.
3. Funds shall not be used in a manner that fosters dependency. In general, funds should be bestowed on a one time basis.
4. Funds shall not be disbursed when community programming is available to meet the presenting need. The minister should refer to the Kenosha County “Emergency Services Network” at <http://www.esnkenosha.org> for community resource information before disbursing funds.

PROCEDURES:

- A. Every effort should be made to avoid writing checks or disbursing cash directly to recipients. Instead, checks should be sent to vendors (e.g. utility company, landlord, etc.) or gift cards purchased for use at specific businesses (e.g. grocery stores, etc.).
- B. Based on the minister’s discretion, the funds may be given as a gift or a loan. Payback can be in the form of cash/check or in kind services.
- C. The minister has signature authority on the account.
- D. Record maintenance by the minister:
 1. The minister shall keep a confidential record of disbursements made including the recipient’s name, and the date, amount, and purpose of the disbursement.
 2. Upon departure, the minister will turn over these records to the finance committee for archiving. Records will remain confidential.
- E. The Finance Committee will appoint someone to balance the Minister’s Discretionary Fund and, when prudence dictates, will view copies of cancelled checks to ensure compliance with this policy. This appointee is bound by confidentiality when individual recipient identities become known.
- F. In order to avoid potential IRS consequences, any distribution to a church employee must be paid through payroll with appropriate payroll taxes withheld and reported.
- G. The minister will provide the Finance Committee with a report (excluding confidential information) upon request.

ASSOCIATED FORMS: N/A

CROSS REFERENCE: N/A

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Finance Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: October 7, 2015
Reviewed: December 12, 2019
PREVIOUS VERSION DATES: N/A

POLICY TITLE: Finance Policy: Contingency Fund

POLICY: The Contingency Fund is established to cover the cost of unavoidable, unexpected expenses or emergencies that cannot be met through the current budget. Transfers from this fund are not considered loans.

PROCEDURES:

- A. Transfer of money from this account requires joint action of the Board of Trustees and the Finance Committee.
- B. The Finance Committee shall review the balance in the Contingency Fund annually to determine if an alternative investment is appropriate.
- C. At the close of the fiscal year, any funds remaining in the Operating Fund in excess of an amount equal to two month's expenses shall be transferred to the Contingency Fund.
- D. If the balance of the Contingency Fund drops below \$6,000, the Finance Committee will make it a priority to replenish funds.

ASSOCIATED FORMS: N/A

CROSS REFERENCE: N/A

GROUP OR COMMITTEE RESONSIBLE FOR POLICY: Finance Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: January 9, 2020
PREVIOUS VERSION DATES: October 7, 2015

POLICY TITLE: Finance Policy: Operating Reserve

POLICY: The purpose of the Operating Reserve is to ensure there is sufficient cash flow to cover budgeted expenses. The reserve is not a separate bank account, but is the balance of the church Operating Fund. Whenever possible, the operating reserve should be an amount equal to at least two month's expenses.

PROCEDURES:

- A. At the beginning of the fiscal year, the amount of the operating reserve is determined as equal to 2 months of budgeted expenses.
- B. If needed, funds are transferred from Contingency to Operating to fully fund the operating reserve.
- C. If, at the end of the year, the operating reserve exceeds an amount equal to 2 months of expenses, the excess funds are transferred to the Contingency Fund.

ASSOCIATED FORMS: N/A

CROSS REFERENCE: Policy 4.14 (Contingency Fund)

GROUP OR COMMITTEE RESONSIBLE FOR POLICY: Finance Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: January 9, 2020
PREVIOUS VERSION DATES: October 7, 2015

POLICY TITLE: Finance Policy: Capital Fund

POLICY: A Capital Fund is established in order to accept contributions that are restricted to the planned capital needs of the church.

PROCEDURES:

- A. Expenditures from the Capital Fund are limited to pay for projects specified in a capital improvement plan and other capital improvement projects that are identified during the period of the capital campaign.
- B. The administration of capital campaign revenues and expenses will follow existing finance procedures.

ASSOCIATED FORMS: N/A

CROSS REFERENCE: Policy 4.2 (Financial Operations)

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Finance Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: January 9, 2020

PREVIOUS VERSION DATES: October 18, 2016

POLICY TITLE: Internal Share the Plate

POLICY: Internal Share the Plate collections are intended to raise funds for church related projects or items that are needed but have not been budgeted for. Decisions about scheduling and project selections shall be made by the minister. Internal Share the Plate collections shall be for needs that specifically benefit Bradford Community Church. The congregation shall be informed of the specific project prior to the collection. The minister will determine what percentage of non-pledge donations from the collection will be contributed to the funding of the project.

PROCEDURES:

1. Any committee can request internal Share the Plate funding by submitting a project description and associated budget to the minister.
2. Criteria for project selection should include the following:
 - a. The project must be consistent with Bradford's mission and ends.
 - b. The project budget must be reasonably fundable.
 - c. The project cannot benefit a specific person or household.
3. If the amount collected for the project exceeds the project budget, the excess money will be placed in a surplus fund. This surplus fund will be available to supplement future internal Share the Plate projects that do not receive full funding within that fiscal year. The minister is authorized to determine when and how much of the Surplus Fund to use to supplement other internal Share the Plate projects. At the end of the fiscal year, any balance will be folded into the operating budget.

ASSOCIATED FORMS: NA

CROSS REFERENCE:

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Finance

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: April, 2013
PREVIOUS VERSION DATES: May 24, 2000

POLICY TITLE: Religious Education Instructor/Youth Leader Recruitment And Training Policy

POLICY:

A. Philosophy

Adults working with children and youth in the context of our Unitarian Universalist faith have a crucial and privileged role, one which carries with it a great deal of influence.

Whether acting as youth advisor, chaperone, childcare worker, teacher, Minister, or in any other role, the adult has a special opportunity to interact with our young people in ways which are affirming and inspiring to both the young people and adults. Helping our children grow up to be caring and responsible adults is a meaningful and joyful experience for the adult and a lifetime benefit to the child.

At BCCUU it is expected that adults working with children will exercise good judgment and mature wisdom in using their influence with children and youth, and will furthermore refrain from using young people and children to fulfill their own needs.

Adult leaders need to possess a special dedication to working with our children in ways which affirm our UU Principles. Good communication skills, self-awareness and understanding of others, sensitivity, problem solving, and a positive attitude are all important attributes.

B. Recruitment

The recruitment of religious education teachers, childcare workers, and youth leaders is the responsibility of the RE Committee and Director of Religious Education (DRE). Together the DRE and RE Committee identify members and friends who they believe have a sincere desire and demonstrated ability to work effectively with children and youth. The DRE and RE Committee will recruit only members and friends who have consistently participated in church activities for a period of not less than three months. Members and friends recruited to teach, care, and lead should be known by the DRE.

Additionally, in recruiting adult leaders the RE Committee and DRE will seek persons who 1) have a social network outside of their religious education responsibility in which to meet their own needs for friendship, affirmation, and self-esteem, and 2) are willing and able to seek assistance from colleagues and religious professionals when they become aware of a situation requiring expert help or intervention.

C. Training

Members and friends recruited to instruct, care for, and lead our youth and children will be provided with instruction/assistance by the RE Committee and DRE in the following areas:

1. Developmental information about the children/youth in the group to which they have been assigned or volunteered for.
2. Curriculum overview of the topic being taught.
3. Acquisition of appropriate teaching aids and classroom materials.
4. UUA approved training for those who will teach the Our Whole Lives (OWL) curricula.
5. Provision of substitutes in the event of absence.
6. All teachers, childcare workers and youth leaders will be provided with a copy of this policy.

Policy 5.1

- D. Code of Ethics, Application Form and Background Check Form
Persons desiring to teach, care for, or lead our youth and children will be required to complete an “*Application Form for Working with Children and Youth*”, and sign a “*Code of Ethics Statement*” and a “*Background Check Form*”.

Information in a Background Check form which suggests a prior criminal record of child abuse or neglect will automatically disqualify an individual from teaching, caring for, or leading children and youth in the BCCUU religious education programs. This information will be shared with the Minister to determine if further action is needed pursuant to the BCCUU bylaws and the Prevention of Sexual and Physical Abuse of Children Policy.

Refusal to sign the Code of Ethics or Background Check Form will also disqualify an individual from participating in a leadership role with children and youth in the BCCUU religious education programs.

- E. Reporting Child Abuse and Neglect
Because Wisconsin law mandates that certain professionals such as Teachers, Health Care Workers, and Social Workers report reasonable suspicion of child neglect and abuse, similar obligations should apply within the religious education program at BCCUU.

If a child shares information or evidence is present that causes a religious education teacher, childcare worker, or youth leader to suspect that abuse/neglect is occurring, this person is advised to discuss the situation with the Minister to deem if a call is necessary.

All persons will maintain the upmost discretion and will not discuss the situation with anyone at large, even after the necessity of a call is determined.

If a call is deemed necessary, the Minister, and/or person hearing of or witnessing the alleged abuse/neglect will report the incident to the local Child Protective Services agency. If the alleged perpetrator of abuse/neglect is a member or friend of BCCUU, further action may be taken in accordance with BCCUU Bylaws and the Prevention of Sexual and Physical Abuse of Children Policy.

While it is important for the Minister to be made aware of all situations, it is ultimately the decision of the religious education teacher, childcare worker or youth leader to make a call, with or without the Minister’s agreement.

ASSOCIATED FORMS: *Application Form for Working with Children and Youth, Code of Ethics Statement, Background Check Form*

CROSS REFERENCE: Prevention of Sexual and Physical Abuse of Children Policy; church Bylaws

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Religious Education Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: September, 2012

PREVIOUS VERSION DATES: 2006

POLICY TITLE: Personnel Policies and Procedures: Introduction, Definitions and Acronyms.

POLICY: Non-Discrimination

It is the policy of BCCUU to hire, recruit, train, assign, promote, and otherwise maintain employees without discrimination on the basis of race, ethnic origin, age, sex, affectional preference, religious or political beliefs, or physical disabilities.

BCCUU shall treat every individual with concern, dignity, and fairness in terms of assigned job duties, working conditions, pay and benefits, and promotion consideration.

In return, we ask that you as an employee perform your job to the best of your ability and take responsibility for making suggestions to your immediate supervisor as to how we can better serve our congregation.

The following definitions and acronyms refer to all Personnel Policies and Procedures

- BOT: Board of Trustees
- BCCUU, BCCUU: Bradford Community Church Unitarian Universalist
- Church: Bradford Community Church Unitarian Universalist
- DRE: Director of Religious Education
- Exempt Employee: Employee who is exempt from the overtime and minimum pay provisions of the Fair Labor Standards Act. Minister and DRE are among those included.
- Non-Exempt Employee: Employee who is subject to the provisions of the Fair Labor Standards Act. Office Staff and Sexton are among those included.
- Overtime: the time worked in excess of 40 hours per week
- Regular employee: an employee who works a fixed number of work hours per week for a term that is not time-limited
- Supervisor: That person from whom the employee primarily takes direction regarding schedule, duties and prioritization of tasks.
- UUA: The Unitarian Universalist Association
- UUMA: The Unitarian Universalist Minister's Association
- PTO: Paid Time Off

ASSOCIATED FORMS: NA

CROSS REFERENCE: NA

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Personnel Committee, Church Executives

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: September, 2012

PREVIOUS VERSION DATES: 2006

POLICY TITLE: General Employment Practices

POLICY:

- A. **NEW POSITIONS:** Positions must be approved by the Church Executives in consultation with the Board of Trustees. Budget responsibility and compensation must be appropriated in the annual budget before any recruitment activity can commence.
- B. **OPEN FULL-TIME AND PART-TIME REGULAR POSITIONS:**
1. Membership in BCCUU shall not be an advantage when hiring, compensating, or terminating an employee.
 2. Positions which are to be filled by a person who is currently or previously on the staff shall be publicly posted in the church office and advertised in local, regional and (if appropriate) national newspapers or other publications for a least one week. The position will be filled by the best qualified of those persons who apply.
 3. Individuals seeking reemployment after voluntary resignation will be treated as any other applicant for employment. The prior work records and the circumstances under which a former employee terminated his/her employment will be considered.
 4. Regular employee, full- or part-time may not be supervised by family members.
 5. Non-exempt employees will be hired by the supervisor of that position in consultation with the Personnel Committee and, as needed, appropriate hiring committee.
 6. Exempt Employees will be hired by the Church Executives in consultation with the BOT, and/or committee representatives as appropriate in consultation with the Personnel Committee.
 7. Upon commencement of employment, each staff member shall receive a written statement of the terms of employment including wages or salary, duties, responsibilities, schedule and benefits.
 8. All employees are subject to a 90-day probationary period during which they may be terminated with or without cause.
 9. Eligibility for benefits for an employee shall begin upon successful completion of the employee's 90-day probationary period as an employee of the church.
 10. Ministers of the church are called according to the terms of the church's By-laws, and UUA and UUMA guidelines.
 11. All employees of BCCUU are ultimately accountable to the BOT and the congregation which the BOT represents.
- C. **PAY:** The wage offered for a position should be within the salary range for the position to be filled, based on the experience and education of the applicant and budget constraints.
- D. **SUBSTANCE ABUSE OR SEXUAL HARASSMENT:** If either prohibited activity is suspected, an investigation will be conducted by the Personnel Committee at the request of the Church Executive or BOT. Substance abuse is defined as the use of illegal drugs and/or the abuse of legal drugs or alcohol. If substance or sexual harassment abuse by an employee is substantiated after investigation, the Personnel Committee will make a recommendation to address the situation to the BOT after consulting legal counsel, if appropriate. Such abuses by an employee shall be grounds for discipline including possible termination.

Policy 6.2

PROCEDURES:

- A. **EMPLOYMENT:** Applicants for an approved position must complete the appropriate *Employment Application* form. The Personnel Committee shall be responsible for screening applicants. Employment references must be investigated by the Personnel Committee or an appointed member approved by this committee to evaluate at least the past five years of employment history. A criminal background check must be performed.

- B. **OFFER:** The hiring committee, in consultation with the Personnel Committee determines the best method for conveying the hiring offer. The terms of the offer and acceptance will be documented via an employment agreement or similar document. All agreements will be signed at a minimum, by the employee and the President of the BOT. Copies of the agreement will be provided to the employee and the Finance Director. The original will be provided to the Personnel Committee chair for inclusion in the employee's personnel file.

ASSOCIATED FORMS: *Employment Application Form*

CROSS REFERENCE: NA

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Personnel Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: September, 2012

PREVIOUS VERSION DATES: 2006

POLICY TITLE: Family and Medical Leave

POLICY:

A. Eligibility: Employees who have been on the job for at least one year and have worked at least 1020 hours in the previous year (an average of 20 hours per week) are eligible for family and/or medical leave.

B. Leave Provisions

1. Under the provisions of the Family and Medical Leave Act of 1993 (Public Law 103-3) BCCUU allows up to 12 weeks of unpaid leave during any 12 month period of employment to deal with the serious illness of a child, spouse or parent; one's own serious illness or the birth or adoption of a child.
2. BCCUU will maintain group health insurance at the level and under the conditions that coverage would have been provided if the employee had continued to be employed during the leave. Benefits do not accrue during unpaid leave. The employee will be restored to the original, or an equivalent, position with equivalent benefits, pay and all other terms and conditions of employment as was provided prior to the commencement of the family and medical leave.
3. Leave may be taken intermittently or on a schedule that reduces the usual number of hours per workday or workweek when medically necessary. Such arrangements must be worked out with the supervisor and approved by the appropriate executive so that required work can be accomplished.
4. For the purpose of executing the use of this policy, the year will begin on the first day of the leave and will include any unused Paid Time Off available to the employee.
5. Medical certification from a health-care provider to support medical leave requests is normally required. This employer may require second and third opinions at the employer's expense. Periodic reports from the doctor of an employee on family and medical leave regarding the employee's status and intent to return to work are required. The schedule of these reports will be set up at the time the leave is approved.
6. Eligible employees may be placed on leave of absence with the understanding that the employee intends to return to work for the church at the conclusion of the leave of absence.
7. A leave of absence for longer than three months precludes the church from assuring the employee that she or he may return to the position held at the time the leave of absence began. However, should a leave of absence continue beyond a three-month period, every effort will be made to employ the employee in any position opening for which she or he is qualified. An employee not returning to work the day following the conclusion of an approved leave of absence will be subject to termination of employment.
8. An absence of up to three months as approved by the appropriate Church Executive, supervisor, and the Personnel Committee may be authorized for a seriously ill employee (Medical leave) or to care for a child or parent who is seriously ill (Family leave).
9. An absence of up to six weeks as approved by the appropriate Church Executive, supervisor, and the Personnel Committee may be granted for parental leave. Such leave may be authorized for the birth, adoption, or guardianship of a child by an employee.

PROCEDURES:

- A. In the event of a medical or family leave of absence the employee is required to provide their supervisor with a written statement from her or his doctor stating that the need is required and, if possible, a projected date for returning to work.

Policy 6.3

- B. It is the responsibility of the employee on leave to contact her or his supervisor in writing to request reinstatement of employment with the anticipated date of return to work. The employee's doctor is required to provide her or his supervisor with a written statement indicating a date when the employee may safely resume work.
- C. Employees must provide 30 days advance notice when the need is foreseeable, so that BCCUU has an opportunity to plan for handling the work load during the employee's leave of absence. When it is not feasible to provide advance notice, such notice must be given within one or two business days of when the employee learns of the need for the leave. All accumulated PTO must be taken at the beginning of the leave.

ASSOCIATED FORMS: NA

CROSS REFERENCE: NA

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Personnel Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: September, 2012

PREVIOUS VERSION DATES: 2006

POLICY TITLE: Sexual Harassment

POLICY: Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to the conduct is made explicitly or implicitly as a term or condition of employment;
- Submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or
- The conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile or offensive employment environment.

Some examples of conduct which may constitute sexual harassment, depending on the circumstances, include but are not limited to, the following:

- Repeated and unwelcome suggestions, regarding, or invitations to, social engagements or social events; or
- Any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature; or
- Unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- The deliberate use of offensive or demeaning terms which have a sexual connotation or
- Inappropriate remarks of a sexual nature.

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and will not be tolerated. Any violation of the policy will be treated as a serious matter and will result in disciplinary action, up to and including termination

PROCEDURE:

Any employee who believes he/she has been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to his/her supervisor, Personnel Committee Chairperson, Church Executive(s) or the president of the congregation.

Every complaint or report of sexual harassment will be promptly investigated by a committee appointed by the Minister or president of the congregation. Although investigations will be conducted with sensitivity to confidential issues, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy has occurred, timely and appropriate action will be taken.

ASSOCIATED FORMS: NA

CROSS REFERENCE: NA

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Personnel Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: September, 2012

PREVIOUS VERSION DATES: 2006

POLICY TITLE: Harassment

POLICY

Conduct that shows hostility or an aversion toward an individual because of his/her race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by law, is prohibited in the workplace. This includes behavior that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment
- Has the purpose or effect of unreasonably interfering with an individual's work performance
- Otherwise adversely affects an individual's employment opportunities.

Some examples of conduct which may constitute harassment, depending on the circumstances, include but are not limited to, the following:

- Epithets or slurs;
- Threatening or intimidating acts;
- Written or graphic material;
- Written, verbal or physical acts that purport to be jokes or pranks.

Retaliation or reprisal against employees who report harassment claims is prohibited and will not be tolerated.

PROCEDURE

Any employee who believes he/she has been harassed by another employee, a supervisor, or any other person who the employee encounters in the course of employment should report that conduct immediately to his/her supervisor, the Chair of the Personnel Committee, the Church Executive(s) or the president of the congregation.

