

# First Unitarian-Universalist Church of Detroit

## *Policies and Procedures*

<ul style="list-style-type: none"><li>• 1st Principle: The inherent worth and dignity of every person;</li></ul>	<ul style="list-style-type: none"><li>• 5th Principle: The right of conscience and the use of the democratic process within our congregations and in society at large;</li></ul>	
<ul style="list-style-type: none"><li>• 2nd Principle: Justice, equity and compassion in human relations;</li></ul>	<ul style="list-style-type: none"><li>• 6th Principle: The goal of world community with peace, liberty, and justice for all;</li></ul>	
<ul style="list-style-type: none"><li>• 3rd Principle: Acceptance of one another and encouragement to spiritual growth in our congregations;</li></ul>	<p>Unitarian Universalist congregations affirm and promote seven Principles, which we hold as strong values and moral guides. We live out these Principles within a “living tradition” of wisdom and spirituality, drawn from sources as diverse as science, poetry, scripture, and personal experience.</p>	<ul style="list-style-type: none"><li>• 7th Principle: Respect for the interdependent web of all existence of which we are a part.</li></ul>
<ul style="list-style-type: none"><li>• 4th Principle: A free and responsible search for truth and meaning;</li></ul>		<p>FIRST UNITARIAN-UNIVERSALIST CHURCH OF DETROIT - AT THE CORNER OF CASS &amp; FOREST</p>

Approved June 8, 2016





## INTRODUCTION TO POLICY AND PROCEDURE MANUAL

**Vision:** First Unitarian-Universalist Church is an urban center in Detroit for spiritual renewal and social justice.

**Mission:** First Unitarian-Universalist Church strives to be an expanding transformative community whose mission is to liberate truth, radiate kindness and love courageously.

The First Unitarian-Universalist Church of Detroit's Governing Board of Trustees is pleased to present a Policy and Procedure Manual to guide our staff and volunteers to meet our mission. The policies' focus is to be a transparent, inclusive, and accountable organization. The procedures provide the guidelines to carry out the tasks to successfully accomplish the policies. We recognize that our work will evolve over the years and annual review of policies and procedures is required.

We expect all Church members and staff to honor and follow the policies and procedures. We also recognize that as our work is performed, we may find that a policy or procedure needs to be changed. When this happens, Church members are encouraged to bring the issue to the attention of the Board of Trustees for review and revision.

Any reference to the chair of a committee or lead of a program in these policies and procedures shall be deemed to include any co-chair(s) or co-lead(s). Whenever there is a reference to "Board" that is to be construed to mean the Governing Board of Trustees of the First Unitarian-Universalist Church of Detroit, unless specifically indicated otherwise.

On May 15, 2016, the Congregation voted on a short name to use in place of "First Unitarian-Universalist Church of Detroit," thus, "UU Detroit" is used throughout these policies and procedures.

### Ongoing Responsibilities

For a quick reference, on the next page is a fiscal year calendar of responsibilities of the Board and committees listed monthly, and who is responsible, along with a timetable of periodic reviews and destruction of forms.

UU Detroit's fiscal year begins July 1 – ends June 30.





## FISCAL YEAR CALENDAR

### July

- Conflict of Interest Forms completed (Secretary)
- Background Check Forms completed if necessary (Secretary)

### August

- Leadership Retreat (Planning Committee)

### September

- Quarterly Financial Report (Finance Committee)
- Quarterly Strategic Plan Report (Planning Committee)

### October

- Congregational Planning Retreat (Planning Committee)

### November

- Strategic Plan Approval by Board (Planning Committee/Board)
- Evaluation of Committee Chairs (Board President)

### December

- Noel Night (Ad Hoc Committee)
- Quarterly Financial Report (Finance Committee)
- Quarterly Strategic Plan Report (Planning Committee)
- Bi-Annual Informational Congregational Meeting (Secretary/Board)

### January

- Appointment of Committee Chairs (Board President)
- Review of Policy & Procedure Manual (Board)

### February

- UUA Certification (Secretary)
- Review of Committee Job Descriptions (Committee Chairs)

### March

- Nominating Committee convenes
- Budget Meeting (Finance Committee/Board)
- Quarterly Financial Report (Finance Committee)
- Quarterly Strategic Plan Report (Planning Committee)



## April

- Canvass Campaign Kick-off (Canvass Chair/Board)

## May

- Annual Congregational Meeting (Secretary/Board)
- Approval of Capital Asset Purchases for Next Fiscal Year (Finance Committee/Board)
- UU Regional Picnic (Young Adults Group/Ad Hoc Committee)

## June

- New Board Member Orientation (Board President)
- Quarterly Financial Report (Finance Committee)
- Quarterly Strategic Plan Report (Planning Committee)

## PERIODIC REVIEW

### Bentley Historical Library

- At least every five years, create an ad hoc archives committee (Board)

### Child Care

- Review policies with child care volunteers as they are added or policies are reviewed (Child Care Committee)

### Personnel

- Written performance evaluations as resources allow (Board)
- Obtain staff signatures on policy or as policy is updated (Board)

## DESTROYING FORMS

### Criminal Background Checks

- Within five days of making a decision of each applicant's suitability for placement
- Within 30 days after having received the records from the vendor performing the background check
- Three years for child care workers paperwork

We wish to thank the volunteers and staff who helped review and revise our policies and procedures. Without their wisdom and commitment, this Policies and Procedures Manual would not have been possible.

*Kathe Stevens*  
Board President  
June 2016





## AUTHORITY TO ACT ON BEHALF OF CHURCH

**DATE OF BOARD APPROVAL:** January 13, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** The Board of Trustees is the only body of governance permitted to act on behalf of First Unitarian Universalist Church of Detroit in matters of legal issues, finance, purchases, employment, responding to press inquiries, using the full or partial name, and other areas as determined by the Board. This shall include situations where a member might make a purchase for the Church with their own funds. This does not include budgeted items approved by the Board.

**RATIONALE OR BACKGROUND:** At the current time the by-laws of the First Unitarian-Universalist Church do not address authority to act on behalf of UU Detroit. This policy will be incorporated into the next set of by-law revisions.

### PROCEDURES:

1. All legal matters, such as contracts and partnerships, use of name and acronyms, financial matters, media inquiries, events, and any other similar matters must be brought to the Board and/or the Minister for approval even in the case of an emergency.
2. The Board decision is final.
3. A commitment made on behalf of UU Detroit without Board approval may not be honored.



## BENTLEY HISTORICAL LIBRARY DONATIONS

**DATE OF BOARD APPROVAL:** February 10, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** Official records of UU Detroit shall be reviewed periodically and significant documents shall be donated to the Bentley Historical Library at the University of Michigan in Ann Arbor.

**RATIONALE OR BACKGROUND:** In May 2011 UU Detroit donated its buildings and property to the East Michigan Environmental Council with the agreement that the Congregation would continue to worship in the sanctuary in perpetuity. Due to new space constrictions, we had to find a location to store our archives. An *ad hoc* team researched storage options and on March 18, 2013 a “Gift Agreement” was executed between UU Detroit and the University of Michigan-Bentley Historical Library (BHL).

Subsequently an original donation of documents comprising 22 boxes, one oversize box, and one oversize folder were donated to the library.

BHL has the capacity to maintain the archives, the earliest of which go back to 1850, in a climate-controlled, contained, and protected environment. BHL has cataloged the archives and they are searchable electronically. We retain full access to the physical archives and to the copyright.

Periodic additions to the records are expected. There is no timeframe for donations, but donations sent in larger batches (10 boxes or so) are reviewed in the context of other records. Smaller donations are acceptable.

The archives may be found at:

<http://quod.lib.umich.edu/cgi/f/findaid/findaid-idx?c=bhlead;idno=umich-bhl-2014057>

### PROCEDURES:

1. BHL will accept records documenting the activities of ministers, administrative bodies, committees and interest groups, and members. It does not accept tape recordings or financial records.
2. Digital files may be sent any time via email, if not too large, or can be picked up by BH from a digital drop box, although materials may be accumulated for a while before being processed.
3. CDs are acceptable but digital files are preferred because digital processing of CDs takes a long time due to some CDs containing so much data.
4. BHL will accept digitized sermons but asks, if recorded on a CD, that we choose the most significant sermons that will illustrate the records and highlight the history









## BOARD OF TRUSTEES MEETING ATTENDANCE

**DATE OF BOARD APPROVAL:** 2008

**REVIEW/REVISION DATE:** January 13, 2016

**POLICY STATEMENT:** Because Board members are in a critical position to shape and influence Board decisions and actions, it is important that each member keeps informed and up to date on issues. Regular attendance is essential so that decisions will represent the opinions of the Board as a whole. Regular attendance ensures that issues are examined from a variety of perspectives and it enables Board members to be productive.