Every complaint or report of harassment will be promptly investigated. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

ASSOCIATED FORMS: NA

CROSS REFERENCE: NA

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Personnel Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: September, 2012

PREVIOUS VERSION DATES: 2006

POLICY TITLE: Employee Fair Treatment

POLICY

Because effective communication is essential for productive working relationships, employees are encouraged to discuss any concerns about work or suggestions for improving operations with their supervisors, the Personnel Committee or the Church Executive(s), depending on the circumstances.

PROCEDURE

The employee should present any complaint or grievance to his/her supervisor and together they should discuss the problem, applicable rules or policies and a possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Personnel Committee. The Personnel Committee, in cooperation with the president of the BOT, will assemble an ad hoc committee, chaired by the president of the BOT, to gather the evidence necessary to complete an investigation. The committee will then recommend a resolution of the problem based on the investigation to the supervisor and employee.

If the committee's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the complete Board of Trustees. The resolution recommended by the Board will be binding upon the congregation and employee.

ASSOCIATED FORMS: NA

CROSS REFERENCE: NA

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Personnel Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: September 2012

PREVIOUS VERSION DATES: 2006

POLICY TITLE: Employee Assessments and Salary Adjustments

POLICY

- A. Frequency: All hourly and salaried employees (exempt and non-exempt) shall have their job performance assessed by their supervisor at least once every calendar year. New employees may have more frequent assessments during their first year of employee. Additional assessments may also be conducted as part of a performance improvement plan.
- B. Employees are to be appraised objectively and accurately. The assessment is a collaborative process between the employee and supervisor. Disagreements and disputes should be managed per the Employee Fair Treatment Policy/Procedure.
- C. Assessment Forms: Forms used for assessment may change from year to year but they should contain the following elements:
 - 1. Current job description
 - 2. Employee Self-Assessment
 - 3. Supervisor's Assessment using the same criteria as the Employee's Self-Assessment
 - 4. Plan for the upcoming assessment period
 - 5. Any necessary revisions to the job description
 - 6. Signature of Employee and Supervisor
- D. Salary Adjustment: Every effort will be made to correlate salary adjustments to performance however budget constraints may preclude increases regardless of merit. Increases typically are effective on the first day of the church fiscal year (July 1). Employees who have not been employed 12 months but more than six months will receive a prorated wage/salary increase for the number of months employed. The following factors are considered for salary adjustments:
 - 1. Overall job performance as indicated on the performance assessment.
 - 2. Position of employee's salary within her/ his salary range.
 - 3. Date and amount of the last salary award.
 - 4. Salaries of peers, subordinates, and supervisors.
 - 5. Salaries of comparable positions.
 - 6. Church's financial condition.Salary increase amounts consistent with the church's budget are determined each calendar year by the Church Executive(s), Personnel Committee and BOT with input from the Finance Committee. Salary adjustments outside this established review cycle may be requested by the Church Executive(s), Personnel Committee or BOT. BOT approval is required..

PROCEDURE

- A. Early each calendar year, the Personnel Committee and Church Executives with employees in their domain will agree upon forms and timing for the upcoming year's evaluation.
- B. At the agreed upon time, job descriptions and assessment forms will be distributed to employees and supervisors.
- C. Employees and supervisors will review job descriptions and note any needed changes. Additionally they will complete assessment forms.
- D. The employee and supervisor will then meet to discuss the job descriptions and assessments and agree upon plans for the upcoming year. More than one meeting may be required and is acceptable.

Policy 6.7

- E. Upon completion of the forms and plans, the employee and supervisor will sign the documents. Copies will be retained by both and originals sent to the Chair of the Personnel Committee for inclusion in the employees' file.
- F. The Personnel Committee shall serve as subject matter expert and adjudicator for this process.

ASSOCIATED FORMS: *Sample assessment form;*

CROSS REFERENCE: Employee Fair Treatment Policy/Procedure

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Personnel Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: September, 2012

PREVIOUS VERSION DATES: 2006

POLICY TITLE: Employee Counseling and Discipline

POLICY:

- A. All employees are treated fairly and given opportunities to explain and/or adjust behaviors viewed as undesirable by their supervisor.
- B. Employees with three or more months of employment may not be terminated unless at least one written notice has been given for a similar or different offense in the preceding 12-month period that would be cause for termination of employment.
- C. At least one level of supervision above the employee's supervisor, or the BOT must approve the termination.
- D. An oral or written warning should always be done in private.

The Personnel Committee is subject matter expert and adjudicator for this policy.

PROCEDURES:

- A. Oral Warning: Upon identification of undesirable behavior requiring correction or counseling, the supervisor will discuss the situation/behavior with the employee and counsel for desired behavior. The supervisor will make a note of the day/time and situation in a retrievable format.
- B. Written Warning: Upon repeated instance(s) of the same or similar behaviors, the supervisor will prepare a written summary of the problem, noting the oral warning. Suggested steps for improvement should be included in the warning with timelines/goals as appropriate. The supervisor will discuss the written warning with the employee and seek agreement on the current situation and plan for the future. Both the supervisor and employee should sign the warning and retain copies. If the employee refuses to sign the warning, notation should be made on the warning. The original should be included in the employee file.

Examples of situations justifying written warning notices:

- Unauthorized or unexcused absenteeism.
 - Repeated tardiness.
 - Violation of work or safety rules
 - Improper member relations or sexual harassment.
 - Intentional and/or repeated violation of church policy and procedure
- C. Dismissal: Causes for dismissal shall include but are not limited to the following:
 - Insubordination
 - Dishonesty or neglect in the care or use of church property and/or funds
 - Habitual unexcused absences or tardiness
 - Sexual misconduct
 - Failure to maintain satisfactory working relations with colleagues or the public.
 - Falsification of employment application or work record
 - Failure to meet required standards of job performance

Policy 6.8

- D. However, unusually serious violations of the causes for dismissal may lead directly to termination. The church, through the Personnel Committee, may request the employee to leave immediately. PTO pay will be forfeited in the case of immediate termination for cause.

ASSOCIATED FORMS: NA

CROSS REFERENCE: NA

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Personnel Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: September, 2012

PREVIOUS VERSION DATES: 2006

POLICY TITLE: Medical Insurance and Pension

POLICY: BCCUU will negotiate medical insurance and pension plans with eligible employees.

PROCEDURES:

When these benefits are offered, the following procedures are standard. Alternatives may be negotiated at the time of hiring:

- A. BCCUU will provide medical insurance for those working at least 1,000 hours per year. For those working full time (2000 hours or more), BCCUU will provide 80% of the premium rate. The employee will provide for the remaining 20%. For those working less than full time, (but 1000 hours or more per year) the amount of coverage paid by BCCUU will be based on the percentage of full time hours worked by the employee. For example if the employee worked 1500 hours per year BCCUU would provide $1500/2000 \times 80\%$ or 60% of the coverage. If the employee worked 1000 hours per year BCCUU would provide $1000/2000 \times 80\%$ or 40% of the coverage.
- B. Coverage of the employee is effective according to acceptance into the policy. Benefits will cease as of the last day of the month in which termination occurs. Federal law requires that most employers sponsoring group medical plans offer employees the opportunity to purchase continued coverage, (COBRA) at the time of termination or resignation.
- C. BCCUU reserves the right to change or update medical benefits at any given time.
- D. This Community participates in the workers' compensation insurance program as required by Wisconsin statute. **INJURIES MUST BE REPORTED TO SUPERVISOR IMMEDIATELY.**
- E. A comprehensive pension through the UUA Organizations Retirement Plan is available for all eligible employees. An employee is eligible for this plan if eighteen (18) years of age or older after one year of employment in which they work 1,000 hours or more.

ASSOCIATED FORMS: NA

CROSS REFERENCE: NA

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Personnel Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: September, 2012

PREVIOUS VERSION DATES: 2006

POLICY TITLE: Holidays

POLICY: BCCUU recognizes the following days as paid holidays for full time and part time regular employees regularly scheduled to work those individual holidays.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

PROCEDURE:

- A. Holidays that fall on Saturday will be observed on the preceding Friday. Holidays that fall on Sunday will be observed on the following Monday. If the nature of an employee's job requires he/she to work on a specific holiday, the holiday will be observed on a day mutually agreed upon by the employee and the supervisor.
- B. Persons compensated by BCCUU shall be paid according to their specific work agreements.

ASSOCIATED FORMS: NA

CROSS REFERENCE: NA

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Personnel Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: September, 2012

PREVIOUS VERSION DATES: 2006

POLICY TITLE: Leave of Absence

POLICY

- A. Eligible employees may be placed on leave of absence with the understanding that the employee intends to return to work for the church at the conclusion of the leave of absence.
- B. A leave of absence for longer than three months precludes the church from assuring the employee that she or he may return to the position held at the time the leave of absence began. However, should a leave of absence continue beyond a three-month period, every effort will be made to employ the employee in a position opening for which she or he is qualified.
- C. An employee not returning to work the day following the conclusion of an approved leave of absence is subject to termination from employment.
- D. Types of Leave of Absences include:
 - 1. Personal: An absence of up to one month as approved by the Church Executive(s), supervisor, and the Personnel Committee.
 - 2. Bereavement: An absence of 5 days is granted upon death of the employee's parent, step-parent, child, step-child or spouse.
 - 3. Military: Absences of two weeks for National Guard summer camp or for an extended period of time for National Guard or Reserve members granted in the event a national emergency as declared by the President of the United States.

PROCEDURE

- A. Benefits do not accrue during unpaid leave. The employee will be restored to the original, or an equivalent, position with equivalent benefits, pay and all other terms and conditions of employment as was provided prior to the commencement of the leave.
- B. For the purpose of executing the use of this policy, the year will begin on the first day of the leave and will include any unused PTO available to the employee.

ASSOCIATED FORMS: NA

CROSS REFERENCE: NA

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Personnel Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 2/11/13
PREVIOUS VERSION DATES: 10/10/2000

POLICY TITLE: Membership Policy

POLICY: It is the policy of BCCUU to celebrate the presence and participation of people of all races, religious backgrounds, and gender and affectional orientations.

PROCEDURES:

- A. Attract/Welcome:
 - 1. It is our goal to have two greeters each Sunday, to have a training session for greeters as needed, and to develop a list of persons willing to serve as greeters.
 - 2. Greeter responsibilities include:
 - a. Welcome visitors and members.
 - b. Request that visitor sign the Guest Book and wear nametags.
 - c. Distribute orders of service.
 - d. Invite guests to stay for coffee house.
 - e. If time allows, introduce guests to other members.
 - f. Inform those with children about RE and direct them to an adult responsible in that area.
 - 3. The office makes nametags at the request of Membership. All members should have nametags.
- B. Identify/Encourage:
 - 1. After three or four Sundays or when someone shows interest in the church, we proceed as follows:
 - a. Ask the Minister send a welcome letter.
 - b. Mention the availability of informational materials at the back of the church.
 - c. Inform them of upcoming Next Step classes, ascertain interest, and register them for class.
 - d. Invite them to join the church – usually during the last session of the Next Step series, though there are alternatives that can be worked out with the Minister.
 - 2. Church membership entails:
 - a. Attending Next Step series or consulting with the Minister about an alternative if that is not possible.
 - b. Completing the application, new member profile, and a financial pledge.
 - c. Signing the membership book.
 - d. Attending a New Member Ingathering service.
- C. Assimilate/Retain:
 - 1. Notify committee and special events chairs of new members' interests as indicated in their profile.
 - 2. Encourage committees and the entire church to extend special invitations to new members.
 - 3. Encourage new members to join a committee, take a class, help with a special event, and participate in general.
 - 4. To those members who have been absent from church for an extended period, send notes, phone or visit, and pass on information as appropriate.
 - 5. Maintain a directory of member information, e.g. name, address, phone, email.
- D. Clarify/Consolidate Data
 - 1. Send names of new members and of those leaving the church to the Board of Trustees for formal recognition.
 - 2. Send completed pledge forms to Financial Director.
 - 3. Add names to the next yearly list of members for UUA and WORLD magazine.

Policy 7.1

4. Inform newsletter staff of visitors wishing to receive email QUILT.
5. The Membership Book will be maintained by the Membership Committee and kept in the Minister's office. It is a formal listing of church members.

ASSOCIATED FORMS: *Application for Membership; Pledge form; New Member Profile*

CROSS REFERENCE: NA

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Membership Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: July 30, 2016

PREVIOUS VERSION DATES: N/A

POLICY TITLE: Safety Team

POLICY: BCCUU will maintain a safety team to address the following areas of concern:

1. Facility Safety (Safety Division Director)
2. Financial Safeguards (Finance Committee Chair)
3. Internet Security (Technology Division Director)
4. Food Handling (Hospitality Division Directors)
5. Emergency Preparedness (Board Member)
6. Religious Education and Nursery (RE Director)
7. Outside Groups, Contractors and Volunteers (Building Manger)

ASSOCIATED FORMS: NA

CROSS REFERENCE: Policy 8.2; 8.3; 8.4; 8.5; 8.6; 8.7; 8.8

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Building Executive

Bradford Community Church Unitarian Universalist – Policies and Procedures

Current Policy Date: April, 2013

PREVIOUS VERSION DATES: 4/12/2000

POLICY TITLE: Prevention of Sexual and Physical Abuse of Children

POLICY:

It is the goal of BCCUU to provide a safe environment for children and to protect the church from unnecessary risk stemming from any incidents of sexual or physical abuse. It is the policy of BCCUU to:

- Screen all church employees and volunteers who work with children
- Exclude from the congregation those with a documented history or present occurrence of pedophilia or child or youth molestation unless the person can prove that he or she is at no risk of reoccurrence in the case of molestation. Pedophilia is considered incurable.
- Require those at risk of incident or accusation to refrain from contact with children or be excluded from the church.
- Require having two adult leaders or caretakers for all child care, religious education classes, events and activities for children whenever possible.
- Call a meeting of the Prevention of Sexual and Physical Abuse Task Force when needed on short notice. This task force will be comprised of the religious education chair(s), Director of Religious Education, Minister, board president, one member of the personnel committee, and one member of the congregation at large.

PROCEDURES:

A. Screening Procedures:

All religious education teachers, paid child care providers, church staff, and volunteers who work with children shall complete an "Application for Working with Children and Youth" and must sign a "Code of Ethics." Applications will be kept confidential and will be reviewed by the Director of Religious Education. In addition a criminal background check will be completed on all applications.

The chair(s) of the Religious Education Committee (or Director of Religious Education) shall be responsible for checking references of child care, teachers and volunteers who work with children.

All references shall be contacted by telephone or in person. A written report shall be completed for each reference and shall be filed with the application.

If it is determined that a potential volunteer should have restricted access to children, the course of action to be taken shall be decided by the Prevention of Sexual and Physical Abuse Task Force. Recommendation will be made to the Board of Trustees as to which of the following actions should be taken:

- exclusion from the congregation and its activities
- restricted access to children witnessed by the signing of a limited access agreement based on the template at the UUA website - <http://www.uua.org/safe/children/appendices/23512.shtml> which specifies that the person shall have restricted access with children and that if the person is found to have broken the agreement, exclusion from the congregation will follow. Determination as to whether the agreement has been broken shall be decided by the Prevention of Sexual and Physical Abuse Task Force to whom any complaints should be presented.

If a potential church staff person is determined a potential risk to children, the person shall not be hired.

The Board of Trustees shall meet within 5 days to act upon the recommendations.

Policy 8.2

Files containing the above mentioned forms shall be maintained on volunteers and employees. These files shall remain limited to the Prevention of Sexual and Physical Abuse Task Force and will be confidential and secure as appropriate and within the law of the state of Wisconsin unless it is deemed by the Prevention of Sexual and Physical Abuse Task Force that their confidentiality would endanger an individual or group. Information shall be given on a need-to-know basis.

The Religious Education Committee and the Prevention of Sexual and Physical Abuse Task Force shall review this policy, as well as information on sexual and physical abuse and prevention every three years. At the religious education orientation meeting in the fall for parents of children in religious education, nursery and parents of youth, these procedures will be explained and copies of it made available for parents. When parents register children after the start of the year, this policy will be included in their registration packet. In order to make our concern for children's safety readily apparent, our safe congregation practices will be posted.

B. Occurrence Procedures:

1. Procedures When A Person Has Been Previously Investigated Or Charged With Sexual Or Physical Offenses:

Anyone who becomes aware of child sexual or physical abuse charges made against an employee, volunteer, member or attendee of the church, should notify the Minister, Director of Religious Education, board president, or chair of the Prevention of Sexual and Physical Abuse Task Force. Anyone of these who is so informed will then inform the others. In the event that the charges involve the Minister or Director of Religious Education, the next points of contact shall be the Executive of the UUA MidAmerica region.

The charges will be investigated by the Prevention of Sexual and Physical Abuse Task Force. The task force should call a meeting within a week of hearing of the charge and make all attempts to keep the investigation to a timely schedule. Four members of the task force constitute a quorum. The person charged will be excluded or restricted from participation around children during the course of the investigation. This temporary decision shall be made at the first meeting of the task force and shall have no right of appeal. Should the task force at any time in the course of its investigation decide that exclusion is necessary they may so rule.

The Prevention of Sexual and Physical Abuse Task Force shall in the course of its investigation:

- Collect and review all pertinent facts regarding the incident or charges.
- Review the application and reference forms kept on the person.
- Meet with the person giving him/her the opportunity to present his/her case and to answer questions from the task force.
- Request, if they deem necessary, a separate evaluation of the person by a therapist, psychologist, or psychiatrist who is a specialist in the area in which the person has been charged.
- Determine if leave without prejudice is needed if the complaint is filed against the Minister, Director of Religious Education, choir director, accompanist, or staff. During this period his/her salary, housing allowance and benefits shall continue to be paid.

If the allegations cannot be disproved, the task force will recommend to the Board of Trustees whether permanent exclusion from membership and participation in the congregation is necessary using the following guidelines:

- The person will be recommended for exclusion from membership and participation in the congregation and its activities if any sexual or physical abuse is proven either in the present case or by past conviction in a criminal court or by past settlement of a civil suit, or by past or present self-disclosure or by past or present disclosure from a therapist, psychologist, psychiatrist, social worker with whom the person has been or is in treatment.
- The person will be recommended for restriction from access to children if it is determined by the task force that he/she may be a potential risk but the person will be allowed to participate

Policy 8.2

in the worship service and such other adult activities of the church as deemed appropriate by the task force if, in their considered opinion, he/she poses no potential risk within those situations. The person may be requested to disclose the nature of the risk he/she poses to the congregation if the task force deems it appropriate.

- The person will be recommended for exclusion from membership and participation in the congregation if it is determined by the task force that he/she poses too high a potential risk in consideration of safety issues regarding children and youth and/or liability issues regarding the church and the congregation.

The Board of Trustees shall inform the person of their final decision by registered or certified mail. There will be no right of appeal, but the person may request a review as specified in Article XI "Hearings" in the by-laws.

If the person is excluded from the congregation, notice of his/her removal from the congregation will be listed in the membership section of the annual report for that year. If the task force decides it is necessary to inform others of his/her removal before the time of publication of the annual report, the task force will decide on the method of disclosure and the persons to which such disclosure should be made.

2. Procedures for Investigating Current Sexual Offense Allegations:

Anyone informed of or reasonably suspecting an incident of child sexual or physical abuse shall report the incident to one of the following: the Minister, the Director of Religious Education, the religious education chairs or the board president. Whoever of these is informed will then inform the others and call a meeting of the Prevention of Sexual and Physical Abuse Task Force. The police and the county Department of Human Services will be notified as per Wisconsin law. In the event that the charges involve the Minister or Director of Religious Education, the next points of contact shall be the Executive of the MidAmerica region of the UUA Department of Ministry.

The Minister or board president or chair of the Prevention of Sexual and Physical Abuse Task Force shall carefully document the handling of the incident, and report the incident immediately, as appropriate, to the child's parents, the proper civil authorities, and to the church's insurance company and attorney.

In the event that knowledge of the incident becomes public, the Minister shall be the designated spokesperson for the church. In the absence of the Minister or when charges involve the Minister, the board president shall be the designated spokesperson. The spokesperson shall use the text of a prepared statement to answer the press and to convey the incident to the congregation; taking care to safeguard the privacy of all parties involved when appropriate.

The incident shall be addressed within the congregation by the Prevention of Sexual and Physical Abuse Task Force. While civil authorities are investigating the reported incident, this task force shall determine the appropriate actions to be taken regarding the accused, as specified under "Procedures When a Person has been Previously Investigated or Charged with Sexual Offenses."

C. Religious Education Program Safety Procedures

1. Field Trips

Signed parental permission slips are required for all field trips and overnights. A minimum of two adult chaperones are required for any field trip, overnights, and youth group activities. Adult is defined as anyone over the age of 18.

Only those adults who have completed an "Application for Children/Youth worker," may chaperone field trips and overnights. Every effort will be made to include two adults in each vehicle used to transport children. In the event that two adults are not available, verbal parental permission must be obtained before transporting children.

Policy 8.2

2. **Releasing Children from Child Care and RE Classes**
Volunteers who work in the nursery shall release children only to their parents or guardian unless previous arrangements have been made between the parents and volunteers. Once children are at coffee hour they are the responsibility of their parents or guardians. Children in the youngest classroom will remain in their classroom after RE until their parent or guardian picks them up. If a parent/guardian does not pick up their child, an adult will personally deliver them to their parent/guardian.
3. **Nursery/Child Care Substitutes**
Nursery/child care workers who need a substitute are responsible for making sure the sub completes an "APPLICATION FORM FOR WORKING WITH CHILDREN AND YOUTH", and signs a "CODE OF ETHICS". Criminal background checks will also be completed. Youth are permitted to act as substitutes as long as they have completed the Red Cross babysitting class. At no time should a youth work as a substitute without an adult present.
4. **Health**
Should it become known that a child at an RE event had a communicable disease/condition, every effort will be made to notify each and every family who participated in the event. Allergy / special health information shall be obtained for all registered and visiting children.
5. **Grooming**
In order to deter potential "grooming" at our church, we will make it obvious and evident that our congregation in general, and those of us in RE in particular, are informed and knowledgeable about the grooming process. This will be accomplished by including "grooming" and pedophilia in our teacher training, as well as offering this information to the congregation.

ASSOCIATED FORMS: *Application for Working with Children and Youth*
Code of Ethics

CROSS REF.: BY-LAWS Article XI "Hearings"

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Religious Education Committee in conjunction with the Prevention of Sexual and Physical Abuse Task Force

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: April, 2013

PREVIOUS VERSION DATES: 5/24/2000

POLICY TITLE: Disruptive Behavior Policy

POLICY:

Bradford Community Church UU strives to be an inclusive community. We embrace and encourage differences in our beliefs, opinions and life expressions, but do not tolerate public comments or behavior that are prejudiced, exclusive or aggressive. Assuring the safety and well-being of our congregation as a whole will be given priority over the privileges and inclusion of any individual(s).

Disruptive behavior is defined as the behavior of an individual(s) within the congregation's building or in connection with congregation-sponsored events which raises concerns for the physical and emotional safety of children and/or adults, the disruption of congregational activities and/or diminishment of the congregation's ability to serve both present and potential future members.

Levels of disruptive behavior:

- **Dangerous:** The behavior poses a threat or perceived threat to persons or property.
- **Disruptive:** The behavior in question interferes with congregation functions, activities, or mission.
- **Offensive:** The behavior is likely to drive existing members and visitors away.

Any disruptive behavior involving physical or sexual abuse of children shall be handled under the Prevention of Physical and Sexual Abuse of Children Policy (8.1).

PROCEDURES:

A Handling of complaints requiring an immediate response:

1. If an immediate response is required, the Minister and/or elected or appointed congregational leader or congregational employee will respond according to their best judgment of the situation. This may include:
 - asking the offending person or persons to leave
 - suspending the meeting or activity until such a time as it can safely be resumed.
 - If further assistance is required the Police Department may be called.
2. Documentation of such action must be written and if the Minister is not present, s/he must be notified as soon as possible.
3. If re-occurrence of the behavior is possible, an ad-hoc committee will be appointed by the Board of Trustees to determine what action should be taken (listed under "Remedies to be applied" below).

B. Handling of complaints not requiring an immediate response:

- If occasions of disruption or complaints of potential danger arise and immediate response is not required:
1. A description of the complaint or potential danger must be written and provided to the Minister and the Board of Trustees President.
 2. An ad hoc committee shall be appointed by the Board of Trustees.
 - a. The committee will evaluate the situation on its own merits, stereotypes avoided, with no attempts to define "unacceptable" behavior.
 - b. At least two members of the committee should make personal contact with the individual(s) whose behavior is in question to ascertain their point-of-view regarding the situation.

Policy 8.3

- c. Before acting, the committee must consider how likely individual(s) in question can alter the problematic behavior to avoid further actions that might imperil the sense of safety for the congregants or cause damage to physical property.
 - d. Remedies shall be applied after consideration of all factors and the committee shall inform the Minister of its recommendation.
- C. Remedies to be applied:
- 1. Level One: No action is warranted. The individual(s) in question shall be informed of this action.
 - 2. Level Two: Should concerns and recommendations of the committee arise, the individual(s) in question must meet with the Minister and a member of the ad hoc committee. A contract of defined parameters of behavior shall be signed by the individual(s) at that time. If this contract is not agreed upon, Level Four may be enacted immediately with no further process.
 - 3. Level Three: Offending individual(s) shall be excluded from the congregation and its activities for a designated period of time. Reasons for exclusion and conditions necessary shall be stated in a letter given to the individual(s) by the Minister and at least one member of the ad hoc committee. If refused, this letter shall be sent by certified mail, return receipt requested.
 - 4. Level Four: Individual(s) in question shall be excluded from the congregation's premises and all congregational activities permanently. If expulsion is recommended, the Board of Trustees must enact that recommendation. The Board President shall send a certified letter, return receipt requested, explaining the reasons for expulsion. The UUA MidAmerica region Executive must be notified of this expulsion.
- D. Appeals
- Action taken by the committee in Levels Two, Three or Four may be appealed by the individual(s) in question to the Board of Trustees. There is no appeal of Level Four within the policy for non-members.

ASSOCIATED FORMS: NA

CROSS REFERENCE: Prevention of Physical and Sexual Abuse of Children policy (8.1)

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Safety Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 7/31/16

PREVIOUS VERSION DATES: NA

POLICY TITLE: Active Shooter Policy

POLICY:

Bradford Community Church UU will have procedures in place regarding how to respond when an active shooter is in the vicinity. These procedures will be tested on a regular schedule.

PROCEDURES:

- A. Greeters
 1. Greeters will be trained to be on the lookout for anyone who might seem suspicious.
 2. Greeters should have cell phones to call 911 if necessary.
 3. Greeters will monitor the main entry door to the church. The side door will remain locked during the service.
 4. Greeters will initiate a lockdown of RE rooms if necessary.

- B. Response to an active shooter in the building
 1. Run
 - Those on the chancel will run into the minister's office and lock the door.
 - The congregation will leave belongings behind and exit through the side door as quickly as possible.
 2. Hide
 - If possible hide in an area out of the active shooters vision.
 - If children are in RE, the doors should be locked and they should be kept away from the door.
 3. Fight
 - As a last resort and only when your life is in imminent danger.
 - Attempt to incapacitate the active shooter.
 - Act with physical aggression and throw things at the shooter.

- C. Response when Law Enforcement Arrives
 1. Remain calm and follow officer's instructions.
 2. Immediately raise hands and spread fingers.
 3. Keep hands visible at all times.
 4. Avoid making quick movements towards officers such as trying to hold onto them for safety.
 5. Avoid pointing, screaming, and yelling.
 6. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

- D. Information to Provide 911 Operator
 1. Location of victims and active shooter.
 2. Number of shooters if more than one.
 3. Physical description of shooters.
 4. Number and type of weapons held by shooters.
 5. Number of potential victims at location.

- E. Recognizing Signs of Potentially Dangerous People Including Church Members
 1. Inappropriate dress such as wearing a trench coat in warm weather.
 2. Increased use of alcohol and/or illegal drugs.

Policy 8.4

3. Depression/withdrawal.
4. Increased severe mood swings, and noticeably unstable or emotional response.
5. Increasingly talks about problems at home.
6. Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes.

ASSOCIATED FORMS:

CROSS REFERENCE:

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Building executive

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 7/31/16

PREVIOUS VERSION DATES: NA

POLICY TITLE: Food Safety

POLICY: The main food events at Bradford are potlucks and an occasional fundraising dinner. The following food handling and serving rules are good guides for kitchen volunteers and help contribute to food safety while minimizing food risks.

PROCEDURE:

- A. Use foods before the “use by” date.
- B. Wash your hands with warm, soapy water for at least 20 seconds before handling food.
- C. Properly refrigerate or heat food which requires this before a potluck or dinner.
- D. Do not serve home-canned foods as most outbreaks of foodborne botulism are caused by home-canned foods.
- E. Keep juices from different foods from mixing.
- F. Use separate plates for holding raw and cooked food. Separate raw, cooked, and ready-to-eat foods while preparing or storing. Never place cooked food on a plate that previously held raw meat, poultry, or seafood.
- G. Use separate utensils for each food item during serving and cooking.
- H. Date all food stored at church after a food event. Labels are available on the refrigerator door in the kitchen. Most refrigerated leftovers should be used in 3-5 days.
- I. Clean and sanitize all food contact surfaces and utensils.
- J. Use disposable gloves when handling ready-to-eat foods without utensils.

ASSOCIATED FORMS:

CROSS REFERENCE:

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Building Executive/Hospitality Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 7/31/16

PREVIOUS VERSION DATES: NA

POLICY TITLE: Church Usage

POLICY: Proof of insurance is required of all outside organizations using the church. A hold harmless agreement is also required. This proof of insurance and hold harmless agreement will be requested by and kept on file by the Building Manager.

PROCEDURE:

C. Premises Inspection:

- Prior to an outside organization using the church's facility, the Building Manager will conduct an inspection of the premises, documenting any existing conditions that could possibly lead to an accident or injury to outside users.
- If deficiencies are found, necessary steps to correct them will be taken.
- Also, the Building Manager will conduct a walkthrough with a representative from the outside group immediately before and after the event to assess any damage or lack of clean-up.

ASSOCIATED FORMS:

CROSS REFERENCE:

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Building Executive

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 7/31/16

PREVIOUS VERSION DATES: NA

POLICY TITLE: Ladder Safety Procedures

PROCEDURE:

- A. Ladders should only be used for their designed purpose. [L] [SEP]
- B. Do not load ladders beyond their maximum intended load-carrying capacities.
- C. Ladders should only be placed on firm and level surfaces. [L] [L] [L] [L] [SEP] [SEP]
- D. Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service.
- E. Do not move, shift or extend ladders while in use. [L] [SEP]
- F. Always face the ladder when moving up or down the ladder. Use at least one hand to grasp the ladder when climbing. The “three-point rule” should be followed when ascending and descending a ladder, which is to keep at least three of your hands and feet in contact with the ladder at all times. [L] [SEP]
- G. Do not carry objects or loads that could cause loss of balance and falls. [L] [SEP]
- H. Two people should work together when using a ladder (someone is available to hold the ladder in position). [L] [SEP]
- I. Individuals who use ladders should be physically capable (age, height, weight) to use the ladder safely. Those who are too old, too young, or have health or physical concerns should not be permitted to use ladders.
- J. Individuals should not use the top two steps of stepladders as steps. [L] [SEP]

ASSOCIATED FORMS:

CROSS REFERENCE:

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Building Executive

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 7/31/16

PREVIOUS VERSION DATES: NA

POLICY TITLE: Outside Contractors and Volunteers Policy

POLICY:

PROCEDURE:

- A. At a minimum, outside contractors should sign a Liability Release and Waiver Form. If the work involves any of the situations listed below, proof of insurance is also required.
 - 1. The work is significant, such as new construction and major renovations.
 - 2. The work is high risk, such as involving roofs, trees, scaffolding and high ladders.
 - 3. The work is regularly undertaken on church premises, such as regular cleaning, lawn service and pest control .
- B. Volunteers participating in any of the above types of work should sign a Liability Release and Waiver Form.
- C. These forms will be requested by and kept on file by the Building Manager.

ASSOCIATED FORMS:

CROSS REFERENCE:

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Building Executive

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 7/31/16

PREVIOUS VERSION DATES: NA

POLICY TITLE: Building Safety Policies and Procedures

POLICY:

The safety division director of the building committee is responsible for the general safety of the building and grounds.

PROCEDURE: The safety director will:

- A. Inspect the building at least quarterly using the safety check list.
- B. Provide for the maintenance of emergency and exit lights.
- C. Replenish supplies for the first aid kits.
- D. Conduct fire, tornado, and active shooter drills.
- E. Change batteries in smoke detectors semiannually.
- F. Arrange for inspection and replenishing of fire extinguishers.

ASSOCIATED FORMS: N/A

CROSS REFERENCE: Policy 8.2 Active Shooter Policy

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Building executive

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 7/31/16

PREVIOUS VERSION DATES: NA

POLICY TITLE: Emergency closing and cancellation of church activities

POLICY:

Bradford Community Church Unitarian Universalist encourages members and friends to use their judgment regarding their ability to safely travel to and from our church building. Weather related closings are rare, but no one should feel obligated to come to the church in conditions they judge to be unsafe.

PROCEDURE:

- A. Week day church activities can be assumed to be going forward unless the Kenosha Unified School District has cancelled school for that day due to weather. This information can be found on the Milwaukee broadcast television channels, local radio stations and the kenoshanews.com website.
- B. The decision to close the building and cancel services can be made by agreement between 2 of the following individuals: The President of the Board of Trustees (or designee if out of town), the Minister, and the Building Manager. The decision should be made by 7 a.m. Sunday morning.
- C. If a severe weather event or other building emergency require cancellation of a Sunday service, the information can be found on the church Facebook page, the Kenosha news.com website, and WTMJ channel 4. Phone calls and e-mail may also be used to attempt to notify members of closing. Additional media outlets may be added.

ASSOCIATED FORMS: N/A

CROSS REFERENCE:

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Building executive

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 7/31/16

PREVIOUS VERSION DATES: NA

POLICY TITLE: Religious Education Program Safety Policies and Procedures

POLICY: The primary aim of the Religious Education Program Safety Policies and Procedures is to address and provide information regarding the safety needs of the children and youth in the congregation. The document includes safety procedures to follow in the event of an emergency, procedures for an accident, as well as information on child abuse, sexual abuse and other inappropriate conduct. Please refer to the “Prevention of Sexual and Physical Abuse of Children” section for specific information regarding policies relating to child abuse. The DRE and the minister of the Church are mandated reporters of child abuse and neglect, please contact either with any questions or concerns regarding safety of the youth or the program.

PROCEDURE:

D. Fire Evacuation:

The evacuation route is posted near the classroom door. Have the children line up at the door. Both teachers should take a head count and confirm with each other they have the same number of children. Before exiting into the hallway, the lead teacher should visually inspect the hall to assure the evacuation route is clear. The lead teacher should instruct the children to stay together and walk in an orderly fashion to the designated exit.

The assistant teacher is responsible for bringing the classroom binder to the designated gathering area. The assistant teacher should follow the group at the rear of the line, leaving classroom doors open. The DRE will follow up to close the door after confirming all children and adults have been evacuated.

Once out of the building, the lead teacher should continue to escort the children in an orderly fashion to the designated gathering spot, which is the sidewalk on 58th St, to the north of the parking lot. Upon reaching the gathering spot, a second head count is taken to assure that all children and teachers are accounted for. After the final attendance count is taken, the children may be released to their parent/guardian and this should be documented on the attendance sheet in the classroom binder.

E. Tornado:

Tornado procedures are posted near the classroom door. Have the children sit with their backs against the north exterior wall, since this is the strongest wall and most tornados come from the south and/or west. If time allows, have the children in the Priestly and Young rooms move to Emerson or Young rooms. Teachers are responsible for taking attendance using the attendance sheet in the classroom binder and ensuring all children remain with the group until conditions are safe.

F. Lockdowns:

If an intruder has entered the church, the teachers will be notified to lock the door to the hall. Instruct the children to remain totally silent and gather them in the room’s “blind spot” which is against the wall the door is on, as far away from the door as possible. Call 911 if able.

G. Missing Child:

If you suspect a child has gone missing, notify the DRE immediately. We will work swiftly and thoroughly to locate the child.

Policy 8.11

- H. **Accident/Injury:**
First aid supplies are located on the counter near the bottom of the main staircase. Each classroom also has a basic first aid kit located in the supply cabinet. Teachers should use their best judgment in providing necessary care including calling for emergency assistance if needed. Parents or guardians should be immediately notified in the case of a serious accident. The accident report forms are located in the classroom binder as well as in the office. A form must be completed and submitted to the DRE for any accident.
- I. **Illness:**
Children may not be in our care if they have a temperature at or above 100 degrees, have been vomiting or have had diarrhea in the past 24 hours, have an infectious or unidentified rash, have any illness that interferes with participation or if any of these symptoms develop while in our care. Any child with any contagious illness may not be in our care. Should it become known that a child attending an RE event or program has a communicable disease/condition, every effort will be made to notify every family who participated in the event.
- J. **Allergies and Special Needs:**
On the registration form, we ask for information about allergies or any other special needs or information pertaining to children. We then share with the teachers any such information that is provided, via a brightly colored sheet kept in the classroom binders. The sheet is updated whenever a new child registers for the class. It is the teacher's responsibility to refer to this sheet before leading a class.
- K. **Releasing Children from Child Care and RE Classes:**
Volunteers and staff shall release children only to their parents or guardian unless previous arrangements have been made in writing. Children in 5th grade and under will remain in their classroom after RE until their parent or guardian picks them up. If a parent/guardian does not pick up their child, an adult will personally deliver them to their parent/guardian. Once children are at coffee hour they are the responsibility of their parents or guardians.
- L. **Field Trips:**
Permission slips signed by a parent or guardian are required for all field trips and overnights. A minimum of two adult chaperones are required for any field trip, overnight, or youth group activity. Only those adults who have been approved to volunteer with youth may chaperone field trips, activities and overnights. Every effort will be made to include two adults in each vehicle used to transport children. In the event that two adults are not available, written parental permission must be obtained before transporting children.
- M. **Prevention of Sexual and Physical Abuse of Children:** See Policy 8.2.