### PROCEDURE:

1. The Board of Trustees meets monthly to take care of UU Detroit business. A Board meeting attendance problem occurs when:
  - a. A member has two unexcused absences in a row. **DEFINITION:** Unexcused means the Board member does not notify the President or Secretary before the upcoming meeting to indicate that they will not be attending.
  - b. A member has three excused absences in a row.
  - c. A member misses one-third of the total number of Board meetings in a 12-month period.
2. Response to an attendance problem: If a Board attendance problem exists for a member as outlined above, the Board President or designee will contact the member to discuss the problem. The member's response will be shared at the next Board meeting and the Board will decide what actions to take regarding the member's future membership on the Board. If the Board decides to terminate the Board membership, the termination process will begin.
3. Termination process: The Board President will notify the member with the attendance problem that the Board has decided to terminate the member's Board membership based on this policy. The Board member will be asked to submit a letter of resignation within two weeks and the Board will vote on accepting it at the next regular Board meeting.

If the Board member does not submit a letter of resignation within two weeks of the notification, the Board member will be deemed to have resigned and the Board will vote to accept the *de facto* resignation at the next regular Board meeting. The Board President will notify the former Board member of the Board's acceptance of their *de facto* resignation, preferably in person but if necessary via telephone or electronically, at the discretion of the Board President.





## CHILD PROTECTION

**DATE OF BOARD APPROVAL:** July 8, 2015

**REVIEW/REVISION DATE:** March 9, 2016

**POLICY STATEMENT:** In order to provide a safe environment for the physical and emotional well-being of all children participating in UU Detroit activities, all child care volunteers will be screened and will be trained to follow procedures which will ensure that all children are safe and well protected at all UU Detroit-related activities.

**RATIONALE OR BACKGROUND:** At the present time, our child care needs are sporadic. The Child Care Committee has arranged a *system with the Membership Committee greeters to alert child care volunteers when a family needs child care, outlined below.* As UU Detroit grows and other services are provided, new policies and procedures will need to be written.

### PROCEDURES:

1. At the present time, the only child care service provided is for children under the age of 10 during worship service. Exceptions may be made as needed when agreed upon by child care volunteers who are present.
2. This policy and the procedures pertain to all staff and volunteers who provide care or supervision to children and will be referred to as “child care volunteers.”
3. Child care volunteers **will be** adequately screened to ensure all children are provided a safe environment. All child care volunteers must be 18 years of age or older.
4. Child care volunteer applicants must complete and sign an APPLICATION FOR CHILD CARE VOLUNTEER. Applications will be submitted to the Child Care Committee chair who will be responsible for the interview process and reference checks. All information received in the applicant selection process is confidential. Such information will be stored for a period of one year with access afforded only to the Minister, Board President and Board Vice President.
5. Any applicant that provides false, misleading or amended information on an application that could cause potential danger to children or liability to UU Detroit will not be permitted to work with children.
6. The Child Care Committee chair must check and document at least three references for each child care volunteer prior to working with children. References are to be provided with the *Application for Child Care Volunteers*. The Child Care Committee chair must conduct a reasonable inquiry into the character of child care volunteers. References may be checked by phone, mail, email, or in person. Whenever possible, the three references should include:

---

Initial



- a. a person who has known the applicant for an extended period
  - b. a former or current supervisor
  - c. member of the applicant's immediate family
7. All applicants desiring to work with children must be interviewed for suitability for the work they desire to do. The Child Care Committee chair will conduct interviews. This Child Protection Policy will be discussed during the interview.
  8. All applicants must acknowledge in writing that they understand policies pertaining to the protection of children and that they agree to abide by them. This requirement will be met by having applicants **sign the ACKNOWLEDGEMENT OF RECEIPT**, below, and **initial each page of this Child Protection Policy** indicating they have received and read it before they can begin working with children. Each child care volunteer will be given a copy of the Child Protection Policy.
  9. A criminal background investigation shall be required for all child care volunteers who work with children. No one who has been convicted of a crime involving misconduct with children will be allowed to work with children. Completing the APPLICATION FOR CHILD CARE VOLUNTEER authorizes the person designated by UU Detroit to conduct these checks. All applicants will also complete an ACKNOWLEDGMENT AND AUTHORIZATION form to be submitted to a vendor chosen by UU Detroit to perform background checks. Background checks will be kept confidential in a locked file for one year, with access afforded only on a need-to-know basis.
  10. If any information is learned that could cause potential danger to children or liability to UU Detroit, that applicant will not be permitted to work with children.
  11. All child care volunteers working with children are required to wear a nametag whenever they are supervising children. These tags will be provided by UU Detroit and will show the child care volunteer's name.
  12. It is the responsibility of all persons having contact with children to ensure a safe environment. If in their opinion an unsafe condition exists, such persons shall immediately take appropriate precautions to protect all children. In the event of an emergency requiring immediate exit from the building, child care volunteers will be prepared to lead children outside to safety.
  13. A PARENT/GUARDIAN CONSENT FORM listing, among other things, contact information and allergies, will be available upon request.
  14. Childcare volunteers will only release children to the adult who brought the child to the child care room.
  15. There must be a minimum of **two** child care volunteers in attendance at all times when children are being supervised regardless of the number of participants, location or activity. These two adults cannot be related to one another.

---

Initial





relate to the Board of Trustees and UU Detroit members. Commenting in detail on an ongoing investigation is not advised.

- i. The Minister, Board President and Board Vice President are the only persons authorized to comment. All inquiries should be referred to the Minister, Board President or Board Vice President.
- j. The Minister or Board President or Board Vice President will notify the appropriate legal counsel.
- k. The Board President will notify UU Detroit's insurance agent that an abuse report has been filed with the appropriate local or state agency.
- l. In an instance where child abuse is confirmed, the child care volunteer will be immediately dismissed from his/her position. Termination will be considered appropriate in all circumstances.
- m. No child care volunteers or UU Detroit members shall attempt to conduct a detailed investigation either through examination or interrogation of the child, the accused person, or a witness. It is acceptable to obtain a reasonable amount of information to have cause to believe a child has been abused or neglected. Interviews shall be conducted only by authorized officials of the agency to whom the suspected crime has been reported.
- n. A child care volunteer or employee accused of child abuse or neglect will be suspended from all duties involving children. If the allegation is determined to be unsubstantiated, the volunteer or employee can be returned to their prior position.
- o. Copies of all documents relating to an event of abuse or neglect, including a list of all persons known to be present or in the vicinity, shall be transferred to the Minister or Board President or Board Vice President. They will review them to determine if the documents are complete in accordance with policy. If any documents are missing, they shall make a written notation and transfer the documents to a permanent confidential file and until advised that all criminal and civil investigations and actions have been completed.

---

Initial



**ACKNOWLEDGEMENT OF RECEIPT:**

*I acknowledge that I understand First Unitarian-Universalist Church of Detroit policies pertaining to the protection of children and I agree to abide by them.*

---

[Signature]

---

[Date]

---

[Print Name]

**FORMS MAINTAINED BY CHILD CARE COMMITTEE:**

APPLICATION FOR CHILD CARE VOLUNTEER

ACKNOWLEDGMENT AND AUTHORIZATION FORM

PARENT/GUARDIAN CONSENT FORM

[DHS-3200](#)

---

Initial





## CIVILITY IN ALL CHURCH MEETINGS

**DATE OF BOARD APPROVAL:** March 10, 2010

**REVIEW/REVISION DATE:** February 10, 2016

**POLICY STATEMENT:** In order to allow all voices to be heard respectfully, to ensure that meetings have an orderly flow, and that there are mechanisms in place to lessen conflict or to deal with any conflict which should happen to arise, all members shall behave in a respectful and polite manner at all Congregational meetings.

**RATIONALE OR BACKGROUND:** UU Detroit recognizes that to live out our principle of believing in the inherent worth and dignity of every person we must maintain a civil manner. Conflict is manifested through making argumentative statements, not allowing persons to speak who are recognized by the chair, the chair not allowing reasonable presentation of facts or opinions, or making derogatory statements about others.

The Board of Trustees of UU Detroit adopts this policy in order to promote respect for each other and order during all types of Congregational meetings.