ASSOCIATED FORMS:

CROSS REFERENCE: Policy 8.2

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: RE Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 9/18/2011

PREVIOUS VERSION DATES: “Newsletter Policy” 5/10//2000

POLICY TITLE: Communications Policy

POLICY:

A. General:

The Communications Committee will be responsible for:

1. Archives
2. Publicity
3. Quilt
4. Sheridan Road sign
5. Website

B. Archives:

The church’s history will be maintained through the archiving of significant documents, news clippings, photographs and other appropriate artifacts and will be coordinated by the archivist who will be appointed by this committee. *(See Procedures A below.)*

C. Publicity:

This committee will submit and implement the publicity budget and will help individual committees with their publicity activities. *(See Procedures B below.)*

D. Quilt Newsletter and Quilt Scraps:

The responsibility for the editorial policies and practices of the church newsletter rests with the Communications Committee. The church editor and office manager are responsible for the production of both of these publications. The primary function of the newsletter is to inform the members and friends of church programs and activities. *(See Procedures C below.)*

E. Operation of Sheridan Road sign:

The operation of the Sheridan Road sign will be managed by the Communications Committee. The BCCUU Building Committee is responsible for the physical maintenance of the sign. *(See Procedures D below.)*

F. Website:

The website will be managed by the Communications Committee. The primary function of the website is to communicate with members, friends, and the larger community about church programs and activities.

1. Information about Sunday services and other church activities
 2. Church calendar
 3. Communications from the Minister
 4. Information about religious education programs and classes (all ages)
 5. New member path to membership
 6. Information about all-church functions, e.g. annual canvass, congregational meetings, communications from the board, staff and church committees
 7. News of church members / friends; brief announcements of members’ special needs
 8. District and denominational news
 9. Community news and announcements of activities of interest to the church or its members
- (See Procedures E below.)*

PROCEDURES:

- A. Archives:
 - 1. The Communications Committee will support the on-going archiving activities.

- B. Publicity:
 - 1. The Communications Committee is responsible for the publicity budget.
 - 2. The office manager will provide guidance on writing media announcements and provide a list of local media outlets upon request.
 - 3. A publicity sub-committee will be formed when the congregation decides to initiate a major publicity campaign.

- C. Quilt Newsletter and Quilt Scraps:
 - 1. Newsletter content: Space and emphasis will be allocated according to the following priorities:
 - a. Information about Sunday Services
 - b. Communications from the Minister and board president
 - c. Information about all-church functions, e.g. annual canvass, congregational meetings
 - d. Communications from the board, staff and church committees
 - e. News of church members/friends; brief announcements of members' special needs
 - f. Links to other websites as deemed appropriate
 - 2. Deadlines:
 - a. Quilt deadline will be determined by the office manager and communicated via the newsletter.
 - b. Quilt Scrap target date is Wednesday of each week. Deadline exceptions can be made by the office manager.
 - 3. Proof reading of these publications will be performed by the editor or the editor's designee.
 - 4. The Quilt editor is empowered to edit submissions for length. In the absence of a Quilt editor the chairperson for the Communications Committee will act as the default editor if the Minister is not available.

- D. Sheridan Road sign:
 - 1. The Sheridan Road sign will be used to announce Sunday service times, special events and wayside pulpit messages and other messages as deemed appropriate.

- E. Website:
 - 1. The website subcommittee will be appointed by the Communications Committee. This subcommittee will manage the webpage internet connections and obtain professional assistance when needed.

ASSOCIATED FORMS: NA

CROSS REFERENCE: NA

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Communications Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

Placeholder for Conflict Resolution / Grievance Policy

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 1/23/2013
PREVIOUS VERSION DATES: 11/11/2009

PREFACE TO ENDOWMENT FUND COMMITTEE POLICIES

At its June, 2012 Annual Meeting, the BCCUU congregation elected three people to its newly created Endowment Fund Committee (EFC) and charged this committee with management of the church's Endowment Fund. In prior years, the BCCUU endowment had been managed by the Finance Committee

The EFC convened its inaugural meeting on Nov. 20, 2012 and adopted a plan of work for the 2012-13 year that included drafting an EFC policy framework and related policies to guide the major aspects of committee functioning and management of BCCUU's Endowment Fund in the years to come. The policies developed by the EFC are organized in a framework consisting of the seven categories shown below.

The BCCUU-EFC policy categories are:

- A. EFC role, standing and authority within the BCCUU organization
- B. BCCUU Endowment Fund mission and priorities
- C. Gifts, bequests and other donations to BCCUU and The Endowment Fund
- D. Solicitation of gifts, bequests and other donations to The Fund
- E. EFC financial management and investment of Fund assets
- F. Fund awards and disbursements from The Fund
- G. EFC reporting & information dissemination

Board Review & Action

BCCUU's By Laws do not require that the Board approve endowment related policies. However, the EFC believes the perception of its legitimacy and the integrity of its work are enhanced if the rules by which the endowment is administered have been reviewed (and where appropriate endorsed) by the Board. The EFC also believes the Board has the right to take action to endorse any EFC policy set or individual policy items as it deems appropriate.

The EFC has classified its Category A policy set (Role, Standing & Authority) as "governance-level", since it has to do with the Committee's official standing and powers within the BCCUU organization. Thus the EFC requested that the Board review and formally endorse it. The EFC also asked the Board to approve a specific policy in Category C (item C-6), since it involves guidelines for how the church should allocate undesignated donations and revenues between the Endowment Fund and other church uses. These policies were approved by the Board at its February, 2013 meeting. As time passes, the Board or EFC may determine that other specific policies should also be subject to Board approval.

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 1/23/13

PREVIOUS VERSION DATES: NA

POLICY TITLE: ENDOWMENT FUND POLICY A – ENDOWMENT FUND COMMITTEE
ROLE, STANDING AND AUTHORITY.

Policy Level: Governance (for revisions request Board approval)

POLICY:

A-1. Role of Endowment Fund Committee (EFC). The role of the EFC is to provide ongoing leadership at BCCUU for stewardship and management of the Church’s Endowment Fund (The Fund). The primary task areas that comprise this role are specified below. The EFC shall work dutifully and responsibly in an ongoing leadership capacity to carry out these tasks on behalf of BCCUU.

- 1) Develop and administer the BCCUU policy framework and specific policies that govern the structure, management and operation of The Fund. The EFC shall conduct this policy work in partnership with the Board of Trustees as required by church By Laws and as otherwise appropriate to assure that the purposes of The Fund are diligently carried out and that activities related to The Fund are properly accountable to the congregation.
- 2) Solicit money and other appropriate assets to be provided to BCCUU to grow The Fund and thereby further its purposes at BCCUU. Areas of solicitation for The Fund may include, but not be limited to, donations, gifts and bequests. Cultivation of prospective donors shall include education as to the purposes of The Fund and the value its support creates for BCCUU and the broader community.
- 3) Manage and oversee the investment of Fund assets in ways that are prudent, that offer a professionally vetted risk-reward balance and that are compatible with BCCUU policies and UU values. To comply with BCCUU By Laws, the EFC “shall use the services of an investment advisor from an accredited fiduciary institution.”
- 4) Develop and administer a recurring process by which applications for funding are solicited and evaluated and awards are made from The Fund to support projects and programs that reflect the purposes and priorities of The Fund and of BCCUU. To comply with BCCUU By Laws, the EFC shall work “in conjunction with the Board” to make Fund Award (“ordinary”) disbursements from The Fund.
- 5) Prepare and deliver appropriate reports and informational materials to keep BCCUU membership, Board, donors and other key stakeholders apprised of the status of The Fund and of EFC actions. To comply with BCCUU By Laws, the EFC’s reporting protocol shall include quarterly statements for the Board on Fund assets and financial transactions and a comparable annual statement published for the congregation.

A-2. Standing of Endowment Fund Committee at BCCUU. The EFC is established in the By Laws as a “standing committee” of the church and as a committee created by and thus accountable to the congregation. The EFC members are elected directly by the congregation based on candidates recruited by the Nominating Committee. The EFC therefore has standing independent of the Board and the Church Executive(s). The EFC’s standing at BCCUU is comparable to that of the Nominating Committee.

Certain aspects of the EFC’s relationships to the Board and to the executive domain are defined in the By Laws, and others are established by this policy. These relationships are summarized below.

Endowment Fund Policy 11.1

- 1) *Relationship to Board of Trustees.* For the most part, the EFC operates independently from the Board. As elected representatives of the congregation responsible for the entirety of the church, however, the Board has a general monitoring role with respect to the EFC, as it does for any and all aspects of BCCUU. In addition, there are areas of EFC work done in partnership with the Board and also situations in which Board authority encompasses the EFC. Key aspects of the EFC-Board relationship are summarized below:
 - a) The By Laws grant the Board several specific and limited powers affecting the EFC or The Endowment Fund (see A-4 below).
 - b) The By Laws require the EFC to work “in conjunction with” the Board when making “ordinary disbursements” from The Fund, which sets up a partnership relationship between the EFC and the Board when it comes to making Fund Awards from the endowment (for details, see EFC policy F - “Fund Awards and Disbursements from The Fund”).
 - c) The By Laws require that The Fund be “audited at least annually by a BCCUU member not on the Fund Committee or by a professional auditor.” In partnership with the Board, the EFC shall collaborate with BCCUU’s financial administration annually to carry out this requirement and to assure audit independence.
 - d) Before they are implemented, EFC policies or substantive modifications of policy shall be made available to the Board for review and comment. The Board retains the right to take formal approval action on any EFC policy material submitted for review, and the EFC shall request Board approval of governance-level EFC policies. The EFC and the Board shall collaborate in the development of new or modified By Laws language related to the EFC or Endowment Fund. New or modified By Laws language requires congregational approval.

 - 2) *Relationship to Church Executive(s) and Financial Administration.* Organizationally, the EFC is not part of the executive domain of BCCUU and, like the Nominating Committee, operates independently from oversight by any Church Executive(s). There are, however, areas of EFC work done in collaboration with BCCUU’s financial administration (Finance Director, Finance Committee and Treasurer). These include (but are not necessarily limited to) the following:
 - a) BCCUU’s financial administration accepts and receives gifts, bequests and other donations to the church, some or all of which may be destined for the Endowment Fund. Appropriate funds from these donations are transferred to the EFC for incorporation into the Endowment Fund.
 - b) The EFC makes both “ordinary” and “extraordinary” disbursements from the Endowment Fund to BCCUU via its financial administration. Such disbursements are for BCCUU Fund Award recipients or other church projects as approved by the congregation.
 - c) The EFC shall collaborate with BCCUU’s financial administration to arrange for an annual independent audit of The Fund (in order to comply with the mandate in the By Laws). Necessary costs shall be paid from Fund assets.

 - 3) *Relationship to Congregation.* The EFC is elected directly by, and is accountable to, the BCCUU membership. The By Laws require at least one financial report to the church annually (in addition to quarterly reports to the Board). A copy of all EFC meeting Minutes and policy documents shall be stored in the BCCUU office from which they can be made available to any BCCUU members on request. The EFC shall periodically publish for the congregation informational materials regarding the EFC, the Fund Award process or other endowment related topics.
- A-3. *EFC Policy and Decision Authority.* The By Laws vest the EFC with lead responsibility for all phases of management of BCCUU’s Endowment Fund. This includes investment of fund

Endowment Fund Policy 11.1

assets, soliciting of appropriate contributions to grow The Fund, and (“in conjunction with the Board”) making appropriate disbursements from The Fund to advance its purposes. By assigning these leadership responsibilities to the EFC, the By Laws grant to the EFC by implication the policy and decision authority necessary to carry them out. This policy and decision authority includes, but is not necessarily limited to, all of the following:

- 1) To assign from among its members the roles of Chair, Treasurer and Secretary and to divide work responsibilities among them.
- 2) To incur reasonable costs in carrying out the investment work of the EFC and an annual fund audit and to pay those costs from assets of The Fund.
- 3) To establish criteria applicable to donations, gifts and bequests to BCCUU which determine whether they may be accepted by the EFC on behalf of The Fund. The By Laws indicate that “contributions must be approved for acceptance by the Fund Committee, which may seek board guidance regarding restricted contributions.”
- 4) To establish schedules, timeframes and operating policies and practices covering all of the activities of the EFC and The Fund – unless otherwise prescribed in the By Laws. The By Laws do prescribe the following in regard to EFC schedules, timeframes and operating policies and practices:
 - a) Basic responsibilities of EFC Chair, Treasurer and Secretary
 - b) Separation of Endowment Fund assets from BCCUU operating funds
 - c) At least quarterly meetings of the EFC
 - d) Copy of meeting Minutes in BCCUU office
 - e) Quarterly financial statements to the Board, and annual statements for the congregation
 - f) “Ordinary” disbursements made “in conjunction with the Board”
 - g) Fund audit at least annually, conducted by an independent auditor
 - h) Use of a qualified investment advisor
 - i) Collaboration with a “professional financial management institution” for managing the investment portfolio
 - j) Education and encouragement of potential fund donors
 - k) Public acknowledgement of contributions and bequests
- 5) To determine policies and practices regarding solicitation of donations, gifts and bequests to BCCUU that are designated for or will default to The Fund.
- 6) To determine (in collaboration with a qualified financial advisor and within broad guidelines identified in the By Laws) policies and practices regarding investing of Endowment Fund assets. The primary guideline in the By Laws to be followed by the EFC regarding investment policy and practice is to be consistent with what is generally known as the “prudent investor rule”.
- 7) To develop and implement policies and practices governing disbursements from The Fund. The By Laws state that “ordinary” disbursements from The Fund shall be made “in conjunction with the Board”. The EFC’s authority in this area is therefore subject to collaborative review by the Board, and the EFC’s activities in this area shall be carried out with the Board’s awareness and involvement (for details, see EFC policy F - “Fund Awards and Disbursements from The Fund”). Within this overall framework, the EFC shall exercise its policy and practice authority and discretion in the following areas:
 - a) developing schedules, timeframes and procedures that define the normal recurring cycle for ordinary (Fund Award) disbursements from The Fund;
 - b) determining the amount of fund assets to be distributed through Fund Awards within each funding cycle;
 - c) developing and administering the process governing the submission of funding applications to the EFC for awards from The Fund;

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- d) developing priorities and criteria for evaluating applications for Fund Awards and for determining award recipients (within the broad fund purposes stated in the By Laws);
 - e) developing and administering the process for making award decisions; and
 - f) making Fund Awards (“ordinary disbursements”) and necessary vendor payments for financial services required in the By Laws.
- 8) To determine policies and practices regarding preparation and dissemination of information and educational materials related to the Endowment Fund and the EFC. Minimal financial reporting requirements are set out in the By Laws and the EFC shall comply with these.

A-4. Powers of the Board of Trustees Related to the EFC and The Fund. The By Laws vest the BCCUU Board (or Board President) with certain powers related to the EFC and The Fund. These are as follows:

- 1) To be a collaborative partner to the EFC for making ordinary disbursements from The Fund;
- 2) To initiate and force “extraordinary disbursements” from The Fund based on 2/3 vote of the Board and 2/3 vote of approval by BCCUU members at a congregational meeting;
- 3) To request additional financial reports from the EFC beyond those specified in the By Laws;
- 4) To convene additional or special meetings of the EFC (Board President);
- 5) To appoint a temporary replacement for an EFC member who leaves the committee before the end of his/her term (Board President);
- 6) To remove an EFC member for “fiduciary irresponsibility” (2/3 vote required);
- 7) To remove an EFC member for failure to attend at least 50% of EFC meetings;

In addition to powers assigned to the Board in the By Laws, this policy establishes a partnership relationship between the EFC and the Board in certain areas of fund management, which as a consequence gives the Board further influence. Specifically, this policy adds the following to the Board’s authority or prerogatives:

- 1) Approval authority over governance-level EFC policies;
- 2) The right to review and comment on all EFC policies and take approval action on any policies or policy components if the Board deems it to be in the interest of the church;
- 3) The right to negotiate with the EFC mutually agreeable protocols for how the EFC should work “in conjunction with” the Board to carry out its responsibilities related to making “ordinary” (Fund Award) disbursements from The Fund.

ASSOCIATED FORMS: NA

CROSS REFERENCE: ByLaws; EFC policy F

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Endowment Fund Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 4/10/13

PREVIOUS VERSION DATES: NA

POLICY TITLE: ENDOWMENT FUND POLICY B – ENDOWMENT FUND MISSION AND PRIORITIES

Policy Level: Operational (for revisions request Board review & comment.)

POLICY:

B-1. Endowment Fund Mission. According to the By Laws, the purpose of the Endowment Fund (The Fund) is "... to assist the Church's mission in perpetuity and to promote long-term sustainability." There are two ideas in this By Laws statement, and therefore these two component ideas shall constitute the basic mission statement for The Fund:

- 1) To help BCCUU carry out the church's mission; and
- 2) To help BCCUU sustain itself and its work over extended time.

B-2. Endowment Fund - Ongoing Priorities. For public information and educational purposes regarding The Fund, for making Fund Awards and for related Fund management purposes, it is necessary for the EFC to identify a set of ongoing Endowment Fund priorities. The EFC shall use these ongoing fund priorities to inform potential donors and to guide the application review and Fund Award decision making process. This set of ongoing priorities shall be rooted in the church's mission and on BCCUU By-Laws statements regarding the basic purposes of The Fund.

The most definitive and useful expression of BCCUU's mission for the EFC is the church's "Ends" policy. However, BCCUU also summarizes the church's core purposes in materials published for community outreach and public information (e.g., the church web site). Therefore, the EFC shall maintain a list of BCCUU mission-related priorities based on these sources, and this list shall constitute the ongoing priorities of The Fund.

The EFC may modify the ongoing fund priority list from time to time based on changes to Ends policies, to church mission-related statements or to other published BCCUU information describing the church's mission, core purposes or long-term goals. Changes to the ongoing priority list shall be submitted to the BCCUU Board for review and comment.

The current list of BCCUU Endowment Fund ongoing priorities is presented in the supplement to this EFC policy - "BCCUU Endowment Fund Awards: Ongoing Priorities, Eligible Applicants and Eligible Projects". (See Appendix C.)

B-3. Endowment Fund - Annual Award Priorities.* To supplement or refine its ongoing fund priorities list, the EFC may also establish specific annual priorities for making Fund Awards based on input from BCCUU leadership, so long as those annual priorities are consistent with the ongoing priorities of The Fund. Annual priorities are based on an input process attuned to special focus areas or program priorities for the current year, and thus they are valid only for the current year's Fund Award process. Annual Fund Award priorities for a subsequent year must be based on a new input process.*

* See EFC policy set F-4: "Fund Awards – Annual Priorities".

ASSOCIATED FORMS: NA

CROSS REFERENCE: ByLaws; EFC policy F-4

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Endowment Fund Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 1/23/13

PREVIOUS VERSION DATES: NA

POLICY TITLE: ENDOWMENT FUND POLICY C - GIFTS, BEQUESTS & OTHER DONATIONS TO BCCUU AND THE ENDOWMENT FUND

Policy Level: Operational (for revisions request Board review & comment)

POLICY:

- C-1. Donation Pathway. All gifts, bequests and other donations intended in whole or part for the Church's Endowment Fund (The Fund) shall initially be accepted and received by BCCUU's Board and/or financial administration and properly receipted and accounted for as revenue to or assets accepted by the Church. Associated funds or appropriately liquid assets from such donations may then be transmitted to the Endowment Fund Committee (EFC) for incorporation into The Fund. In no instance shall the EFC accept gifts, bequests or donations directly from donors.

The donation pathway to The Fund may be graphically represented as follows:

Donor □ BCCUU (Board / Finance) □ EFC / The Fund

- C-2. Board / Exec Duties Preceding Donation Transfer to The Fund. The following are the responsibility of the BCCUU Board or appropriate Church Executive(s) with gifts/bequests/other donations (Donations) to the Church prior to any funds or liquid assets related to these Donations being transferred to the EFC for incorporation into The Fund.

- 1) Determine whether or not BCCUU will accept the Donation. The Church retains the right to reject any Donations deemed to be inappropriate. If accepted, BCCUU should issue an appropriate receipt or other acknowledgement to the donor.
- 2) Determine what portion of the Donation goes to The Fund vs. to church operations or other segregated church accounts. This determination is made in accordance with relevant BCCUU and EFC policy. BCCUU may consult with the EFC in this decision.
- 3) Determine whether non-liquid Donation assets destined for The Fund are to be converted immediately to cash (or other appropriately liquid form) for transfer to the EFC or whether they are to be held and maintained for some period of time by BCCUU in non-liquid form for use by the Church.
- 4) At the appropriate time, convert non-liquid Donation assets destined for The Fund into properly liquid assets so they may be transmitted to the EFC.
- 5) Properly account for the Donation assets in BCCUU's balance sheet and/or other appropriate financial reports until such time as a transfer of funds or other liquid assets to the EFC has been completed.

- C-3. Timely Transfer of Donations to The Fund. Donations to BCCUU that are donor-designated or otherwise earmarked for The Fund shall be transferred to the EFC in a timely manner.

- Donations destined for The Fund accepted by BCCUU in the form of cash or other liquid assets shall be transferred to the EFC within 90 days of acceptance or earmarking.
- Donations destined for The Fund accepted by BCCUU in the form of non-liquid assets shall be converted by BCCUU to cash or other appropriately liquid form (see C-4 below) within a reasonable timeframe as determined by the Board / Execs and the associated cash or other liquid assets transferred to the EFC within 90 days of conversion.

- C-4. Liquidity Requirements for Donations to The Fund. The EFC shall not accept from BCCUU any "non-liquid" Donation assets. Only Donation assets arriving at BCCUU in "liquid" form or converted by BCCUU into properly "liquid" form may be accepted by the EFC for incorporation into The Fund. Proper liquidity for asset transfer from BCCUU to the EFC is achieved by having Donation assets in or converting them into any of the following forms:

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1. Cash (or the equivalent in the form of a check, fund transfer, etc.);
2. Any non-cash paper asset form which the EFC, on advice from a financial institution or its investment advisor, agrees to accept on a case-by-case basis. EFC acceptance of any such non-cash asset on one occasion is not considered precedent setting in terms of future liquidity requirements.

- C-5. Donor Restrictions and the Unitary Fund. BCCUU may determine whether or not to accept Donations to the church that come with specific donor restrictions. For accepted Donations, donor instructions that some portion or all should go into The Fund shall be honored by BCCUU with the appropriate liquid assets being transferred to the EFC in unrestricted form.

Donation assets earmarked for The Fund shall be accepted by the EFC only as unrestricted donations to The Fund. The EFC shall not accept any Donation assets from BCCUU that come with any type of donor (or BCCUU) restrictions on how the funds must (or may not) be used. With the exception of the EFC's non-invested operating funds*, all Donation assets administered by the EFC shall be invested in The Fund, which will be managed as a unitary BCCUU endowment fund and shall not contain specialized sub-funds.

All "ordinary disbursements" from The Fund shall be made following the normal EFC Fund Awards process.** All such "ordinary disbursement" awards will be based on EFC / Fund priorities as applied to a unitary fund and be determined by the EFC's normal process that does not give consideration to externally imposed restrictions.

Independently from the EFC and The Fund, the Board or designated Executive(s) may elect to accept, administer and utilize any donor-restricted assets – within the bounds of BCCUU policy. Similarly, the Board may elect to accept and honor certain donor restrictions using assets of The Fund, but the Board may only do this by means of its power under the By Laws to initiate "extraordinary disbursements" from The Fund.

- C-6. Disposition of Unrestricted Donations to BCCUU***.

All Donations to BCCUU designated for the endowment shall be put into appropriately "liquid" form (in a timely manner as determined by the Board / Execs) and transferred to the EFC in unrestricted form for incorporation into The Fund. Conversely, Donations to BCCUU designated for operations or other non-endowment uses by the Church are the responsibility of the Board / Execs to administer.

All Donations to BCCUU that are not donor-designated for the endowment and that do not come with other specific donor instructions are "unrestricted" Donations, and it is the responsibility of the Board / Execs to determine the proper disposition of any unrestricted Donations in accordance with this policy and other applicable BCCUU and EFC policies.

Unless otherwise determined by the BCCUU Board / Execs on a case-by-case basis, any and all unrestricted Donations to BCCUU in the categories listed below shall default to BCCUU's financial administration for use in support of church operations or other non-endowment purposes.

- 1) Worship service collections;
- 2) Unrestricted Donations to BCCUU made in the context of fundraisers – to support the annual church operating budget (e.g., auction, rummage sale, etc.), BCCUU capital projects,

* See EFC policy set E: "EFC Financial Management and Investment of Fund Assets"

** See EFC policy set F: "Fund Awards and Disbursements from The Fund"

***The EFC asked the Board to formally endorse C-6 as a BCCUU policy, since it has to do with how BCCUU allocates unrestricted gift revenues to the church between church operations and the Endowment Fund. The Board did endorse the policy at its February, 2013 meeting.

other church or committee projects or other non-endowment purposes;

- 3) Unrestricted Donations to BCCUU made as "extra" or supplemental pledge contributions;

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- 4) Unrestricted Donations to BCCUU in response to capital campaigns or other special project campaigns;
- 5) Unrestricted Donations to BCCUU made in the context of specific church or church committee projects;
- 6) Other categories determined by the Board / Execs that do not conflict with this policy.

Unless otherwise determined by the BCCUU Board / Execs on a case-by-case basis, any and all unrestricted Donations to BCCUU in the categories listed below shall be presumed as intended for endowment use and shall thus be transferred in appropriately “liquid” form to the EFC for incorporation into The Fund. The timing of such liquidation/transfer may be determined by the Board / Execs.

- 1) Unrestricted Donations and other unrestricted revenues to BCCUU outside of the above categories that come either without any donor instructions or that are designated only in general terms for the church;
- 2) Unrestricted Donations to BCCUU from bequests, probate procedures or other legal proceedings;
- 3) Unrestricted Donations to BCCUU made in the context of EFC fundraisers or other BCCUU fundraising events undertaken for the purpose of growing The Fund;
- 4) Other categories determined by the Board / Execs that do not conflict with this policy.

ASSOCIATED FORMS: NA

CROSS REFERENCE: EFC Policy E; EFC Policy F

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Endowment Fund Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 6/4/13

PREVIOUS VERSION DATES: NA

POLICY TITLE: ENDOWMENT FUND POLICY D – SOLICITATION OF GIFTS, BEQUESTS AND OTHER DONATIONS TO THE FUND.

Policy Level: Operational (for revisions request Board review and comment)

POLICY:

- D-1. Solicitation Responsibility. The BCCUU By Laws specify one of the tasks of the EFC as working to “..educate and encourage contributions and bequests to the Fund.” Accordingly, in developing its annual plan of work, the EFC shall consider possible ways to:
- 1) educate BCCUU members and friends and the general public regarding methods and benefits of giving and bequests to philanthropic causes in general and to the BCCUU Endowment Fund in particular; and/or
 - 2) encourage contributions or bequests to the BCCUU Endowment Fund through EFC publications, group events or individual solicitation.

- D-2. Solicitation Plans and Activities. The EFC shall coordinate its solicitation activities with BCCUU in at least the following ways:
- 1) The EFC shall notify the BCCUU Finance Executive of pending EFC publications or group solicitation events targeted at the BCCUU membership and allow reasonable time for review and comment in order to assure that such planned solicitation activities will not conflict or interfere with BCCUU stewardship fundraising.
 - 2) The EFC shall notify the Board annually of its solicitation plans for the current year and allow reasonable time for review and comment prior to initiating solicitation activities.

Note: Solicitation activity differs from fundraising in important ways. EFC policy E-3 (3) covers fundraising.

- D-3. Donation Resources & Information. The EFC’s educational responsibility includes assisting potential donors understand how to make an appropriate gift, bequest or other donation to BCCUU and otherwise facilitating the donation process.

Accordingly, the EFC shall accumulate (and, as necessary, develop), maintain and make available informational materials and related resources to help potential donors make appropriate gifts, bequests and other donations to BCCUU and to assure their wishes are honored regarding distribution of donated assets between BCCUU and The Fund. The EFC may also provide technical assistance to donors, if needed, to facilitate donation.

- D-4. Monitoring of Solicitation Process. The EFC has an obligation to monitor the results of its solicitation process and make future adjustments in order to address identified problems or issues and otherwise improve effectiveness. Accordingly, the EFC shall include review of its solicitation process in one or more of its meeting agendas each year.

ASSOCIATED FORMS: NA

CROSS REFERENCE: EFC Policy E-3 (3); ByLaws

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Endowment Fund Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 6/4/13

PREVIOUS VERSION DATES: NA

POLICY TITLE: ENDOWMENT FUND POLICY E – FINANCIAL MANAGEMENT AND INVESTMENT OF FUND ASSETS.

Policy Level: Operational (for revisions request Board review and comment)

POLICY:

E-1. EFC Financial and Investment Management Core Responsibilities. The Endowment Fund Committee (EFC) is charged by the BCCUU congregation with lead responsibility to manage the church's Endowment Fund (The Fund). Some of the work this charge imposes on the EFC is administrative and programmatic, while other important duties involve financial and investment management.

The primary financial and investment management responsibilities of the EFC shall be:

- 1) to receive "liquid" assets* from BCCUU that are designated or intended for the church's endowment and to properly transfer those assets into The Fund via appropriate methods of deposit or investment;
- 2) to arrange for the investment of Fund assets in appropriate investment products in order to establish a prudently balanced investment portfolio that is reasonably designed to accomplish The Fund's investment goals and thereby serve the best interests of BCCUU;
- 3) to manage or oversee the management of The Fund's invested and deposited assets over time for the long-term benefit of BCCUU;
- 4) to maintain an EFC savings account and checking account (or their equivalent) in order to have an effective EFC capacity to accept, store and disburse money as needed to properly manage The Fund and carry out other committee duties;
- 5) to make timely and proper deposits, withdrawals and disbursements of EFC Committee Assets and Endowment Fund Assets as needed to effectively carry out the administrative, programmatic and financial duties of the committee;
- 6) to prepare and manage an annual committee operating budget that encompasses all EFC Committee Assets and operating expenses and to submit to BCCUU annually an EFC committee budget request; and
- 7) to maintain records to accurately document revenues, deposits/investments, earnings, expenses, withdrawals, payments and balances associated with the EFC and The Fund and to prepare and disseminate reports on these as required in BCCUU By-Laws and as needed by the BCCUU Board and other endowment stakeholders.

E-2. EFC Asset Categories. The EFC handles only liquid assets* (i.e., money in its various forms), but there are two distinct categories of such assets the EFC manages and has an obligation to monitor and report out on. These two EFC asset categories are:

- 1) Endowment Fund Assets. The assets of The Fund include the total net monetary value of all invested fund assets, plus the total of other assets held by the EFC that are either:
 - a. in transit to be later invested into The Fund's investment portfolio; or

* See EFC policy C-4 entitled "Liquidity Requirements for Donations to The Fund"

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- b. in another long-term storage option (e.g., savings account, CD, etc.) as an alternative to the investment portfolio, but explicitly defined and managed by the EFC as part of The Fund.

Definitional Notes: For the BCCUU endowment, the term “Endowment Fund Balance” shall refer to the total monetary value at a defined point in time of all Endowment Fund Assets

as identified above. Also note that the monetary value of any Donations to BCCUU not yet transferred as “liquid” assets to the EFC shall not be included in the calculation of Endowment Fund Assets or in any presentation or reporting of the “Endowment Fund Balance”.

- 2) EFC “Committee Assets”. EFC Committee Assets consist of operational moneys obtained and used by the EFC to cover expenses associated with management of The Fund and other committee activities. The two primary sources of EFC Committee Assets are:
 - a. EFC operating funds appropriated and granted to the committee by BCCUU as part of the annual church budget; and
 - b. Withheld or withdrawn portions of money otherwise designated for The Fund that are to be used by the EFC to pay for financial services costs authorized in the By-Laws for payment from Fund Assets (i.e., costs of investment advising or related investment management services, annual Fund audit and/or special financial reports undertaken at the request of the Board or congregation).

Definitional Note: EFC Committee Assets shall not be included in any definition, calculation or reporting of the BCCUU “Endowment Fund Balance”.

- E-3. EFC Committee Budget Management. The EFC is a BCCUU church committee with its own operating budget managed independently from The Fund. In managing the funds obtained via the BCCUU annual budget process, the EFC shall comply with all normal budgeting and reporting requirements applicable to other BCCUU operating committees.

- 1) EFC Fiscal Year. The EFC’s operating budget and budget-related reporting shall follow the church’s July-June fiscal year, and this fiscal year shall apply to EFC operating budget and reporting activities involving all sources of Committee Assets.

Calendar Notes: As explained in EFC policy F-8, the EFC’s Fund Award process is based on the calendar year, not the BCCUU July-June fiscal year. It should also be noted that EFC management of the Endowment Fund investment portfolio and the annual audit of The Fund will also use the calendar year as its default fiscal year definition.

- 2) EFC Committee Budget. The EFC shall prepare annually a committee operating budget that encompasses all revenue sources that comprise EFC “Committee Assets” and all operating expenses associated with committee work. However, the EFC’s committee budget shall not include any Endowment Fund Assets or any Fund Award amounts.
- 3) EFC Committee Asset Fundraising. The two sources of EFC Committee Assets identified in E-2 above are primary, and generally they may be the only sources of operating revenue for the EFC. However, the EFC shall be authorized to conduct fundraising designed in whole or part to raise operating revenues to enhance or expand the scope of committee work or to carry out special projects consistent with the committee’s mission. The EFC shall review each of its planned or proposed fundraising projects to determine in advance that it is in compliance with all of the following criteria:
 - a. It shall not compete, conflict or interfere with BCCUU stewardship or capital project fundraising.
 - b. It shall not hinder normal EFC functioning or impede effective management of The Fund.
 - c. The EFC shall submit a written description of any planned fundraising project to the Board and to the BCCUU Finance Executive for review and approval by

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the Finance Committee prior to initiating the fundraising activity. Finance's review shall be limited to assurance of compliance with sub-item (a) above.

d. The EFC shall not be eligible to apply (or co-apply) for an EFC Fund Award.

- 4) Committee Assets from The Fund. The By-Laws direct the EFC to use assets from The Fund to pay for certain financial services costs incurred by the EFC in managing it. The By-Laws do not identify any other EFC operating costs that may be paid for from assets of The Fund.

Accordingly, it shall be the policy of the EFC that Committee Assets obtained by diversion or withdrawal from The Fund may be used only for the purpose of paying for EFC costs associated with any or all of the following:

- a. professional investment advising or other investment services necessary for proper management of The Fund;
- b. annual auditing of The Fund;
- c. preparation of financial reports related to The Fund as requested by the BCCUU Board or as directed by majority vote of the congregation at a duly convened congregational meeting; and/or
- d. other projects or activities on behalf of the BCCUU Endowment Fund as directed by majority vote of the congregation at a duly convened congregational meeting.

- E-4. Endowment Fund Assets. The assets of the BCCUU Endowment Fund are invested or otherwise held by the EFC for the benefit of BCCUU and shall be used by the committee only in strict accordance with EFC policies and only for purposes that advance the mission and long-term priorities of The Fund.

Accordingly, the EFC shall assure that Endowment Fund Assets withdrawn, diverted or otherwise removed from the Endowment Fund may be used only in the following ways:

- 1) Transfer, deposit or re-investment into other accounts or financial investment products, where such moves will preserve the assets in the category of Endowment Fund Assets and where such moves are consistent with the best long-term interests of BCCUU. All such moves of Endowment Fund Assets shall be:
 - a. previously authorized by the EFC;
 - b. made after receiving advice from the EFC's financial/investment advisor;
 - c. made known by written notification to the Board or its designee; and
 - d. documented in EFC records and included in EFC financial reporting and the annual audit of The Fund.
- 2) Disbursement of Endowment Fund Assets to BCCUU for the purpose of Fund Awards, where such awards have been duly determined through a process consistent with EFC policy F: "Fund Awards and Disbursements from The Fund".
- 3) Disbursement of Endowment Fund Assets to BCCUU for the purpose of a duly constituted "extraordinary disbursement", as authorized in the BCCUU By-Laws and in EFC policy F-9.
- 4) "Conversion" into EFC Committee Assets so they may be used by the EFC to pay for financial services authorized in the BCCUU By-Laws and identified above in EFC policy E-3 (4).

- E-5. EFC Financial Controls. Trustworthy handling and management of Endowment Fund Assets and EFC Committee Assets requires the committee to have financial control procedures in place to assure all of the following:

- 1) Revenues to the committee are all properly documented and deposited or invested in ways that are explicitly authorized and consistent with the expectations of BCCUU, with EFC policies and/or with EFC commitments made to the revenue source;

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- 2) Deposits and withdrawals of assets are carried out by the committee in proper amounts, to or from proper accounts and only for explicitly authorized purposes;
- 3) Disbursements and vendor payments are made by the committee for correct amounts, to appropriate recipients and only for explicitly authorized payment purposes;
- 4) EFC revenues, disbursements to BCCUU, vendor payments, deposits/investments and withdrawals are all properly documented, with documentation being made available for inspection by the BCCUU Board, the fund's auditor and other relevant BCCUU stakeholders.

Accordingly, it shall be EFC policy that written financial control procedures be maintained and followed to satisfactorily accomplish all of the above assurances on an ongoing basis.

E-6. EFC and Fund Management Records and Financial Reporting. The EFC shall maintain accurate and timely financial records related to both Committee operations and The Fund, and these records shall be sufficient to support all of the following:

- 1) Annual audit of The Fund in a way that satisfies By Laws requirements, complies with EFC policy E-8 ("Endowment Fund Audit") and meets other normal oversight needs of the Board.
- 2) Quarterly financial reporting to the Board and annual reporting to the congregation and the Board regarding The Fund as required by the By-Laws that, at minimum, includes relevant information about:
 - a. Fund assets,
 - b. Fund earnings and performance,
 - c. Endowment Fund Balance as of the end of the most recent quarter,
 - d. Sources and amounts of revenue to The Fund,
 - e. Withdrawals from The Fund and disposition of all money withdrawn, including identification of recipient(s) and amount(s),
 - f. Other financial transactions related to The Fund, and
 - g. Trend information on any or all of the above items, as the need for such trend information is determined by the committee or requested by the Board.
- 3) Inclusion by the EFC in its annual committee operations report to BCCUU of financial information that encompasses at least the following year-end totals (as of the end of the BCCUU fiscal year – i.e., June 30):
 - a. Revenues into the EFC's Committee Assets;
 - b. Expenditures from EFC Committee Assets; and
 - c. Unspent EFC Committee Assets.

Each of these year-end totals shall be broken down to show the following sub-totals:

- a. Committee Assets obtained from BCCUU via the annual budget;
- b. Committee Assets derived from The Fund; and
- c. Committee Assets obtained from other sources (e.g., fundraising, etc.).

E-7. Endowment Fund Asset Management and Investment. Effective management of BCCUU's Endowment Fund Assets is one of the EFC's three most basic functions (the other two being fund awards and fund growth). In order to ensure effective management of Fund Assets, the EFC shall adhere to applicable BCCUU By-Laws and Board-issued financial policies and to the EFC policy guidelines below.