### PROCEDURES:

1. The guidelines for personal conduct during UU Detroit meetings are as follows:
  - a. Individuals shall make statements such as “I think” or “I feel”, rather than make comments or accusations regarding other’s behaviors or possible motivations.
  - b. Individuals shall speak one at a time after being recognized by the chair and will stop speaking if the chair requests them to do so.
  - c. It is incumbent upon each chair to allow each person a reasonable period of time to present their information or ideas, or to designate an alternative venue for such presentation.
  - d. Individuals shall not shout at one another or be verbally abusive in any way, nor make derogatory or insulting statements about other individuals whether present or not.
  - e. Each person present is entitled to their own thoughts and feelings which are to be respected by those present.
2. In the event of an individual meeting attendee being unable to adhere to the guidelines stated above, the chair shall ask them to leave the room for a short period of time in order for them to regain composure. In the event of the chair being unable to adhere to these same guidelines, the next senior person present at the meeting shall temporarily lead the meeting while the chair leaves the room to regain composure.



3. If an individual meeting attendee or chair has returned to the meeting after temporarily leaving in order to compose themselves and continues to not follow the guidelines above, they shall be instructed to leave for the duration of the meeting.
4. Additional guidelines for conduct may be added by the majority of those present at a meeting for its duration.
5. It is recommended that a pledge of civil behavior be read before the beginning of each meeting. Suggested language:

“We pledge to work together in honesty, kindness and respect for each other as we carry out our intention to do the business of this Church to the best of our abilities. We are a religious community. Let us move forward in love.”





## COMMITTEES AND PROGRAMS STRUCTURE

**DATE OF BOARD APPROVAL:** February 10, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** Volunteer activities are organized into standing committees (pursuant to by-laws Article VIII, Section 2A), regular committees, *ad hoc* committees or programs. All committees and programs must receive Board approval to form (except standing committees). Regular committee chairs are appointed annually by the Board President.

**RATIONALE OR BACKGROUND:** Volunteers provide most of the work needed for UU Detroit to thrive, grow and achieve our mission so it is necessary to organize policies and procedures around our volunteers.

### PROCEDURES:

1. Regular committee chairs are evaluated and appointed annually each January by the Board President.
2. *Ad hoc* committee chairs are appointed by the Board President as needed.
3. Program leaders are self appointed.
4. Regular committee chairs and program leaders are responsible to secure the volunteers for the work of the committee/program.
5. Regular committee chair job descriptions are to be reviewed by each committee chair on an annual basis. Job descriptions are located on the web site.
6. Each regular committee should have annual goals which include but are not limited to the strategic plan objectives.
7. All UU Detroit members are encouraged to request a new committee or program whenever a need/issue is recognized. A formal written request to the Board of Trustees is required. This request should include the need for a new committee; indicate if it is a regular, an *ad hoc* committee, or a program, the goals which will be achieved, and any costs associated with new committee.
8. All committees, including the Nominating Committee when in session, shall submit a brief monthly summary of the work of their committee for monthly Board meetings. Program leaders are encouraged to submit a monthly report or when asked to do so.



## COMMUNICATIONS

**DATE OF BOARD APPROVAL:** May 11, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** UU Detroit will strive to be a healthy and active community, featuring efficient, respectful, interesting, and consistent communication. We are a caring community which strives to have a well-coordinated means of keeping those with and without electronic access connected to the Congregation.

**RATIONALE OR BACKGROUND:** We rely on volunteers to manage and communicate organizational information for internal and external purposes. Standard communication procedures can help us achieve our policy.

### PROCEDURES:

1. The Communication Committee (ComCom) is responsible to identify and document standard communication tools and techniques. The Committee should provide the most effective technology for various communications requirements, minimize redundancy, use resources efficiently, and embrace new tools and techniques as appropriate.
2. Any new technology account that uses the First Unitarian-Universalist Church name or acronyms must be approved by the Board of Directors prior to purchase/initiation.
  - a. Once approved, anyone who signs up for a new account (e.g. new social media account) in the name of the church should notify ComCom of their action (via email to [ComCom@1stuu.org](mailto:ComCom@1stuu.org)). ComCom will document the account details on our Google Docs file storage area.
  - b. Accounts and passwords shall be kept on a list of church accounts and contact persons. The list shall be kept in a centralized location.
  - c. At least two people will have access to each account.
3. ComCom shall create and maintain a list of communication tools, techniques and support people for each communication area with primary and backup responsibilities.
4. ComCom shall provide initial and on-going training and support to all UU Detroit members who need to use communication channels.
5. 1stuu@1stuu.org is our primary UU Detroit email list. It should only be used to distribute the following:



- a. Newsletter.
  - b. Announcements regarding UU Detroit-sponsored events.
  - c. News that is likely to be of interest to most UU Detroit members and friends on the email list.
  - d. Member milestones – brief and personal.
6. Using the definitions below, the person sending or storing information should first determine the best communication channel(s).
- a. Email is the primary channel for business communication. Email should be used for most inquiries and responses, as well as for broadcast information of the greatest importance
  - b. Online documentation for permanent, accessible and searchable communications creates transparency for UU Detroit. Examples of these documents include by-laws, Board minutes, procedures, calendar items, directory information, business account information, signup sheets, and UU Detroit history. ComCom and the Board President will determine appropriate use of the following two categories as the website is updated.
    - i. Public information – Open to members, partners and visitors. Provides an entry point to information about our community.
    - ii. Internal information – Open to members only and some areas open only to approved users. Provides confidentiality and easy exchange of information.
  - c. Social media for informal public communications.
  - d. Text for informal communications.
  - e. Persons who identify themselves as “non-tech users” receive information via phone and postal service.
7. Procedures for Publicizing UU Detroit Events
- a. Committee Chairs, program leaders, and staff are responsible to write and submit material to the appropriate person for release to any of the communication channels and informing the Board as appropriate.
  - b. Standard communication channels for events and associated contact persons are listed below and also can be found on our website ([Communication Roles and Responsibilities](#)):
    - i. Calendar – office staff.
    - ii. Email blast and/or phone tree – independently on a case-by-case basis.



- iii. Press release (requires Board President or *ad hoc* marketing committee approval).
  - iv. Facebook post – independently on a case-by-case basis.
  - v. Twitter – independently on a case-by-case basis.
  - vi. Website publicity – webmaster.
  - vii. Newsletter – office staff.
  - viii. Order of service announcement – office staff.
  - ix. Worship service announcement (vocal) – worship leader.
8. A webmaster appointed by the Board President is responsible for all aspects of the UU Detroit website. The webmaster is required to have a second person fully trained to assist with the website and act as the webmaster when needed.
9. ComCom is responsible for audio visual equipment (microphones, speakers, sound system, hearing assistance receivers, and projector), UU Detroit office equipment (printer computer, phones, voice mail), and WIFI. This includes purchases recommendations, maintenance, set-up and take down of equipment, and training in use of all equipment to those needing assistance. Associated contact persons for AV equipment are listed on our website ([Communication Roles and Responsibilities](#)).
10. There shall be a single centralized calendar for scheduling of all events and space within the buildings on Sundays and on Wednesday evenings and for announcing events which are in or which involve UU Detroit. Prior to scheduling any event or publication of an event, the calendar must be checked for conflicts and then entered into the calendar.
  - a. This calendar will be maintained by office staff.
  - b. Committee chairs can approve events as appropriate.
11. A phone tree is one of several useful ways to maintain clear communication between and among UU Detroit members. It will be one of the ways used to communicate quickly to all UU Detroit members in cases of emergencies or special events.
  - a. Committee chairs are authorized to activate a phone tree pertaining to regular events or needs. The Minister and/or Board President must make the decision to activate the phone tree for announcements regarding members or emergency situations. The person who activates the tree is responsible to assign callers and determine the message.
  - b. When the phone tree is used:
    - i. Limit the number of people each person must call.
    - ii. Leave a message for unavailable contacts.
    - iii. When the last person is called, callers should report back to a designated person to signal the end of the calling process.



- iv. Keep the message short and concise. Only the facts should be given, callers should avoid speculation. If necessary, confidentiality should be stressed.
- v. The Board Secretary's membership list with phone numbers will be used by callers.



## CONFLICT OF INTEREST

**DATE OF BOARD APPROVAL:** June 10, 2015

**REVIEW/REVISION DATE:** February 10, 2016

**POLICY STATEMENT:** The members of the Board of Trustees, Officers, Minister, staff and others involved in the Church will annually disclose possible conflicts of interest that may involve a personal interest that could influence them when making a decision for the organization. In all situations, the best interest of the Church must come first.

**RATIONALE OR BACKGROUND:** Each person is responsible to determine where and when a conflict may exist. The Board President and the Minister are available to review potential conflicts of interest.

### PROCEDURES:

1. This policy applies to all Board Trustees, Officers, Minister, staff, and those with roles in the financial area including fund development. There will be an annual disclosure in writing (CONFLICT OF INTEREST STATEMENT), submitted in July of every fiscal year, to disclose any relationships or business activity that may constitute a financial conflict of interest. This may include but is not limited to:
  - a. Owning stock or holding debt or other proprietary interests in any third party dealing with UU Detroit.
  - b. Holding office, serving on the board, participating in management or being otherwise employed or formerly employed by any third party dealing with UU Detroit.
  - c. Receiving remuneration for services with respect to individual transactions involving UU Detroit.
  - d. Using UU Detroit time, personnel, equipment, supplies, or good will other than for approved UU Detroit activities, programs and purposes.
  - e. Receiving personal gifts or loans from third parties dealing with UU Detroit. Receipt of any gift is disapproved except gifts of nominal value that could not be refused without discourtesy. No personal gift of money should ever be accepted.
2. Should a conflict arise during the course of the fiscal year, the conflict should be disclosed immediately to the Board President or the Minister.
  - a. If it is determined that a conflict does exist, such conflict will be brought to the attention of the Board. The Board will determine whether the conflict is material and if the conflict may jeopardize UU Detroit.



- b. If the Board decides a conflict of interest is material and could jeopardize UU Detroit, the person that has the conflict will be asked to abstain from voting on, or make decisions in, the area of conflict.
3. Should a conflict of a personal nature arise, outside of the finance area, the conflict should be disclosed immediately to the Board President or the Minister. The procedure in ¶2 will then be followed.
4. The decision of the Board on these matters will rest in its sole discretion and its concern must be the welfare of UU Detroit.



**CONFLICT OF INTEREST STATEMENT**

The undersigned acknowledges receipt of a copy of the First Unitarian-Universalist Church Conflict of Interest Policy.

By my signature affixed below, I acknowledge my agreement with the spirit and intent of this policy. I agree to report to the President of the Board of First Unitarian-Universalist Church any possible conflict that may develop before completion of the next annual statement. I understand that acknowledgment and agreement to this policy will be done on an annual basis.

I am not aware of any conflict of interest

I do or may have a conflict of interest in the following area(s):

---

---

---

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## CONFLICT RESOLUTION

**DATE OF BOARD APPROVAL:** May 11, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** When unresolved conflict arises within any area of UU Detroit it must be managed in a kind and fair manner.

**PROCEDURES:** The conflict resolution process consists of three levels. When a conflict arises between groups or individual congregants, the process is to employ only as many levels as are needed to resolve the conflict. Throughout the process, all relevant persons, including members of the Board of Trustees, will be treated with respect and compassion. In some cases, the Board of Trustees may determine that a structured process is needed and invite affected parties to submit a request.

Level 1. We Work It Out. The expectation is that the vast majority of conflicts will be resolved at this level directly by the people involved, without external intervention. In many instances, this will be achieved utilizing the knowledge, skills and abilities obtained through the Board's education and training efforts around conflict resolution or when an individual approaches the Board about a particular issue and receives advice or a Board member notices an issue and provides an issue to one or both of the parties involved. Suggestions for how parties can resolve conflicts themselves are provided in the APPENDIX.

Level 2. We Need Help (Facilitator or Mediator Process). Assistance from the Board may be requested.

- a. A confidential request for assistance may be submitted to the Board. Methods for confidentially obtaining and submitting the request for assistance will be determined and made known by the Board but could include a written request delivered securely, electronic submission to a secure e-mail address, telephoning a Board member, or an in-person request to a Board member for instructions.
- b. The Board will review the request, determine if it is within the scope of this policy, meet with requestor, and where appropriate, conduct preliminary fact gathering.
- c. For each request received, the Board will recommend next steps.

Options include:

1. Coaching – one or both parties may benefit from the help of a person experienced with conflict resolution to help them gain additional skills or techniques to resolve the situation themselves.





2. Facilitated Discussion – In some instances, parties may simply wish to have a third party lead a conversation for the purpose of assisting parties in understanding each other and the issues, and potentially reaching resolution.
3. Voluntary Mediation – Mediation seeks to focus on parties' willingness to solve the problem rather than finding out if someone is guilty or at fault. Since it is a collaborative effort between the parties in dispute, the mediation process helps the parties clarify misunderstandings and improve communication. The parties themselves determine the resolution.
- d. The Board may assign a mediator, coach and/or facilitator depending on the recommended next steps presented above.

Level 3. We Engage in a Process Through a Resolution Task Force. UU Detroit Bylaws Article VIII(2)(A)(vi) states: "if an issue arises which is divisive within the congregation and cannot be resolved by the Board of Trustees, the Nominating Committee shall appoint a Resolution Task Force consisting of three members (two of whom shall have served previously as officers) to review, resolve and/or report their findings to the Congregation."

#### Confidentiality:

Without the express approval of all parties, the Board, its facilitators, mediators, and related aides shall not disclose the content or substance of matters brought to it unless disclosure is reasonably believed to be necessary to avoid physical or substantial financial harm, or is required by law. At the conclusion of a matter, the Board is responsible for destroying referrals, notes, written reports, notes taken, and any other documentation produced or received during the conflict resolution process, unless there is the possibility of legal matters, or retention is expressly requested by all parties or required by law.

#### Amendments:

The Board of Trustees is responsible for maintaining and upholding this policy and process. Amendments to this policy and process shall be recommended and approved by the Board of Trustees.



## APPENDIX

### CONFLICT RESOLUTION POLICY AND PROCEDURE

#### Suggestions for Conflict Self-Resolution (Level 1)

- Talk directly with those with whom you are in disagreement
- Examine the roles of each party in the conflict
- Reflect on why the matter is important
- Acknowledge your role in the conflict
- Get a “reality check “ from a trusted third party and compare perceptions
- Agree on a mutually acceptable time and place to talk in private as soon as possible
- Use “I “ statements and active listening in discussions (*e.g.* “I felt that I was prejudged and anything I said was going to upset you.”)
- Seek to understand the perspective(s) of the other person(s)
- Consider putting thoughts in writing, if direct conversation is too difficult
- Listen actively and carefully to the other person(s). Tips for active listening include:
  - Be with the other person, fully present and focused.
  - Give the other person good eye contact. Don’t let your eyes roam around the room.
  - Take some notes, but don’t look at other papers or reports. Don’t take such detailed notes that you are missing the overall message.
  - Let the other person talk, and don’t worry about filling the lulls between sentences.
  - Ask clarifying questions, as opposed to questions that contain a judgment.
  - Mentally put yourself in the other person’s shoes.
  - Respond to what the other person is saying.
  - Eliminate distractions, such as phone, pager, and email pings.



## CRIMINAL BACKGROUND INVESTIGATION

**DATE OF BOARD APPROVAL:** January 8, 2014

**REVIEW/REVISION DATE:** January 13, 2016

**POLICY STATEMENT:** In order to provide for the safety of children involved in UU Detroit services or activities and to assure that Church finances (revenues and expenditures) are properly managed, all persons who may be involved in these activities will agree to and have an investigation of possible criminal history. A negative report will prevent their involvement in said activities.

### PROCEDURES:

1. Persons to be investigated (prior to starting their position) include but are not limited to the following:
  - a. Minister.
  - b. Director of Religious Education.
  - c. Any adult, staff or volunteer who serves as a Church school teacher, youth sponsor, child care volunteer or anyone who serves in an on-going volunteer position within the child or youth programs of the Church.
  - d. Church Treasurer or anyone who handles money
  - e. Board President.
  - f. Board Vice President.
  - g. Office staff.
  - h. Other persons now or in the future who will have or possibly may have contact with children or with money that the Board of Trustees decides are necessary and consistent with the purposes of this policy.
2. Persons responsible for investigation
  - a. The Board of Trustees shall assign at least two persons for reviewing criminal background transcripts and approving or denying placement.
  - b. The terms of these positions shall be indefinite.
  - c. The Board shall have the power to replace any reviewer. Reviewers desiring to resign their position should give at least a 30-day notice to the Board.
  - d. Individuals responsible for checking cannot conduct background checks on themselves.