- 1) Investment Strategy and Goals. In compliance with BCCUU By-Laws, the EFC shall consult with a professional investment advisor to determine and implement an appropriate investment strategy for the BCCUU Endowment Fund. The EFC's investment strategy for The Fund shall include the following goals:

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- a. a balance between safe investments (to protect the value of Fund Assets) vs. promising, but riskier, investments (to grow the value of Fund Assets); and
 - b. an investment portfolio that adheres as closely as is reasonable and feasible to socially responsible investment principles. In considering available and prudent investment options, the EFC shall choose the more socially responsible option whenever such a choice offers comparability of security and anticipated returns.
- 2) Professional Investment Services. The By-Laws require the EFC to use a professional investment advisor or institution for establishing and managing the investment portfolio for The Endowment Fund. The following policies shall guide the EFC's work in this area.
- a. The EFC shall comply with BCCUU's Executive Limitations policy regarding obtaining and evaluating price and service information from at least two prospective vendors before selecting its investment advisor or institution.
 - b. The EFC shall be aware that potential donors to the BCCUU Endowment Fund may be influenced by both fund performance and EFC "administrative" costs of investment management. The EFC shall therefore determine and report annually on the following two figures:
 - i. Fund Administration Percentage – The numerator for this calculation is the total annual cost paid from Fund-derived Committee Assets for all financial services related to The Fund (investment advisor + audit + other). The denominator for this calculation is the year-end Endowment Fund Balance.
 - ii. Fund Earnings Percentage – This annual net growth or earnings figure is an overall investment portfolio performance indicator usually obtained from the investment advisor or the institution managing the portfolio product(s).
 - c. The EFC shall re-evaluate its investment advising and management arrangement at least once every 5 years and consider whether to make a vendor change. The EFC shall include the results of such consideration in its year-end report to the Board for that calendar year.
- 3) "Prudent Investor" Compliance. There are guidelines and laws requiring fund trustees and investment managers to exercise responsibility and prudence when it comes to investing other people's money. The EFC shall assure that the financial professional or institution that advises the EFC and manages the investments of the BCCUU Endowment Fund explicitly agrees to:
- a. follow the principles and provisions of the Uniform Prudent Investor Act (UPIA) and the Prudent Investor Rule from which it is derived; and
 - b. carry out its endowment related financial advising and management functions in accordance with Chapter 881 of the Wisconsin Statutes, which is the state law that embodies the UPIA and the Prudent Investor Rule.
- E-8. Endowment Fund Audit. The BCCUU By-Laws require an audit of The Endowment Fund to be performed annually. As noted above in EFC Policy E-3 (1), each audit period shall be based on the calendar year. The By-Laws authorize the EFC to use fund-derived Committee Assets to pay for annual audit costs.
- 1) Audit Requirement. The purpose of the annual audit of The Fund is not to review EFC investment strategy or performance, but rather to verify accuracy and policy compliance of financial transactions involving assets of The Fund. Accordingly, the EFC shall interpret the annual audit requirement language of the By-Laws to mean that an audit of The Fund is not required for any calendar year in which there were no financial transactions to or from The Fund. Financial transactions in this context shall include any of the following:
- Transfer of liquid asset revenues from BCCUU to the EFC for inclusion into The Fund;
 - Deposits or investments by the EFC of money into The Fund or into any account that affects the Endowment Fund Balance as defined in EFC policy E-2 (1);
 - Withdrawal of assets from The Fund; or

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- Payments made by the EFC using Committee Assets obtained via diversion or withdrawal from The Fund, where such diversion or withdrawal occurred during the calendar year in question. (Committee Assets from The Fund are explained in EFC policies E-2 (2) and E-3 (4).)

Note: Excluded from the above definition of transactions which trigger the annual audit requirement are the following:

- Changes in the Endowment Fund Balance resulting from interest or dividends earned by deposited or invested assets of The Fund;
- Other increases or decreases in the Endowment Fund Balance due to the performance of invested assets of The Fund; and
- Payments made by the EFC using Committee Assets from The Fund that were obtained via diversion or withdrawal from The Fund during a prior year in which The Fund was subjected to audit.

- 2) Auditor. The BCCUU By-Laws require that the annual audit of The Fund be carried out by "... a BCCUU member not on the Fund Committee or by a professional auditor." EFC policy A-2 (1) requires the EFC to collaborate with the BCCUU financial administrative team to arrange for the audit. EFC policy regarding selection of the auditor shall be as follows:
 - a. The EFC shall coordinate with the BCCUU Finance Director or his/her designee to solicit and retain the services of a BCCUU member not on the EFC or a non-member with appropriate professional qualifications to carry out an audit of The Fund.
 - b. A BCCUU member shall not be selected as the Fund auditor if that person has a potential role conflict that could influence his or her interpretation of audit information. Such a role conflict situation would include any member of the Finance Committee or BCCUU financial administrative team who has had a direct role in any of the transactions that are subject to scrutiny in the audit.
 - c. If an outside auditor is sought to perform the audit, preference shall be given to a professionally qualified person willing to carry out the work pro bono or at the lowest cost.
- 3) Audit Period and Content. The annual audit of The Fund shall be initiated during the first quarter of each calendar year, and the audit period covered shall be the previous calendar year. The content of the audit shall include, at a minimum, the following:
 - a. Comparison of the year-end balance of EFC Committee Assets derived from The Fund vs. total expenditures for year just ended of fund-derived Committee Assets. The purpose here is to check to be sure that this year-end balance is not excessive compared to the total annual financial services costs to be paid by these Committee Assets. Although not a hard and fast rule, the general rubric would be that the year-end balance of fund-derived Committee Assets should not be materially greater than the anticipated total of EFC financial services costs for the next year.
 - b. Comparison of BCCUU Treasurer or Finance Committee records vs EFC financial records to verify that the following totals match:
 - i. Total revenues from BCCUU to the EFC for inclusion into The Fund;
 - ii. Total of all "ordinary" (Fund Award) + all "extraordinary" disbursements from EFC to BCCUU
 - c. Review of fund-derived Committee Assets data to verify or reconcile the following:
 - i. Balance as of the beginning and as of the end of the fiscal (calendar) year, total EFC expenditures of fund-derived Committee Assets and total revenue added to fund-derived Committee Assets;
 - ii. list of recipients and amounts received for all EFC payments made from fund-derived Committee Assets; and
 - iii. list of deposits of fund derived Committee Assets during the year into EFC committee accounts.
 - d. Documentation of EFC authorizations during the past year for all:

Endowment Fund Policy 11.5

- i. investments or other deposits into The Fund;
 - ii. diversions or withdrawals of money from The Fund;
 - iii. disbursements made to BCCUU from The Fund; and
 - iv. vendor payments made by the EFC from fund-derived Committee Assets.
- 4) Audit Reporting. A written report of the results of the annual audit of The Fund shall be submitted to the EFC with copies provided by the auditor directly to the BCCUU Finance Director and Board President.

ASSOCIATED FORMS: *NA*

CROSS REFERENCE: ByLaws; EFC Policy A-2 (1); EFC Policy C-4; EFC Policy E; EFC Policy F; BCCUU Executive Limitations policy

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Endowment Fund Committee

Bradford Community Church Unitarian Universalist – Policies and Procedures

CURRENT POLICY DATE: 1/23/13

PREVIOUS VERSION DATES: NA

POLICY TITLE: ENDOWMENT FUND POLICY F – FUND AWARDS AND DISBURSEMENTS FROM THE FUND

Policy Level: Operational (for revisions request Board review & comment.)

POLICY:

F-1. Fund Award and Fund Balance – Definitions. In EFC policy documents, the term “Fund Award” refers to “ordinary disbursements” (as referenced in the By Laws) made by the EFC “in conjunction with the Board” to BCCUU-related recipients in support of projects or programs that reflect the purpose and priorities of The Fund.*

In EFC policy documents, the term “Fund Balance” refers to the total cash value of all invested assets of The Fund as of a specific point in time (e.g., year-end). The Fund Balance figure does not include EFC’s non-invested Operating Funds.**

F-2. Fund Awards – Amounts. The EFC shall make one or more Fund Awards each year totaling an amount determined by the calculation rule below.

- Normal Fund Award Calculation. Under normal circumstances, the total amount to be distributed during the current calendar year through Fund Awards shall be determined based on the following two computations:
 - a) 95% of total Fund investment earnings during the prior calendar year; or
 - b) 5% of the average year-end Fund Balance for the most recent 2 calendar years.The total Fund Award amount to be distributed for the current calendar year shall be the greater of the above two numbers rounded to the nearest \$50.
- Exception for Unusual Circumstances. The existence of normal circumstances presumes annual growth in The Fund from some combination of donations, investment earnings and other revenues. However, any combination of Fund investment losses and/or disbursements that are not offset by new donations and thus result in a lower year-end Fund Balance at the end of a calendar year compared with the prior year creates unusual circumstances applicable to the next calendar year. In such unusual circumstances, the EFC may decide for that calendar year to adjust downward the total amount to be distributed via Fund Awards.

F-3. Fund Awards – Minimum Fund Balance. The EFC shall make no Fund Award disbursements from The Fund during a calendar year if the year-end Fund Balance for the prior year was less than \$10,000. In such an instance, the EFC’s priority is to grow The Fund.

F-4. Fund Awards – Annual Priorities. The By Laws specify that the purpose of The Fund is “...to assist the Church’s mission in perpetuity and to promote long-term sustainability.” The EFC may use this general purpose statement alone as its default guide to Fund Award decisions, or the Committee may establish (after soliciting input from the congregation at large and from BCCUU leadership) more specific priorities to guide applications and decision making for current year Fund Awards. Such funding priorities are only applicable to current year Fund Awards.

BCCUU leadership to be solicited for input into annual funding priorities includes, at minimum, the Board, the Minister and the Church Executives.

* See EFC policy set B: “BCCUU Endowment Fund’s Purposes and Long-term Priorities”. Also see Policy F-4.

** See EFC policy set E: “EFC Financial Management and Investment of Fund Assets”

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- F-5. Fund Awards – Applications. For any calendar year during which Fund Awards are to be made, the EFC shall publish in written form accessible to all BCCUU members a notice of funding availability. This notice shall be published at least 30 days prior to the application deadline for submission of Fund Award requests and shall include at least the following:
- 1) The mission and ongoing priorities of The Fund, as identified in EFC policy set B*;
 - 2) Annual funding priorities established by the EFC (if any);
 - 3) Total amount available for current year Fund Awards;
 - 4) Application deadline and instructions.
- F-6. Fund Awards – Eligible Applicants. Only BCCUU-related applications may be considered for Fund Awards. Funds awarded may be used to support community projects and programs outside of BCCUU only if such use is clearly specified in the Fund Award application. Any of the following applicants shall be considered BCCUU-related and thus eligible to be considered for Fund Awards:
- 1) A duly constituted BCCUU committee (standing, operating, special, ad hoc or project);
 - 2) The BCCUU Board;
 - 3) A BCCUU Church Executive;
 - 4) Any group of 2 or more BCCUU members;
 - 5) Any BCCUU employee(s) or paid staff person(s); or
 - 6) A public or incorporated non-profit community organization (only as a co-applicant with a duly constituted BCCUU committee or the BCCUU Board).
- F-7. Fund Awards – Determining Award Recipients. Each year that Fund Awards are to be made, the EFC shall convene a review team to consider applications and select award recipients. The review team shall consist of at least two of the three core EFC members plus two other BCCUU members recruited through open solicitation. The EFC shall solicit reviewers from the congregation as a whole, and the EFC chair and the Board President (or their designees) shall select the two at-large reviewers for the current year from among the BCCUU members responding to the solicitation. The selected reviewers must be neutral and not affiliated with any of the current year's Fund Award applications.

The Fund Award review team shall consider eligible applications in light of the Fund's overall purpose (as stated in the By Laws) and any annual funding priorities established by the EFC for the current year. The review team may select one or more applicants to recommend for a Fund Award and shall also recommend an allocation of the total Fund Award amount among the awardees.

The EFC shall notify the BCCUU Board in writing of the review team's recommendations regarding awardees and award amounts. If the Board has any concerns regarding the review team's decisions, these concerns shall be registered with the EFC in a timely manner. If such concerns are raised, the EFC Chair and the Board President shall arrange a joint process to resolve the issue within 45 days of the original EFC notification of Fund Award decisions to the Board. If no board concerns are raised or if the Board President and EFC Chair have not resolved identified Board concerns within the 45-day timeframe, then the review team's recommendations become official and the EFC shall notify Fund Award recipients and non-selected applicants of the award decisions.

- F-8. Fund Awards – Annual Cycle. The EFC shall administer the Fund Award process on an annual cycle coordinated to the calendar year. The EFC shall carry out the primary components of the Fund Award process each year generally in line with the following schedule:

Jan.-March

- Determine Fund Award amount for current year
- Establish annual funding priorities (if desired)

* See Appendix C - EFC policy set B supplement, "BCCUU Endowment Fund Awards: Ongoing Priorities, Eligible Applicants and Eligible Projects".

Endowment Fund Policy 11.6

- Publish notice of funding availability
- Continue monitoring last year projects(s)

April-May

- Deadline for Fund Award applications
- Review applications & make funding decisions
(Awards ideally finalized prior to BCCUU Annual Mtg.)
- Continue monitoring last year project(s)

June-August

- Make disbursement(s) to BCCUU for Fund Award recipients
- Funded project(s) start-up
(Coincides with start of BCCUU budget year + committees' work year)
- Develop annual EFC plans for growing The Fund
- Project reporting from last year project(s)

Sept.-Dec.

- Monitor current year project(s)
- Begin plans for next Fund Award cycle

- F-9. Disbursements from The Fund. The By Laws differentiate three types of EFC disbursements of monetary assets from The Fund: a) “ordinary disbursements” (Fund Awards); b) vendor payments; and c) “extraordinary disbursements”.

Two of these involve the EFC disbursing assets of The Fund through its own initiative. “Ordinary disbursements” are Fund Awards to BCCUU-related recipients selected by the EFC’s award process. Vendor payments are not made directly from The Fund. Instead, assets from The Fund are first removed (diverted or withdrawn from The Fund) and converted into “committee assets” (c.f., Policy E-2 (2-b)). Then the EFC may make vendor payments from these “committee assets from The Fund”. Such vendor payments may only be made to qualified providers retained by the EFC for necessary financial services, such as investment advising, financial reporting and the required annual audit of The Fund (c.f., Policy E-3 (4)).

The third type of EFC disbursement of Fund assets (“extraordinary disbursement”) results from the Board’s initiative. The By Laws authorize the Board to initiate an extraordinary disbursement process, which would require the EFC to pull money from The Fund and make corresponding disbursement(s) for the support of a project or program deemed by the Board to be of extraordinary importance or urgency. In order to be binding upon the EFC, the Board is required by the By Laws to seek congregational authorization based on a minimum 2/3 vote of support at an official congregational meeting.

Ordinary disbursements shall be made by the EFC Treasurer to BCCUU on behalf of Fund Award recipients. The BCCUU Treasurer shall then be responsible to disburse the awarded funds to the recipient in an appropriate manner. Extraordinary disbursements shall also be made by the EFC Treasurer to BCCUU. The BCCUU Treasurer shall then issue payments or other disbursements to appropriate recipients as authorized by the congregational vote. EFC vendor payments, however, shall be made by the EFC Treasurer directly to appropriate financial services providers.

ASSOCIATED FORMS: NA

CROSS REFERENCE: ByLaws; EFC Policy B; EFC Policy E

GROUP OR COMMITTEE RESPONSIBLE FOR POLICY: Endowment Fund Committee

Appendix A:

Committee Descriptions

Placeholder for Adult RE Committee Description

COMMITTEE NAME: Building Committee

PURPOSE OF THE COMMITTEE: The Building Committee consists of five divisions and is chaired by the Building Manager. The five divisions are:

- The Aesthetics Division (see below)
- The Safety Division (see below)
- The Technology Division (see below)
- The Hospitality Division (see below)
- The Maintenance and Preservation Division (see below)

GENERAL DUTIES/ACTIVITIES: The Building Manager works with the above divisions to:

- ensure that their functions are being carried out
- ensure that goals are set and evaluated
- ensure that goals are aligned with church policies and procedures
- assist in solving any problems or issues
- identifies individuals willing to help the divisions carry out their functions (“Friends of the Building”)

MEETING (frequency of regular and/or special meetings): Twice a year - once in January to coordinate goals and budget requests for the next fiscal year and once in June to evaluate goals from the previous fiscal year.

COMPOSITION (any special members/staff who serve on the committee): The Building Committee is chaired by the Building Manager and is composed of the member of the five separate divisions.

ANY ITEMS SPECIFICALLY RELATED TO THE EFFICIENT AND EFFECTIVE OPERATION OF THIS COMMITTEE: N/A

Aesthetic Division

Purpose: To create and maintain an aesthetically pleasing environment both inside and outside the church.

General Duties/activities:

- seasonal decorating of the sanctuary
- weeding and watering the flower garden
- providing suggestions for aesthetic improvements to the church

Meetings: There are no regular meeting dates and times.

Composition: Members of the division are recruited from the Friends of the Building list for work projects as needed.

Safety Division

Purpose: To monitor and maintain a safe and secure environment for all members, friends, employees and guests of Bradford Community Church Unitarian Universalist.

General Duties:

- conduct quarterly inspections of the building to identify existing and potential health and safety issues
- maintain a first aid kit
- maintain fire extinguishers and smoke alarms
- conduct annual safety drills
- refer health and safety issues to the Building Manager for action
- make recommendations for any safety upgrades

Meeting: The Safety Division meets quarterly

Composition: The division includes permanent members as well as volunteers recruited from the “Friends of the Building” list.

Technology Division

Purpose: to provide technological resources with enhance the operation and enjoyment of BCCUU.

General duties: to provide for the technology needs of the church in the following areas:

- Information systems (hardware & software)
- Internet connectivity, including E-Mail
- Networking (wired & wireless)
- Computer & Network Security
- Photocopier services
- Fax capability
- Phone service and hardware (including Voice-mail)
- Security systems
- Sound reinforcement
- Audio-visual presentation
- Other areas as identified
- Training and staffing for these areas, as required.

Specific tasks include:

1. Assessing technology needs, and determining potential solutions to meet those needs
2. Determining the cost of implementing each potential solution including the purchase and/or development costs, training time/cost/difficulty, manpower requirements to implement and utilize the solution, maintenance costs, potential life span and approximate annual cost of consumables
3. Evaluating each solution to determine the best, most cost effective solution and overseeing the purchase/development of the solution as budgets permit.
4. Assuring that adequate training materials are available and overseeing training of all individuals who will be using the solution and will be responsible for setup, configuration, and maintenance and, in some instances, operation of the solution.
5. Continue to re-evaluate and refine needs assessment of office systems (computer systems, copier, fax, phone systems) to determine acceptable requirements for hardware and software by interviewing key users and their superiors, committee chairs (and past chairs) and church leaders to determine types of regular usage, average usage per month, usage requests per month, wish-list of capabilities to provide for requests that have been made.
6. Continue to re-evaluate and refine needs assessment of sound/AV systems to determine minimum acceptable requirements for sound/AV equipment, including any computer hardware and/or software to determine types of regular usage, average usage per month, usage requests per month, wish-list of capabilities to provide for requests that have been made.
7. Track potential costs for adding items such as projector(s), recording and hearing assisted devices through either annual budget or Capital Fund drive channels.
8. Submit a budget request for the initial year of the project, ordered by priority for the 2013-2014 fiscal year budget, budget request to be completed based upon the time-line for 2013-2014 committee budgets by the finance committee (approximately February 2013).
9. Maintain current level of technology by utilizing existing technology and replacing non-repairable technology only when necessary by using solutions determined to be most practical/cost efficient from the previously listed analyses/system designs.