- e. Persons selected shall have been a member in good standing of UU Detroit for a minimum of three years.

### 3. Review Process

- a. The applicable paperwork provided by the vendor performing the background check must be completed and signed by the applicant.
- b. These forms must be retained for a minimum of three years.
- c. This form must be kept in a locked storage drawer until the background check is completed as which time it shall be destroyed by shredding.
- d. At this time the applicant shall be made aware of the grievance process available should a dispute arise over a criminal background check report or the decision of placement based on said report.
- e. This form, when completed, shall be submitted to the vendor performing the background check. Separate paperwork must be submitted for any aliases provided by applicant.

### 4. Management of Background Check Information

- a. All records pertaining to a criminal background check shall be destroyed with a shredder within five days of making a decision of each applicant's suitability for placement.
- b. All records pertaining to a criminal background check shall be destroyed within 30 days after having received the records from the vendor performing the background check.
- c. All criminal background reports shall be kept in a locked storage drawer until such time as the records are destroyed by shredder.
- d. Information contained in the returned report may only be shared with the applicant, another qualified reviewer and the vendor performing the background check. Under no circumstances shall it be shared with anyone else.
- e. Applicant may NOT be allowed to keep or photocopy his or her history transcript.
- f. The reviewer may not record in any way, under any circumstances, the information contained in the history transcript except for cases resulting in grievances.



5. Actions required based on review of reports with criminal history

- a. A reported conviction, plea bargain or deferred adjudication of rape, sexual abuse or physical abuse of any nature disqualifies any applicant for a position working with children and youth.
- b. A reported conviction, plea bargain or deferred adjudication of theft, robbery, burglary or fraud of any nature disqualifies any applicant for a position working with Church finances.

6. Failure of applicant to be accepted

- a. The reviewer should meet with the applicant privately to discuss the nature and reasons for denial. This will give the applicant an opportunity to withdraw from consideration. The reviewer(s) should notify the Board of Trustees of the self-removal by applicant. The details of the self-removal shall not be disclosed to anyone except another qualified reviewer or the vendor performing the background check.

7. Grievances

- a. A disagreement over the accuracy of information shall be resolved using forms provided by the vendor performing the background check.
- b. In the case of a disagreement based on qualifications or suitability
  - i. Reviewer should obtain a second opinion from another qualified reviewer or the vendor performing the background check.
  - ii. In the case of continued dispute, the reviewer should present facts and his or her recommendation to the Board of Trustees for final decision.

FORM MAINTAINED REGARDING CRIMINAL BACKGROUND CHECK:

BACKGROUND CHECK INFORMATION PACKAGE AS SUPPLIED BY VENDOR, INCLUDING:

ACKNOWLEDGEMENT AND AUTHORIZATION

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT



## DISRUPTIVE BEHAVIOR

**DATE OF BOARD APPROVAL:** September 2008

**REVIEW/REVISION DATE:** February 10, 2016

**POLICY STATEMENT:** In the event of any individual's physical or emotional well-being or freedom to safely express their beliefs or opinions at any UU Detroit event being threatened, the source of this threat must be addressed firmly and promptly, even if the ultimate result is the expulsion of the offending individual(s).

**RATIONALE OR BACKGROUND:** UU Detroit strives to be an inclusive community, affirming our differences in belief, opinion, and life experience. However, concern for the safety and well-being of the Congregation as a whole must be given priority over the privileges and inclusion of the individual. Our actions as people of faith must reflect an emphasis on security to the degree disruptive behavior compromises the health of the Congregation.

Occasions have previously occurred at UU Detroit when disruptive behavior at worship services or other Church-related events have caused members to voice their concerns about one or more of the following:

1. Perceived threats to the safety of any individual present.
2. Disruption of Church activities.
3. Diminished appeal of the Church to its current or potential members.

### PROCEDURES:

1. If an immediate response to disruptive behavior is required, it shall be undertaken by the Minister or Board President, the chair of the meeting, or the leader of the group holding the event. The response may include asking the offending individual(s) to leave or suspend the activity until such a time as it can be safely resumed.
2. Wayne State University Police shall be called if further assistance is required.
3. The Minister or Board President shall be notified anytime an action is undertaken to address disruptive behavior.
4. When deemed as appropriate, the Minister or Board President shall send a follow-up letter or phone call to the offending individual(s) detailing corrective actions to be undertaken before returning to Church activities.
5. Disruptive behavior not requiring an immediate response shall be referred to an *ad hoc* committee created whose members shall be appointed by the Board.



- a. The *ad hoc* committee shall respond to situations as they arise. There shall be no attempt to define “acceptable behavior” in advance.
- b. Persons identified as disruptive shall be dealt with as individuals with the avoidance of stereotyping.
- c. The *ad hoc* committee shall collect all required information.
- d. The following points shall be considered to aid in evaluating the individual(s) disruptive behavior:
  - i. Does an actual or perceived threat to persons or property exist?
  - ii. Does the disruptive behavior interfere with Church function(s)?
  - iii. How likely is it that current or potential Church members will be driven away?
- e. The following points shall be considered in order to determine the necessary response:
  - i. Is the root cause of the disruptive behavior conflict between individuals or is it due to a professionally diagnosed case of mental illness?
  - ii. What is the frequency and degree of past disruptive behavior?
  - iii. How likely is it that this disruptive behavior will diminish in the future?
- f. The *ad hoc* committee will decide the on one of the following levels of response on a case by case basis.
  - i. The committee shall inform the Minister or Board President of the problem and either the Minister, Board President or member(s) of the committee shall meet with the offending individual(s) to communicate the concern.
  - ii. Exclusion from all or specific Church activities for a given period of time, with reasons for exclusion and conditions for return made clear to the offending individual(s). Any action of this nature may be appealed to the Board.
  - iii. Permanent exclusion from all Church related activities. Before this action shall be carried out, the *ad hoc* committee will consult with the Minister and the Board of Trustees. If it is decided expulsion shall take place, a letter will be sent by the Minister explaining the expulsion and the individual(s) rights and possible recourse.





## EMEAC BOARD REPRESENTATIVE

**DATE OF BOARD APPROVAL:** March 14, 2012

**REVIEW/REVISION DATE:** February 10, 2016

**POLICY STATEMENT:** Selection process and policies for UU Detroit's Congregational Representative to the Board of the East Michigan Environmental Action Council.

**RATIONALE OR BACKGROUND:** Pursuant to ¶10 of the May 25, 2011 Memorandum of Understanding donating UU Detroit's property to EMEAC, UU Detroit shall have a Congregational representative on the Board of EMEAC.

### PROCEDURES:

1. UU Detroit Board of Trustees shall select potential candidates for a Congregational Representative.
  - a. Those candidates will be presented to EMEAC, which will choose one.
  - b. The Board will then appoint the person chosen by EMEAC.
2. The Congregational Representative's term shall be from time of appointment until notified by EMEAC, or until the position is vacated, or UU Detroit Board of Trustees feels a new Congregational Representative is needed.
3. The Congregational Representative shall be required to have been a member of UU Detroit for at least two years prior to appointment, as membership is defined in Article III of the by-laws of the Church.
4. In order to effectively represent UU Detroit, the Congregational Representative shall periodically meet with UU Detroit Board President or full Board of Trustees to discuss issues which might affect either organization. This should occur at least quarterly or whenever important issues arise.
5. Should a vacancy occur, UU Detroit Board shall appoint a new Congregational Representative following the process outlined in ¶11 above.
6. The Congregational Representative shall provide regular written reports to the UU Detroit Board, said written reports to be provided no later than two weeks after attending an EMEAC board meeting or at a monthly UU Detroit Board meeting, whichever comes first.
7. Inability to attend meetings or provide reports shall result in revocation of the appointment .
8. UU Detroit Board will then appoint a new Congregational Representative following the process outlined in ¶11 above.



## EXECUTIVE SESSIONS OF THE BOARD OF TRUSTEES

**DATE OF BOARD APPROVAL:** February 10, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** It shall be at the discretion of the Board President or a motion by the Board to hold a private confidential executive session whenever appropriate to maintain a confidential discussion.

**RATIONALE OR BACKGROUND:** It is sometimes important for the Board to have a confidential conversation which allows members to speak more openly and frankly about sensitive issues.