Meeting: The Technology Division has no regular meeting dates and times.

Composition: The division includes permanent members as well as volunteers recruited from the “Friends

of the Building” list for special projects.

Hospitality Division

Purpose: to provide a comfortable, welcoming church environment and to provide opportunities for members and friends to socialize.

General Duties:

- host the coffee hour after church services
- coordinate potlucks
- maintain the kitchen
- provide paper products for the kitchen and bathrooms

Meetings: The Hospitality Division has no fixed meeting times or dates.

Composition: The division includes permanent members as well as volunteers recruited from the “Friends of the Building” list.

Maintenance and Preservation

Purpose: To identify, prioritize and carry out the necessary procedures to keep the church a safe, functional, secure, and aesthetically pleasing structure.

General Duties:

- seek contractor bids when necessary
- arrange for contracts for cleaning, snow removal, furnace/AC servicing and lawn mowing.
- purchase liquid cleaning supplies
- repair and replace fixtures, equipment and appliances as needed.

Meetings: There are no regular meeting dates and times.

Composition: Members of the division are recruited from the Friends of the Building list.

Bradford Community Church Unitarian Universalist – Policies and Procedures

COMMITTEE NAME: Communications Committee

PURPOSE OF THE COMMITTEE: To oversee the formal forms of communication within Bradford Church, and those between Bradford and the community.

GENERAL DUTIES/ACTIVITIES:

- Maintain archives of significant church documents.
- Oversee any publicity carried out by the church.
- Oversee the publication of the church newsletter.
- Manage the Sheridan Road sign.
- Maintain and manage the church website.

MEETING (frequency of regular and/or special meetings): As needed.

COMPOSITION (any special members/staff who serve on the committee): Membership is open to any member or friend of BCCUU.

ANY ITEMS SPECIFICALLY RELATED TO THE EFFICIENT AND EFFECTIVE OPERATION OF THIS COMMITTEE: NA

COMMITTEE NAME: Finance Committee

PURPOSE OF THE COMMITTEE: To oversee the financial health of the church.

GENERAL DUTIES/ACTIVITIES:

- To develop the Operational Budget
- To collect, record and deposit all money collecting for any purpose
- To pay accounts due and reimbursement requests
- To oversee fundraising efforts
- To properly handle investments held by the church (other than the Endowment Fund)
- To oversee the disposal of any church supplies, equipment, or other assets
- To make available a regular report of finance issues (account balances and activity; status of pledges)

MEETING (frequency of regular and/or special meetings): Monthly

COMPOSITION (any special members/staff who serve on the committee): The Finance Committee shall include an appointed church treasurer and at least two(2) other members of the church who shall be appointed by the Church Executive in charge of the Finance Committee with approval of the Board of Trustees.

ANY ITEMS SPECIFICALLY RELATED TO THE EFFICIENT AND EFFECTIVE OPERATION OF THIS COMMITTEE:

- Clear procedures and reporting instruments ensure that the goals of the committee are met.
- Responsibility for collections and payments are given to separate entities.
- Detailed, regularly updated records provide line-item balances with a view to initial budget and expenses incurred and the status of income received.

Bradford Community Church Unitarian Universalist – Policies and Procedures

COMMITTEE NAME: Green Sanctuary Committee

PURPOSE OF THE COMMITTEE: To build awareness of eco-justice issues and to promote eco-justice in our world.

GENERAL DUTIES/ACTIVITIES:

- To generate commitment for personal lifestyle changes, motivate us to act on environmental issues, build a connection between spiritual practice and environmental consciousness, and build awareness of and rectify environmental injustices.
- Make recommendations to the Building Committee for purchase of eco-friendly supplies and practices.

MEETING (frequency of regular and/or special meetings): Monthly

COMPOSITION (any special members/staff who serve on the committee): N/A

ANY ITEMS SPECIFICALLY RELATED TO THE EFFICIENT AND EFFECTIVE OPERATION OF THIS COMMITTEE: N/A

Placeholder for Healthy Congregations Committee Description

Bradford Community Church Unitarian Universalist – Policies and Procedures

COMMITTEE NAME: Leadership Council

PURPOSE OF THE COMMITTEE: To promote communication and coordination among church committees and groups.

GENERAL DUTIES/ACTIVITIES:

- Coordinate the scheduling of events and activities for the church calendar
- Reflect on the annual report and look ahead to the new church year
- Share committee and group goals
- Participate in reconciliation of the annual operating budget

MEETING (frequency of regular and/or special meetings):

Summer: Calendar setting meeting

Fall: Annual Report meeting

Winter: Goal sharing meeting

Spring: Budget Reconciliation meeting

COMPOSITION: church executives, committee chairs, and group leaders. The president-elect chairs the leadership council.

Bradford Community Church Unitarian Universalist – Policies and Procedures

COMMITTEE NAME: Membership Committee

PURPOSE OF THE COMMITTEE:

GENERAL DUTIES/ACTIVITIES:

MEETING (frequency of regular and/or special meetings)

COMPOSITION (any special members/staff who serve on the committee)

ANY ITEMS SPECIFICALLY RELATED TO THE EFFICIENT AND EFFECTIVE OPERATION OF THIS COMMITTEE:

Bradford Community Church Unitarian Universalist – Policies and Procedures

COMMITTEE NAME: Pastoral Companions

PURPOSE OF THE COMMITTEE: To compliment the pastoral ministry of the church.

GENERAL DUTIES/ACTIVITIES:

- Make visits to members at home, in the hospital or other special care facilities.
- Mail bereavement cards to members losing a relative

MEETING (frequency of regular and/or special meetings): Based on need to respond to someone.

COMPOSITION (any special members/staff who serve on the committee): The Minister is always a member of this committee

ANY ITEMS SPECIFICALLY RELATED TO THE EFFICIENT AND EFFECTIVE OPERATION OF THIS COMMITTEE: NA

Bradford Community Church Unitarian Universalist – Policies and Procedures

COMMITTEE NAME: Personnel Committee

PURPOSE OF THE COMMITTEE: Act as Human Resource Department for BCCUU Employees

GENERAL DUTIES/ACTIVITIES: Ensure that BCCUU acts legally and fairly as an employer. Also see Personnel Policies: Personnel Committee.

MEETING (frequency of regular and/or special meetings): As needed.

COMPOSITION (any special members/staff who serve on the committee): No family member related to a BCCUU employee shall serve on this committee.

ANY ITEMS SPECIFICALLY RELATED TO THE EFFICIENT AND EFFECTIVE OPERATION OF THIS COMMITTEE: N/A

Bradford Community Church Unitarian Universalist – Policies and Procedures

COMMITTEE NAME: Religious Education Committee

PURPOSE OF THE COMMITTEE: The purpose of the Religious Education Committee is to provide an educational program that will ignite life-long commitment to Unitarian Universalism among children and youth through involvement in church, family and community

GENERAL DUTIES/ACTIVITIES:

- Planning and provision of a weekly faith development program.
- Planning and provision of special events for children of the congregation
- Planning and provision of youth group programming
- Planning and provision of Our Whole Lives for youth members.

MEETING (frequency of regular and/or special meetings): Monthly

COMPOSITION (any special members/staff who serve on the committee): The Committee shall include the Director of Religious Education and a youth member.

ANY ITEMS SPECIFICALLY RELATED TO THE EFFICIENT AND EFFECTIVE OPERATION OF THIS COMMITTEE: N/A

Bradford Community Church Unitarian Universalist – Policies and Procedures

COMMITTEE NAME: Social Concerns Committee

PURPOSE OF THE COMMITTEE: To increase awareness of social issues and to provide opportunities and avenues for actions by friends and members of Bradford Community Church.

GENERAL DUTIES/ACTIVITIES:

Provide leadership with the voluntary support of Bradford for various social action projects such as:

- Social concerns candle
- Guest at Your Table
- CROP Hunger Walk
- Valentine Soup Supper
- Soup Kitchen
- Other

MEETING (frequency of regular and/or special meetings): Monthly

COMPOSITION (any special members/staff who serve on the committee): Open to all members and friends of Bradford.

ANY ITEMS SPECIFICALLY RELATED TO THE EFFICIENT AND EFFECTIVE OPERATION OF THIS COMMITTEE: NA

COMMITTEE NAME: Worship Arts

PURPOSE OF THE COMMITTEE: To provide vibrant and meaningful worship services to inspire members and newcomers of all ages.

GENERAL DUTIES/ACTIVITIES:

- To insure that all services are well-planned, meaningful and in-line with Unitarian Universalist principles;
- To keep improving the worship experience and respond to input from members and guests in a timely manner.

MEETING (frequency of regular and/or special meetings): Monthly

COMPOSITION (any special members/staff who serve on the committee): The Minister, church musician and a choir member serve on this committee.

ANY ITEMS SPECIFICALLY RELATED TO THE EFFICIENT AND EFFECTIVE OPERATION OF THIS COMMITTEE: Ongoing, regular communication beyond the monthly meetings are essential implementing work. Funding for: candles and other items used in worship; guest Ministers; and annual workshop.

Appendix B:

Job Descriptions

Job Description: Associate Musician

PURPOSE: To serve the church by providing appropriate musical accompaniment during worship services and other church musical programs.

BACKGROUND: Performance experience with keyboard instruments.

DUTIES:

1. Rehearse with musicians and soloists before worship services.
2. Provide music for worship services on the 16 Sundays when the Musician is not scheduled.
3. Provide music for Prelude, Offertory and Postlude, music to accompany congregational singing, and any additional music as required for specific services.
4. Contract independently with family members regarding music for weddings, funerals or other non-worship events, as desired. Providing music at BCCUU for such events is not required.
5. Cooperate with the Minister by performing any other duties when asked to do so.

Revised: April, 2013

Building Manager Job Description

The Building Manager:

- Chairs the building committee and works with them to maintain a safe, secure and aesthetically pleasing church environment
- Enforces building policies and procedures
- Approves rentals to outside groups
- Approves maintenance contracts for the furnace/ac, elevator, copy machine, and cleaning of the church
- Arranges for needed repairs with contractors and supervises their work
- Performs or arranges for routine repairs, maintenance and replacement of defective equipment and light bulbs
- Arranges for and supervises work done by Friends of the Building
- Issues entrance codes and handles key check out
- Meets with inspectors and complies with city codes and regulations
- Orders cleaning and dishwasher supplies

Job Description
Child Care Coordinator
Bradford Community Church Unitarian Universalist

1. To provide for the safety and contentment of our nursery participants in keeping with the Welcoming and Safe Congregation's guidelines. Work hours are 15 minutes before the service until all the children are picked up by their parents (generally by 15 minutes after the service has ended.)
2. To greet children, parents/guardians and visitors and maintain accurate attendance records.
3. To ensure the safety of visiting and unfamiliar families by giving the parent/guardian a sticker with the child's name on it, and placing another sticker with the child's name on it on the child. The child will only be release to the parent/guardian with the sticker.
4. To obtain all allergy / special health information from visiting families.
5. To change wet or soiled diapers when needed.
6. To bottle/provide refreshment for children as requested by their parents. To provide a snack, paying attention to allergy precautions.
7. To put away toys, straighten the nursery area, vacuum if necessary, and dispose of any waste before departing.
8. To maintain the safety and cleanliness of the childcare space, reporting any hazards to the DRE or RE committee member.
9. To arrange for a substitute in the event you are unable to work. This substitute must have a completed "APPLICATION FORM FOR WORKING WITH CHILDREN AND YOUTH" and a signed "CODE OF ETHICS" form on file.
10. To ensure the confidentiality of any "APPLICATION..." forms completed.
11. In the event of a contagious illness (e.g. roseola), to notify parents of those children possibly affected.
12. To report any concerns of abuse or neglect to the DRE, co-chairs of the RE committee, or another mandated reporter (nurse, social worker).

Job Description: Choir Accompanist

PURPOSE: To serve the church by providing appropriate musical accompaniment to the choir and other vocal groups during worship services and other church musical programs.

BACKGROUND: Performance experience with keyboard instrument.

DUTIES:

1. Rehearse with choir and soloists before worship services.
2. Perform as a solo musician, as requested.
3. Cooperate with the Minister and choir director by performing any other duties when asked to do so.

Revised: April

Job Description: Choir Director

PURPOSE: To serve the church by organizing and directing the choir and other vocal groups during worship services and other church musical programs..

BACKGROUND: At least one degree in Music

DUTIES:

- A. Planning and Coordinating
 - 1. Act as liaison among members of music staff, Minister and Worship Arts Committee for choral music.
 - 2. Attend Worship Arts Committee meetings as scheduled.
 - 3. Plan worship music with music staff and Minister.
 - 4. Assist in developing the Music Committee budget.

- B. Choral work
 - 1. Conduct regular and special rehearsals throughout the year.
 - 2. Recruit and train members of all choirs.
 - 3. Maintain and expand music library.
 - 4. Select choral music for worship services with input from the Minister.
 - 5. Prepare for choir rehearsals by studying music to achieve artistic interpretation.
 - 6. Provide for own personal and professional development through reading of periodicals and books and by attending workshops.
 - 7. Provide reminders to members about choir special events.
 - 8. Consult with individual choir members to encourage and improve their performances.

- C. Worship Services
 - 1. Rehearse with choirs and soloists before worship services.

- D. Other
 - 4. Plan and execute special choral music programs and/or concerts, e.g. ChoralFest.
 - 5. Evaluate music program to meet changing needs of congregation in the context of church's mission statement.

Job description: Church Administrator

Bradford Community Church Unitarian Universalist
5810 8th Avenue, Kenosha, WI 53140; 262-656-0544
Rev. Georgette Wonders, Minister

Part-time: 15 hours per week, regularly scheduled once established plus one 2 hour evening meeting monthly.

Starting Wage for 2010/2011 fiscal year - \$10 per hour

Reports to the Minister and Executive of Outreach Communication

Purpose:

- Support the work of Minister, Church Executives, Director of Religious Education, volunteers, etc., as they carry out the tasks and mission of BCCUU
- Facilitate access to people and information within the congregation and with the larger community

Background and Qualifications:

Experience preferred:

- Previous experience as church administrator or office manager
- Office equipment: computer, printer, copier, fax machine
- Computer applications: word processing, data bases, spreadsheets, desktop publishing
- 2+ yrs of college
- Adept, courteous and resourceful at answering questions and referring callers and guests to appropriate staff, committee contact persons or community agencies
- Excellent written and verbal communication skills
- Able to
- work with staff, church members and volunteers
- organize and set priorities for work schedule, manage time well
- maintain courteous and helpful demeanor when welcoming members and guests
- 'multi-task'
- work independently

Responsibilities:

- Coordinate and manage volunteers to perform appropriate functions
- Work with committee(s) to maintain and enhance church website
- Answer phone and respond appropriately providing answers, routing calls, taking messages as needed
- Maintain calendar and schedule meetings
- Coordinate building rentals with building manager and renters
- Maintain and utilize database of members/friends
- Greet visitors, delivery and maintenance persons within safety policies
- Maintain files of committee/board reports, etc
- Maintain policies and procedures in coordination with committees and volunteers
- Coordinate with Membership Committee to keep membership materials current and available.
- Assure that the Order of Service is prepared each week
- Coordinate gathering of monthly newsletter articles; assure that the newsletter is edited and produced
- Inventory and order office supplies in advance of need
- Maintain office equipment; monitor for problems that may need professional attention
- Distribute mail and take mail to post office as needed
- Attend scheduled Leadership Council meeting monthly (evening meeting) as part of paid duties
- Other duties as assigned

It is expected that this position will continue to evolve. Therefore this list is not complete or final.

Church Executive Position Description

The Church Executive Team is responsible for the management and operations of the church. There are four members of the Church Executive Team, each of whom is responsible for one of four defined domains areas of church operation.

Within his/her specific domain, each Church Executive is responsible and authorized to take actions, establish policies and procedures, and make decisions for BCCUU to achieve its Ends.

Church Executives are appointed by and are accountable to the Board of Trustees.

Specifically, each Church Executive will be responsible for:

- **Knowledge** of BCCUU's governance model including the Ends policies, the Board-Executive Relations policies, and the Executive Limitations policies.
- **Planning:**
 - Assure that the committees and groups in the domain develop yearly goals which are in line with BCCUU's Ends.
 - Assure that committees develop budgets and make budget requests that reflect those goals.
- **Operations:**
 - Monitor progress and achievement of committee/group goals.
 - Assure that policies and procedures are in place to support the smooth operation and management of committee and group functions.
 - Assure that policies, procedures and operations of the domain are in compliance with the Executive Limitations Policies.
 - Maintain regular communication with committees and groups within the domain in order to stay informed about current issues. At minimum this will involve monthly contact with committee/group leaders, reviewing meeting agendas and minutes, or attending committee/group meetings.
 - Take necessary actions to resolve problems which are impeding smooth operation of committee or group functions, and respond to opportunities which may enhance those functions.
 - Assist committees in planning for smooth transition of chairpersons.
- **Accountability:**
 - Prepare and present executive team reports as requested by the Board of Trustees.

Adopted September, 2011

Job Description: Church Musician

PURPOSE: To serve the church by providing appropriate musical accompaniment during worship services and other church musical programs.

BACKGROUND: Performance experience with keyboard instruments.

DUTIES:

I. Planning and Coordinating

1. Act as liaison among members of music staff, Minister, and music committee for church music.
2. Attend Music Committee meetings as scheduled.
3. Select worship music for services in conjunction with choir director, music committee and Minister.

II. Worship Services

1. Rehearse with musicians and soloists before worship services.
2. Provide music for worship services: three Sundays per month throughout the church year. May volunteer for Christmas Eve, but it is not required nor compensated.
3. Provide music for Prelude, Offertory and Postlude, music to accompany congregational singing, and any additional music as required for specific services.

III. Other

1. Assume responsibility for articles in church newsletter to enhance attendance of music programs.
2. Secure an alternate keyboard musician, in case of emergency and notify the Minister and church treasurer as soon as possible.
3. Receive annual evaluation as provided by personnel policy as to effectiveness of music.
4. Contract independently with family members regarding music for weddings, funerals or other non-worship events, as desired. Providing music at BCCUU for such events is not required.
5. Cooperate with the Minister by performing any other duties when asked to do so.

Revised: April, 2013

Church Treasurer
Job Description

1. Pay bills per established policies and procedures. For example, properly filled out requests must be submitted with accompanying documentation within 90 days of incurring the expense.
2. Ensure that payroll is paid. Maintain payroll records and employee files. Obtain necessary printouts from Finance director to update check register.
3. Maintain file of receipts and documentation.
4. Keep check register up-to-date.
5. Balance check register with bank statement.
6. Provide expense report to Finance Director in a timely manner.
7. Attend finance committee meetings.

Bradford Community Church, Unitarian Universalist
Position Description: Director of Religious Education (DRE)

Time Frame: 10 month, Half-time position: 6 units/week (approx. 20 hrs), including Sunday mornings.

Goal: To provide professional leadership for our children's and youth religious education programs.

Accountability: Reports to the Executive for Worship Arts, Education and Spiritual Growth and Care

Core Job Responsibilities:

1. Coordinate and administer Sunday morning Religious Education classes.
2. Research, recommend, purchase and maintain curricula.
3. Recruit, train, supervise, and support volunteer teachers.
4. Maintain active communication with parents.
5. Greet and orient new families.
6. In conjunction with the office administrator, ensure that required supplies are available.
7. Establish and maintain contact with the MidAmerica region RE office and LREDA. Network with area DREs. Attend appropriate DRE leadership and training workshops to support professional development and program goals.
8. Coordinate special RE events as determined by the RE Committee.
9. Meet regularly with the RE Committee and with the church Executive.
10. In conjunction with the RE committee and Executive, work to further develop and promote our vision for liberal religious education at BCCUU.
11. Other duties as assigned.