### PROCEDURES:

1. The President of the Board of Trustees may call an executive session. A Board Trustee may call an executive session if:
  - a. A quorum is present; and
  - b. A motion is made to enter the executive session;
    - i. the motion must state the reason(s) for the session;
    - ii. the motion must be moved, seconded and approved by a simple majority vote of those present.
2. The reason(s) stated in the motion are the only issue(s) to be discussed during the executive session.
3. Board members are the only persons entitled to attend the executive session. When appropriate the Board may invite the Minister or others to attend all or a part of an executive session. Invitees should be informed if they are required for only part of the session prior to the session.
4. Minutes of the executive session:
  - a. If the session was an informal discussion, the general substance of the session should be noted.
  - b. If the session contributes to a Board decision about a difficult or important issue (legal, personnel, etc.,) minutes should be taken.
  - c. Any notes or minutes taken are to be shared only with participants in the meeting.
  - d. Notes, minutes and any other confidential documents should be clearly marked as such and maintained by the Board President or Secretary as applicable in a locked file cabinet for seven years.



5. Minutes of the open Board meeting of which the Executive Session is a part will reflect
  - a. The details of the motion and vote to enter into the Executive Session; the time the Board began and ended the Executive Session;
  - b. Any official report out of the Executive Session.
6. Decisions to be made as a result of the Executive Session discussion will be formalized in the open Board meeting with a motion that is properly made, seconded, and voted upon.



## FINANCE

Policies and procedures which fall under the umbrella of the Finance Committee follow on pages 32 – 39. You may click on any policy below to go directly to that page.

- [Expense Reimbursement Policy](#)
- [Operating Budget Policy – Development](#)
- [Operating Budget Policy – Reporting](#)
- [Pledges and Gifts](#)
- [Spending Authorization Policy – Capital Expenditures](#)
- [Spending Authorization Policy – Operating Funds](#)
- [Spending Authorization Policy – Restricted Funds](#)
- [Sunday Collection Policy](#)



## EXPENSE REIMBURSEMENT POLICY

(Finance Committee)

**DATE OF BOARD APPROVAL:** May 11, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** To establish the process for requesting, approving and disbursing funds as authorized

**RATIONALE OR BACKGROUND:** This policy will provide a means for the Finance Committee, working with other committees, to approve the disbursement according to a committee's allocated budget.

**PROCEDURES:** The Finance Committee must provide a process for the request and disbursement of funds.

1. A REQUEST FOR DISBURSEMENT form must be prepared to be filled out by the requestor who must include details of the use of the funds along with supporting documentation such as receipts and/or work orders, the amounts, dates required, committee supplying the funds and how the funds should be disbursed.
2. The request must then be approved by the chair of the committee of which the funds are being requested.
3. The Finance Committee will disburse the funds after committee approval and verification that the committee has the funds in its budget for disbursement.
4. The REQUEST FOR DISBURSEMENT forms will be kept as an audit for the transfer of the funds.

FORM MAINTAINED BY FINANCE COMMITTEE:

REQUEST FOR DISBURSEMENT





## OPERATING BUDGET POLICY – DEVELOPMENT

(Finance Committee)

**DATE OF BOARD APPROVAL:** May 11, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** To establish the Annual Operating Budget development timetable and expectations.

**RATIONALE OR BACKGROUND:** It is the policy of UU Detroit that the resources of the Congregation be stewarded in a rational, responsible, and consistent manner. To that end UU Detroit will develop an Annual Operating Budget to guide the use of resources for the Church fiscal year.

**PROCEDURES:** The Annual Operating Budget as approved by the Board of Trustees and the Congregation at its annual meeting establishes the spending plan for the Church year. This approval is the culmination of the budget development process which begins earlier in the year.

1. Finance Committee seeks input from committee chairpersons and uses current year-to-date results to project the current year end projection. From that projection the Finance Committee will produce a first draft, high level proposed budget to be used by the Board and the Canvass Committee in setting pledge goals for the upcoming fiscal year. The Finance Committee will produce this first draft in late February or early March.
2. After the pledge campaign is completed, the Finance Committee will use the final pledge results to produce a semi-final version of the budget. This semi-final version will be presented to the Board of Trustees. Any adjustments as needed will be incorporated into a final version. After approval of the Board of Trustees the final Annual Operating Budget will be presented to the Congregation at the Annual Meeting for approval.
3. After approval by the Board of Trustees and the Congregation, the Finance Committee will spread the annual budgeted amounts to the months (calendarize) to be used for monthly reporting in the upcoming fiscal year.



## OPERATING BUDGET POLICY – REPORTING

(Finance Committee)

**DATE OF BOARD APPROVAL:** May 11, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** To establish the monthly financial reporting to the Board of Trustees.

**RATIONALE OR BACKGROUND:** It is the policy of First Unitarian-Universalist Church of Detroit that the resources of the Congregation be stewarded in a rational, responsible, and consistent manner. To that end the Finance Committee will prepare a monthly financial statement and report and describe results to the Board of Trustees.

**PROCEDURES:** The Annual Operating Budget as approved the Board of Trustees and the Congregation at its annual meeting establishes the spending plan for the Church year. The Finance Committee will prepare monthly statements reporting actual revenue and expenses and compare those results to the calendarized Annual Operating Budget.

1. Finance Committee will report results both for the individual month and for the year-to-date basis. The Treasurer will normally report to the Board at their monthly board meeting.
2. The monthly reporting will also include a discussion of variances from budget and when available, reasons for those variances and an estimation of their significance.
3. When available the reporting may also include a year-end projection based on current actual results and any additional significant inputs.



## PLEDGES AND GIFTS

(Finance Committee)

**DATE OF BOARD APPROVAL:** May 11, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** Gifts, pledges and other donations shall be accounted for and used in accordance with their purpose and with the donor's intent.

### PROCEDURES:

1. All pledges are assumed to be unrestricted.
2. Trustees may accept grants or gifts with restrictions if they determine these gifts further the interests of the Congregation and it is possible to fulfill the donor's conditions.
3. Annual pledges and plate collections are considered to be operating revenue.
4. All bequests and memorial donations to the Church, unless specifically directed by the donor for current year operations or for a particular special fund, are to be considered non-operating revenue and will be added to the Trust.





## SPENDING AUTHORIZATION POLICY – CAPITAL EXPENDITURES

(Finance Committee)

**DATE OF BOARD APPROVAL:** May 11, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** To establish the authority for positions and define spending limits for persons in specific positions of leadership.

**RATIONALE OR BACKGROUND:** It is the policy of UU Detroit that capital expenditures of the Congregation be handled in a rational, responsible, and consistent manner with expenditures authorized and approved by the Board of Trustees.

For the purposes of First Unitarian-Universalist Church, a capital asset is a physical thing with a cost of \$1,000 (one thousand dollars) or more and a useful life of two years or longer.

**PROCEDURES:** Capital asset purchases will be approved in advance of the fiscal year to be purchased, if possible. Authority for approval for acquiring capital assets rests with the Board of Trustees or, at the Board's discretion, the Board and the Congregation.

The Board may designate a church member to oversee the actual purchase though the final invoice will be signed and dated by the Board President.





## SPENDING AUTHORIZATION POLICY – OPERATING FUNDS

(Finance Committee)

**DATE OF BOARD APPROVAL:** May 11, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** To establish the authority for positions and define spending limits for persons in specific positions of leadership.

**RATIONALE OR BACKGROUND:** It is the policy of UU Detroit that the resources of the Congregation be stewarded in a rational, responsible, and consistent manner with expenditures authorized and approved by recognized Church leaders who report to the Board of Trustees.

**PROCEDURES:** The annual operating budget as approved the Board of Trustees and the Congregation at its annual meeting establishes the spending plan for the Church year. The approved budget sets the authorized spending limit for each of the committee chairpersons.

1. For expenditures within the committee's budget limit: As expenditures are required, the committee chairperson or their designate will initiate the expenditure. This may be done either through the treasurer or through a purchase and reimbursement process. In either case, the committee chairperson must approve the resulting invoice but signing and dating the invoice.
2. For unexpected expenditures and expenditures in excess of the committee's budget limit: For expenditures outside of the committee's approved budget, the committee chairperson will present justification to and seek approval from the Board of Trustees prior to purchase.



## SPENDING AUTHORIZATION POLICY – RESTRICTED FUNDS

(Finance Committee)

**DATE OF BOARD APPROVAL:** May 11, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** To establish the authority and define the duties for the handling in specific purpose donations.

**RATIONALE OR BACKGROUND:** It is the policy of UU Detroit that the resources of the Congregation be stewarded in a rational, responsible, and consistent manner with expenditures authorized and approved by recognized Church leaders who report to the Board of Trustees.

The treasurer and the Board of Trustees will insure that donations given to the Church for a specific purpose as stated by the donor will be used as the donor specified.

### **PROCEDURES:**

The treasurer will oversee the disposition of donations restricted by the donor to specific uses. The treasurer will insure that the donations are used as specified by the donor unless the donor agrees to a reallocation of the funds. Otherwise the funds will be returned to the donor.

The treasurer will keep the Board of Trustees informed as to the status and disposition of restricted funds.





## SUNDAY COLLECTION POLICY

(Finance Committee)

**DATE OF BOARD APPROVAL:** May 11, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** This policy will provide the necessary steps to maintain checks and balances necessary to insure integrity of the Sunday collection and counting process.

**RATIONALE OR BACKGROUND:** Approved steps for the collection, recording and deposit of the Sunday offering are necessary to show due diligence is being performed on behalf of the Congregation.

### PROCEDURES:

1. The collection, recording and depositing of funds collected on Sundays will be performed by members of the Finance Committee.
2. A schedule is to be maintained so that two members of the committee are present to count the collection. The pairings will also be mixed so that no two members work together all the time.
3. The members scheduled to record the collection will also be responsible for obtaining the pouch in the Narthex when the ushers have finished with the offering.
4. The collection will be recorded and posted in Power Church the day of the collection.
5. A designated member of the committee will deposit the collection at the earliest convenience.
6. The credit union statement, the copy of the deposit ticket and the monthly reconciliation process used with Power Church will provide integrity for the accuracy and safety of the deposit.



## FUND DEVELOPMENT

**DATE OF BOARD APPROVAL:** September 10, 2014

**REVIEW/REVISION DATE:** January 13, 2016

**POLICY STATEMENT:** This policy establishes guidelines for approval of UU Detroit fundraisers for any purpose, by any means, and at any location in order to ensure that our fundraising activities: are consistent with the Mission and Vision of the Church, are consistent with the Purposes and Principles of the Unitarian Universalist Association (UUA), are consistent with our not-for-profit status, focus our resources on the Church's highest priorities and the approved Church budget, and avoid overburdening the Congregation with requests for money

**RATIONALE OR BACKGROUND:** Fundraisers are an important part of active Church life. They provide opportunities for congregants to build relationships and to strengthen their commitment to the Church. They also provide funds for the Church as well as for approved charitable causes.

Any member or group of members of the Church may raise money to benefit the Church or a reputable charitable organization as long the requirements set forth under this policy statement are met. For purposes of this policy statement, fundraising is any activity organized to solicit contributions from or sell goods or services to members of the Congregation or the public.

Currently, fundraising is done on an *ad hoc* basis, as needed or as interest arises.

### PROCEDURES:

#### 1. Scope

- a. All Church fundraising activities must be reviewed and approved under this policy.
- b. A "Church group" is a committee, club, group, task force, class, or other internal group of UU Detroit.
- c. Any outside person/group requesting to raise funds at Church or through Church must have a UU Detroit group as a sponsor for their fundraiser. The only exception is for children/youth selling items for scouts, school, or any other non-Church activity (see Review Process below). All other outside fundraisers must have an internal UU Detroit sponsor.
- d. Any monies raised may not financially benefit directly or indirectly any individual Church member. Any potential conflict of interest arising in connection with fundraising for use by an outside organization shall be subject to approval by the Board of Trustees.



- e. Fundraising among members of a committee to serve the mission of that committee (as long as the committee's primary purpose or function is not fundraising) falls under this scope.
- f. Political fundraisers for individual candidates or parties are not permitted, but support for causes (such as support to promote, *e.g.*, MOSES or Amnesty International) may be considered.
- g. Performers and guest speakers who wish to sell CDs and other merchandise are covered by this policy.
- h. Any costs and/or expenses that are incurred for fundraising must be substantially less than the anticipated funds to be raised.
- i. Activities that request contributions intended only to cover the expenses associated with that event (*e.g.*, food, supplies, honorarium for a speaker, equipment rental) are not considered fundraising events. Such break-even activities do not have to be reviewed under this policy. However, if contributions are being split (part for expenses and part for the Church or for an outside group), then this fundraising policy does apply, and the fundraiser needs approval.
- j. Ongoing and annual fundraisers (such as the Canvass Campaign) are covered by this policy. Once approved, these fundraisers do not need to come back for approval each year.

## 2. Review process

- a. All fundraising activities must be approved in advance by the Board. A congregant must submit, to the Board, a request in writing on behalf of any group seeking to engage in fundraising activity, using the approved FUNDRAISING AND EVENT INFORMATION FORM, well in advance of the fundraiser, and no later than the first of the month two months prior to the event, to allow time for Board approval as well as subsequent publicity.
- b. The request will be assigned immediately to a designated Board Trustee (Board designee) to vet for appropriateness, feasibility and practicality (see Criteria, below), and to ensure that the requested activity has enough support to be implemented. Once approved by the Board designee, the request will be resubmitted to the Board for final approval.
- c. The request, submitted via the approved FUNDRAISING AND EVENT INFORMATION FORM, must include the following:
  - i. Who is this fundraiser benefitting? If for an outside group, is that group designated as a 501c3 non-profit? If it is for an outside group, how will profits be shared (see Sharing Net Profits below)?



- ii. What are you going to do to raise the money? To be successful, events must be thoughtfully and efficiently planned. Do you have the resources to follow through?
- iii. How much money do you expect to raise?
- iv. What are the fundraiser dates and times?
- v. Is it a one-day event? If not, does the activity take place over more than one day?
- vi. What rooms or other resources are needed?
- vii. Have you checked the timing and logistics of the fundraiser with other scheduled activities at the Church?
- viii. Will there be a Congregation-wide direct solicitation (as in the Canvass Campaign);
- ix. A proposed budget for the fundraiser.

### 3. Criteria

The Board will consider fundraiser requests in light of the following criteria:

- a. coordination with other events on the Church and building calendar;
  - b. consistency with our not-for-profit status;
  - c. consistency with our Mission and Vision and UUA Principles and Purposes;
  - d. consistency with the Church's priorities and approved Church budget;
  - e. likelihood of success; and
  - f. timeliness of the request.
4. Children/youth selling items for scouts, school, or any other non-Church activity requests are often less formal (even verbal) and go to the Board designee to check for conflicts on the Church calendar. If approved by the Board designee, children/youth may set aside a table at social hour and allow people to approach them if interested. No monetary contribution to the Church is required.
5. The following guidelines are to be used for sharing the net proceeds of fundraisers:
- a. The profit shall be paid to the general operating fund.
  - b. If pre-approved by the Board, a percentage of the profit may go to a specific fundraising goal (*e.g.*, sound equipment, organ repair).
  - c. If pre-approved by the Board, 10% of the profit will be disbursed to the Church Trust.
  - d. Fundraisers are limited to the following beneficiaries: The Church general operating fund or the Church Trust, or non-profits that hold an IRS section 501c3 certification. If an exception is made for an outside group that is not a



501c3 but has a clearly humanitarian objective consistent with the Church's mission, the fundraising group is responsible for clearly communicating with donors that their donations may not be tax deductible.

FORM MAINTAINED REGARDING FUND RAISING:

FUNDRAISING AND EVENT INFORMATION FORM





FUNDRAISING AND EVENT INFORMATION FORM

Please submit this form to the Development Committee for all church events, whether for fundraising or not, so we may ensure that there are no conflicts and that all necessary parties are notified. The Development Committee will obtain approval for the fundraiser/event with the Board at the next board meeting after submission, and notify you immediately afterwards. THE BUDGET PORTION OF THIS FORM IS REQUIRED TO BE FILLED OUT, however, if you are organizing a non-fundraising event (e.g., visit, tour) in which money is not involved you may answer N/A/E (not applicable to this event).