Bradford Community Church Unitarian Universalist is a congregation of roughly one hundred in Kenosha, Wisconsin. We are a Green Sanctuary, a Welcoming Congregation, and have a long history of social action in the community. We are seeking a half-time DRE for a 10-month/year position. The ideal candidate is a person who holds Unitarian Universalist values; possesses a vision for UU religious development; relates well with children, youth, and adults; demonstrates strong leadership qualities and communication skills; is well-organized; and has the ability to recruit and train volunteers.

Bradford Community Church Unitarian Universalist

Job Description—Sexton

- ❖ Average 20 hours per month; \$10 an hour
- ❖ Reports to Minister and to the Administrative Assistant as Minister's designee, but also cooperates/interfaces with the Maintenance and Preservation Committee

Applicant must be reliable, efficient, able to manage diverse tasks with minimal supervision; able to safely lift 50 pounds (primarily bags of sand or salt and wet snow); be familiar with the use of basic tools and equipment; have some experience in household repairs and maintenance and be willing to learn additional skills necessary to do the job.

General cleaning of the building—vacuuming, dusting, mopping—is done by a crew from the Racine County Opportunity Center (RCOC) on Wednesday mornings

Duties continue to evolve and vary seasonally. They include:

- ❖ On Sundays beginning about 1 pm Sept-May; about noon June-Aug:
Wash cups, coffee pots, and other dishes from the coffee hour and put away; wipe all counters, carts, etc.; restock bathrooms with paper supplies and hand soap. Close building after everyone has left.. Closing includes doing a "walk around" check of all doors that should be locked, lights that should be off and thermostat in the sanctuary returned to resting level. Leave shopping list of supplies that are running low (for our direct use as well as RCOC's use) for office manager.
- ❖ Change or reset chairs and other rearrangements necessary for Saturday, Sunday, weddings or other services/events; straightening up the sanctuary on Friday evenings
- ❖ Respond to emergencies 'on call'—flood clean-up as necessary; snow removal and sanding walks, ramp and stairs on Saturday/Sunday mornings following night or early morning snowfall, etc. (Our regular snow removal does not cover Saturday or Sunday morning.)
- ❖ Check all downspouts and drains (*flood prevention!*)—monthly or more during rainy periods
- ❖ Pick up debris and litter from around building and in the stairwells; keep the utility area on south side of the building neat and attractive; keep wheelchair ramp clear and accessible in all seasons
- ❖ Mow lawns, weed, rake, etc. in season
- ❖ Opening and closing the building as well as setting up chairs and lighting, heating/AC for some rentals and some special programs. (Closing includes doing a "walk around" check of all doors that should be locked, lights that should be off and thermostat in the sanctuary returned to resting level.)
- ❖ Interface with the Building and Grounds committee to plan maintenance or repairs, usually to be carried out during rental periods requiring sexton's presence on site or by special arrangement, such as changing furnace filters and replacing light bulbs
- ❖ Assist skilled volunteers in special projects
- ❖ Clean sanctuary when necessary that it be done before ROCC can do it on Wednesdays (e.g. for a Monday or Tuesday memorial service)
- ❖ Change Sheridan Road sign when requested (involves working on a ladder)

Board President-Elect

Position Overview. The Board President-Elect is the official heir to the position of Board President and the default designee to substitute for the President in any capacity or duty the latter is unable to perform. The President-Elect is a fully enfranchised member of the Board.

Term. All Board of Trustee terms are two years. The person elected as President-Elect spends their first year on the Board in this role and then ascends to the position of Board President for the second year of their Board term. The term as President-Elect is thus one year.

Specific Duties. The following list covers the key activities of the Board President-Elect:

- Attend all Board meetings and actively participate in conducting Board business and in doing the normal work of the Board.
- Be available to consult with or assist the Board President in agenda development and other preparations for Board meetings and other Board functions.
- Co-convene with a representative from the Church Executive Team any meeting of the Leadership Council.
- Engage in systematic preparation to assume the role of Board President during the second year. Preparation includes becoming familiar with the job duties of the Board President, the Governance Policies of the Board, the By-Laws and other governance related documents of the church, the work process and protocols of the Board and the operating roles and structures of the church that are managed by the Church Executive Team.
- Substitute for or act on behalf of the Board President to carry out any of his or her official and necessary functions if he or she is unable to perform them. Note, however, that the President-Elect does not have and may not assume the President's authority to speak officially for the Board.
- Ascend to the role and take on the duties of the Board President on July 1 of the year following election as President-Elect.
- Carry out the normal duties of a Trustee of the Board (as specified in the position description for the Trustee-at-Large).

Board President

Position Overview. The Board President is the leader, convener and spokesperson for the Board of Trustees. The President's primary roles are: 1) to assure that the Board effectively carries out its duty to establish and enforce the policies within which the Minister, the staff and the committees of the church must operate in conducting the business of the organization; and 2) to convene and lead the Board of Trustees as it carries out its work and to make sure the Board operates in accordance with its own rules and adopted governance processes.

Term. All Board of Trustee terms are two years. In the case of the President, the person elected spends their first year on the Board in the role of President-Elect, and ascends to the position of Board President for the second year. So the term as President is one year.

Specific Duties. The following list covers the key activities of the Board President:

- Set the agenda for and conduct meetings of the Board of Trustees, which holds its regular meetings monthly (September – June), but which may also be convened by the President at other times if needed.
- Make sure the Board is aware of its role, the policies the Board has created and the proper process by which it is supposed to conduct its business. Keep the Board focused, on task and “in bounds”.
- Be aware of what materials and information Board members need to have in order to deliberate and act effectively on issues that come before them. Make sure these materials are made available to the Board.
- Make sure the Board is aware of the goals the church is pursuing and facilitate the Board's monitoring of the extent to which the church is accomplishing the outcomes (“ends”) to which it has committed itself.
- Be available to meet with and consult with the Minister and/or her Church Executive team on matters of church policy, strategy and direction.
- Make sure the Board is aware of the Minister's professional goals and facilitate the Board's monitoring of the Minister's job performance.
- Communicate regularly to the congregation as a whole. This is normally done via a monthly column in *The Quilt* and other ad hoc communications as needed. The President may also use a system to regularly obtain input from the congregation.
- Represent the church or the Board in ceremonial or public functions as needed. The President is the only member of the Board authorized to speak in an official capacity for the Board.
- Carry out the normal duties of a Trustee of the Board (as specified in the position description for the Trustee-at-Large).
- BCCUU Bylaws stipulate that in the year immediately following the end of the President's term, he/she will call a meeting of the Nominating Committee within one (1) month following the annual meeting to elect a chairperson.

Board Secretary

Position Overview. The Board Secretary is a member of the Board of Trustees and one of two board officers (the other being the Board President). The primary roles of the Board Secretary are: 1) to assure proper documentation of the Board's official activities (Board meetings, the Annual Meeting of the church and any other congregational meetings called by the Board); and 2) to assure the integrity of the Board's records (including church Bylaws and policy documents created by the Board).

Term. The term of the secretary is two years. The Board secretary may be elected to more than one term but not serve more than three successive terms.

Specific Duties. The following list covers the primary activities of the Board Secretary:

- Serve as a member of the BCCUU Board of Trustees. This involves reliably and conscientiously carrying out the role of a Board member as defined in the Bylaws and Board governance policies.
- Make sure all official actions of the Board (i.e., motions, votes and decisions) taken by the Board in a properly convened meeting are recorded and incorporated into meeting Minutes.
- Record and assure incorporation into appropriate Board policy or governance documents all amendments or changes to those documents that are formally adopted by the Board. Arrange for timely distribution of such updated Board policy and governance documents to the Board, the Minister, others on the church's executive team and to the church office/file.
- Record and assure incorporation into an official revision of the church Bylaws all amendments or changes to the Bylaws that are adopted by the congregation at a properly convened congregational meeting. Arrange for timely distribution of such revised Bylaws to the Board, the Minister, others on the church's executive team and to the church office/file.
- Prepare and arrange for distribution of properly noticed congregational meeting announcements and agendas.
- Make sure all official actions (i.e., motions, votes and decisions) taken by the congregation in the Annual Meeting or other properly convened congregational meeting are recorded and incorporated into meeting Minutes.
- Carry out other official Board communication and documentation duties as may be defined in the Bylaws or assigned by the Board President or board action.
- Carry out the normal duties of a Trustee of the Board (as specified in the position description for the Trustee-at-Large).

Finance Director

Position Overview. The Finance Director is the Chief Financial Officer of the church. The Finance Director is an *ex officio* member of the Board of Trustees, with all the rights, privileges and obligations on the Board of a Trustee-at-Large. The Finance director is also *ex officio* Chair of the Finance Committee. The primary roles of the Finance Director are: 1) to assure integrity and propriety in the financial management of the church, including compliance with the law and with fiscal policies set by the Board or by the congregation via the By-Laws; 2) to assure that all of the basic fiscal processes necessary to maintain the financial stability of the church are carried out in a timely and effective manner; and 3) to insure that appropriate and accurate financial information is provided to church leaders so as to facilitate effective management and operation of BCCUU as an organization. The Finance Director carries out most of his/her functions through the Finance Committee and its sub-committees, but may solicit other volunteer assistance as needed.

The term of the Finance Director is two years. The Finance Director may be elected to serve more than one term but may not serve more than three successive terms.

The only formal qualification for the position of Finance Director is being an adult member of BCCUU. However, prior experience on the BCCUU Finance Committee is normally important, unless the person has a strong professional background in the financial management of a business or nonprofit organization or has had significant volunteer experience in the fiscal management of other nonprofit organizations.

Specific Duties. The following list defines the primary duties of the Finance Director:

- Serve as a member of the BCCUU Board of Trustees. This involves fulfilling the common role of any Board member as defined in the Bylaws and Board governance policies.
- Develop and present BCCUU financial reports for the Board.
- Provide BCCUU fiscal data and information to the Minister, the Executive Team, the Leadership Council and the congregation as necessary to support effective BCCUU management and operations and to keep BCCUU leaders and the membership informed about the fiscal priorities and condition of the church.
- Chair the Finance Committee.
- Assure that the Finance Committee organizes and oversees processes by which all sources of income to BCCUU are collected, recorded, deposited (or otherwise properly secured) and made available for appropriate use by the church. Sources of income include (but are not limited to) pledges, service collections, donations, fundraising, bequests, rent and investment or deposit earnings.
- Assure that the Finance Committee mobilizes for and carries out an effective stewardship campaign each year to secure the pledge base that is essential to the support of the church. The biggest single source of church income is pledges.

- Assure that the Finance Committee coordinates an effective process by which pledge income is monitored and pledge accounts are managed (including the sending of pledge statements to members and pledging friends of the church).
- Assure that the Finance Committee has effective processes in place to establish, oversee and support the work of ad hoc or ongoing sub-committees necessary to sustain the financial stability of the church. Examples of ad hoc sub-committees would be a capital campaign committee or other special fundraising committee. Examples of ongoing sub-committees are the Stewardship Committee and the Auction Committee.
- Coordinate the work of the Finance Committee in establishing and enforcing fiscal policies for its sub-committees and for the church as a whole. Such fiscal policies must remain within the overall policy structure set by the Board.
- Assure that the Finance Committee prepares and obtains Board approval for the annual BCCUU budget, and assure that the annual budget is distributed to the congregation for the Annual Meeting and approved by the congregation in accordance with church Bylaws.
- Carry out the normal duties of a Trustee of the Board (as specified in the position description for the Trustee-at-Large).

Board Trustee at Large

Position Overview. The Trustee-at-Large is a fully enfranchised member of the Board and is responsible to attend Board meetings, participate actively in all Board functions and help the Board carry out its work.

Term. All Board of Trustee terms are two years.

Specific Duties. The primary duties of the Trustee-at-Large are:

- Attend all Board meetings and actively participate in conducting Board business and in doing the normal work of the Board.
- Be available to take on special Board projects or join special Board committees if necessary to help the Board complete its work.
- Learn, comply with and help the Board operate in accordance with the Governance Policies of the Board.
- Be a reliable source of information to the congregation regarding Board policies, activities and actions, but do so within the confines of the Board's Governance Policies.
- Actively engage (in listening mode) with members, friends and guests of the church to help the Board know of people's concerns, issues and satisfactions with the church and to help evaluate the extent to which the church is achieving the Ends established by the Board.

Appendix C

Supplement to Endowment
Fund Policy B:

BCCUU Endowment Fund
Awards: Ongoing Priorities,
Eligible Applicants and
Eligible Projects.

BCCUU Endowment Fund Awards

Ongoing Priorities, Eligible Applicants and Eligible Projects

The BCCUU Endowment Fund was established by the Board of Trustees and codified in church By Laws to serve two broad purposes:

- To help BCCUU carry out the church’s mission; and
- To help BCCUU sustain itself and its work over extended time.

Ongoing Fund Priorities. The most definitive and useful expression of BCCUU’s mission for the Endowment Fund Committee is the church’s “Ends” policy. However, BCCUU also summarizes the church’s core purposes in materials published for community outreach and public information (e.g., the church web site). Based on these sources and other mission-related materials, the EFC defines the ongoing priorities of the BCCUU Endowment Fund as follows:

1. To help BCCUU sustain itself and its work over extended time.
2. To promote and facilitate worship, religious education and spiritual growth.
3. To provide members, friends, the unchurched and the religiously disenfranchised a welcoming venue where they can find a sense of family and community, acceptance and understanding.
4. To provide pastoral counseling and care and group support for individuals in need.
5. To be an agent of service to the broader community in support of activities that promote or work to achieve social justice and peace.
6. To be visible in the local community as a liberal religious faith community and to reach out to welcome and encourage others to participate in liberal religious life.
7. To promote and encourage among our members and friends an ethic of stewardship to support the work of the church.
8. To promote the acceptance and application of the seven core UU principles both within the church and in the broader society. These principles affirm:
 - The inherent worth and dignity of every person;
 - Justice, equity and compassion in human relations;
 - Acceptance of one another and encouragement to spiritual growth in our congregations;
 - A free and responsible search for truth and meaning;
 - The right of conscience and the use of the democratic process within our congregations and in society at large;
 - The goal of world community with peace, liberty, and justice for all;
 - Respect for the interdependent web of all existence of which we are a part.

Eligible Applicants. The BCCUU By Laws indicate that Fund Awards made via the process established by the Endowment Fund Committee are to be made “to BCCUU”. The EFC interprets these By Laws statements to mean that only BCCUU-related applicants are eligible to be considered for Fund Awards. Non-BCCUU applicants will not be considered eligible in their own right, and thus the EFC will not accept Fund Award applications from outside entities.

Eligibility for BCCUU Endowment Fund Awards is defined in Endowment Fund Committee policy F-6 (“Fund Awards – Eligible Applicants”). It reads as follows:

Only BCCUU-related applications may be considered for Fund Awards. Funds awarded may be used to support community projects and programs outside of BCCUU only if such

use is clearly specified in the Fund Award application. Any of the following applicants shall be considered BCCUU-related and thus eligible to be considered for Fund Awards:

- 1) A duly constituted BCCUU committee (standing, operating, special, ad hoc or project);
- 2) The BCCUU Board;
- 3) A BCCUU Church Executive;
- 4) Any group of 2 or more BCCUU members;
- 5) Any BCCUU employee(s) or paid staff person(s);
- 6) A public or incorporated non-profit community organization (only as a co-applicant with a duly constituted BCCUU committee or the BCCUU Board).

Eligible Projects. The BCCUU By Laws specify that assets of The Fund are not to be used for church operations. The Endowment Fund Committee interprets “operations” to include those aspects of ongoing church work (e.g., worship, pastoral care, religious education, other programming, personnel management, facility management, committee work, etc.) whose sole or primary support comes from the church’s annual operating budget. The By Laws specify that BCCUU capital projects are eligible for Endowment Fund support, although this policy excludes any facility, furniture, fixture or equipment related projects created to be funded primarily or entirely via BCCUU’s annual operating budgets.

What this means for the EFC in the decision-making process for Fund Awards is that money should not be taken from The Fund either to backfill cuts to or inadequacies in the church’s annual budget or to pay for supplementing ongoing church work and activities whose normal funding is (or should be) primarily through the church budget. Rather, assets from The Fund are intended to be used to help pay for special projects and program costs not reasonably covered by BCCUU’s annual operating budget.

To be considered eligible for Endowment Fund Awards, projects shall therefore be required to meet all of these basic eligibility criteria:

1. The project falls within The Fund’s ongoing priorities;
2. The Fund Award application for the project has been submitted by an eligible applicant; and
3. The project is not deemed “operational” in nature by the Fund Award review team.

In addition to these general project eligibility criteria, the Fund Award review team shall give positive consideration to applications for projects that conform to any of the following criteria:

1. The project addresses any of the EFC’s current annual fund award priorities;
2. The project has been formally endorsed by the Board, by the congregation or by one or more church committees;
3. The project has a clear accountability structure, ideally consisting of:
 - a. identified project leader(s);
 - b. a project timeframe with a defined end point;
 - c. defined and measurable project outcomes;
 - d. a project budget with identified revenues adequate to cover all project costs; and
 - e. credible project oversight (e.g., from a committee, from the Board, from a Church Executive, from the Minister, etc.).

Fund Award Review Team Empowerment. The Fund Award review team shall be authorized to use its best judgment and interpretive latitude in evaluating each group of Fund Award applications in light of the above guidelines regarding priorities, applicants and projects. The review team may also exercise its best judgment in terms of determining whether any application has reasonably complied with the application instructions or other process conditions published by the EFC (e.g., submission deadline, application format, etc.). Unless later modified pursuant to the Board review process defined in EFC Policy F-7 (“Fund Awards – Determining Award Recipients”), all award decisions of the Fund Award review team

(within the limits of the funds available for awards) are official and shall be honored by the EFC in making its ordinary fund award disbursements to BCCUU.

Other Fund Award Considerations. As long as other project and applicant eligibility criteria are satisfied, the Fund Award review team shall not consider any of the following to be a reason to disqualify any application for a Fund Award:

1. The applicant is using some of its BCCUU budgeted funds as revenue to the project, where such BCCUU budget revenue constitutes not more than 25% of the total project cost. This situation could apply, for example, if a committee were undertaking a special project involving an outside partner (such as a community non-profit) which was contributing the majority of the project revenue. It could also apply if a BCCUU applicant wanted to use BCCUU budget funds for a small portion of a special project in order to help leverage project fundraising.
2. The applicant proposes to use its Fund Award on a one-time basis as “bridge” funding to keep a program or project alive until a new sustaining source of revenue becomes available. Such “bridge” funding would generally be considered legitimate for Fund Award support only if all of these special conditions were met:
 - a. The project itself is an ongoing program or project of a BCCUU committee, BCCUU staff or the Board that has not been supported primarily or entirely in the recent past by BCCUU annual budget dollars;
 - b. The Fund Award request is being paired with (or “matched” by) at least an equal amount of funds other than BCCUU budget dollars during the bridging period (although BCCUU budget dollars may be part of the overall bridge funding mix);
 - c. The proposed bridge funding plan would be sufficient to keep the program or project alive during the bridging period; and
 - d. Sustaining revenues for continuing the program or project beyond the bridging period are identified and a convincing case is made that these sustaining revenues will indeed be forthcoming.