Name of Contact Person/Organizer:	
Email Address:	
Phone Number (cell preferred):	
Event Title:	
Who is this event for? If a fundraiser, and for an outside group, is that group designated as a 501(c)(3) non-profit? If it is for an outside group, how will profits be shared? (see "Sharing Net Profits" in FUUD Fundraising Policy.)	
How do you expect to raise the money? To be successful, events must be thoughtfully and efficiently planned. Do you have the resources to follow through?	
How much money do you expect to raise?	
Date(s) and time(s) of event:	
Location: do you intend to raise enough money (either through budgeting or fundraising) to cover EMEAC facility rental or will you find an outside location?	
Have you checked the timing and logistics of the fundraiser with other scheduled activities at the church? Check with EMEAC first, then the First UU Office Administrator.	
Will there be a congregation-wide direct solicitation (i.e., the Canvass Campaign or a Capital Campaign)?	
How many attendees do you expect?	
How many are needed to staff the event?	
Brief description of any other information that will be helpful:	

DATE SUBMITTED:	
-----------------	--

SEE NEXT PAGE FOR REQUIRED BUDGET INFORMATION→



**Budget information required:**

***Income Sources (list each separately and total)***

Sponsors	
Grants	
Individual contributions	
In-Kind contributions	
Other	
Other	
Other	
<b>TOTAL:</b>	

***Expenses (list each separately and total)***

Room rental	
Staff costs	
Printing and copying	
Postage	
Fees	
Advertising	
Other	
Other	
Other	
<b>TOTAL:</b>	

<b>TOTAL ESTIMATED INCOME MINUS EXPENSES:</b>	
---	--

**FOLLOW-UP (TO BE FILLED OUT AND SUBMITTED TO THE DEVELOPMENT COMMITTEE FOLLOWING FINAL COMPLETION OF THE EVENT):**

What were the total expenses and total profit?	
Date all money and check requests for expenses were submitted to the office.	
What worked, what didn't work, and what could be improved.	



## MARKETING AND PUBLIC RELATIONS

**DATE OF BOARD APPROVAL:** February 10, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** For our “public face” to be consistent and effective, we need to establish graphic and marketing guidelines for conveying information about UU Detroit. Guidelines covering information to the general population, standard methods of branding, messaging, marketing, and press releases will be developed and followed by all members

**RATIONALE OR BACKGROUND:** Our marketing and public relations efforts lack clarity, consistency, processes, and user-friendliness. Therefore we need a branding effort to attract new members, promote our social justice activities and improve our outreach efforts. An *ad hoc* committee will be formed to address short-term marketing needs until resources are available to seat a regular committee.

### PROCEDURES:

1. Form an *ad hoc* marketing committee which would create branding, messaging, and press release standards and outlets.
2. The committee will reconvene periodically, at the suggestion of the Board or due to changing standards or circumstances, to review and update any new outreach materials and website changes.
3. Branding, press releases, and marketing activities will be consistent with Unitarian Universalist principles.
4. External brochures or other marketing material must be approved by the *ad hoc* marketing committee chair or the Board President prior to release.
5. Internal communication material must follow marketing guidelines and approved branding and graphic standards, including orders of service and newsletter. Staff responsible for the order of service, and the Newsletter Editor, will review for consistency.
6. A media contact list will be available on the web site for use by the *ad hoc* committee and any person(s) designated by the Board as a disseminator of information for the Church.



## NEWSLETTER

**DATE OF BOARD APPROVAL:** June 2008

**REVIEW/REVISION DATE:** February 10, 2016

**POLICY STATEMENT:** The newsletter's purpose is to provide information to UU Detroit members and friends in a clear, concise manner that enhances and promotes the mission of the Church.

**RATIONALE OR BACKGROUND:** The newsletter is viewed as a part of a larger effort to communicate effectively to those within UU Detroit and to the larger metropolitan Detroit community regarding of Detroit values in action. It is recognized that reasonably frequent communications are advisable, that communications in the newsletter should model behaviors we are seeking within our Church community, and that the newsletter should be prepared in such a way as to be inviting to new or potential members as well as interesting, informative, stimulating, and appreciative to those within the Church community.

### PROCEDURES:

1. Production: Both a print and an electronic newsletter are critical to help support current members and future members by providing a vessel of communication about Church programs and activities. With this in mind, both versions will be published according to this policy. They will also be produced and distributed concurrently. It is the responsibility of the Board of Trustees to maintain editorial control by appointment of a Newsletter Editor, who will make final decisions on content. The production of the newsletter is to be completed by the Office Administrator.

2. Content:

The following must be included each month:

- a. Letter from the Board President;
- b. Letter from the Minister;
- c. Calendar information for open events that are held at the Church;
- d. Information about committees, programs and volunteer opportunities;
- e. Information about all-Church functions, including annual canvass, annual meetings, annual events, etc.;
- f. As space allows, the following items will also be considered:
  - i. Committee reports
  - ii. News of Church members



3. The Newsletter Editor will use discretion in printing a limited number of announcements of outside, non-Church activities by determining how these activities promote the Church's mission. No articles dealing with partisan politics will be accepted.
4. Submitters should proofread their own articles for spelling, punctuation, and factual errors.
5. Submitters should strive for brevity. It is recommended that articles be kept to 100 words or less. The Newsletter Editor will edit copy if it exceeds the recommended word limit.
6. All newsletter items must be turned in by the 20<sup>th</sup> of each month in order to be published in the current issue. Items submitted after this deadline will be considered for the next issue.
7. The final version of the newsletter will be published no later than the last Sunday of the month.
  - a. Print versions will be available in Social Hour that day.
  - b. The Office Administrator will mail any newsletters not picked up on the last Sunday of the month during Social Hour.
  - c. The Office Administrator will provide an electronic version to the Webmaster to immediately distribute via the Church listserv and also post on the Church website.

NOTE: It is strongly suggested that members and friends receive the more cost-effective, timely-delivered electronic newsletter in lieu of the print version. Requests should be emailed to the Office Administrator, [office@1stuu.org](mailto:office@1stuu.org).

8. Respecting the privacy of our Church members, their families and our friends, is of the utmost importance. As such, the following guidelines are intended to protect their privacy:
  - a. No last names of minors will be published;
  - b. Only contact information for Church staff members should be published on a regular basis, unless approved by a congregant;
  - c. Relevant contact information for contact people for special events will be published only after receiving permission from that person;
  - d. Personal news of interest will not be published in the newsletter unless specific permission has been granted.

The Newsletter Editor is the final content editor. This includes spelling and grammar changes for all articles.



## OFFICIAL CHURCH RECORDS

**DATE OF BOARD APPROVAL:** February 26, 2009

**REVIEW/REVISION DATE:** January 13, 2016

**POLICY STATEMENT:** Official Church records shall be maintained by the Board of Trustees, appropriate committees, and staff in a timely manner which corresponds with the fiscal year, program year, and calendar year in accordance with the obligations required by each.

**RATIONALE OR BACKGROUND:** To facilitate clear record-keeping and designate which records must be kept in an official capacity.

### PROCEDURES:

1. Official Church records shall include the following:
  - a. The membership book.
  - b. The database of Church members, visitors, and financial contributions.
  - c. All minutes of the Board.
  - d. All monthly, quarterly, and yearly Church financial statements that are prepared and available for inspection, whether audited or unaudited.
  - e. The constitution, by-laws, and articles of incorporation.
  - f. All written materials and electronic documents which are prepared by the staff of the Church under instructions from the Board.
  - g. All written and electronic documents, policies and procedures, memoranda or other writing approved by the Board in its official capacity.
  - h. All personnel files and confidential documents/correspondence are to be maintained in a locked file drawer accessed exclusively by the Board President, Vice President and Secretary.
2. The membership book shall be maintained by the chair of the Membership Committee and kept in the Church office.
3. The database shall be maintained by designated Board trustees, officers and others approved by Board and given access by the webmaster.
4. The Office Administrator shall maintain and keep in good order, clearly identified files as assigned unless electronic; in which case, the Office Administrator shall maintain and keep in good order, clearly identified directories on the Church office computer.



## PERSONNEL

**DATE OF BOARD APPROVAL:** February 11, 2009

**REVIEW/REVISION DATE:** April 13, 2016

**POLICY STATEMENT:** UU Detroit ("Employer") **will provide a safe and fair employment environment for all employees.** The Employer will provide support and appropriate communication to help employees be successful.

**RATIONALE OR BACKGROUND:** Employees should familiarize themselves with the policy, as it will provide answers to some questions about employment. Any questions or comments about this policy, or more information, may be obtained from the Minister or the President of the Board of Trustees. Comments and suggestions are genuinely encouraged.

### PROCEDURES:

#### 1. Overview

This policy is not a contract and can be modified or changed at any time. However, when modified or changed, employees shall be notified within 30 days and provided a written copy of the new policy. The relationship between Employer and employee is legally defined as "employment at will", which means that such employment may be terminated without penalty by either party for any or no reason.

Nothing in this policy or in any other written or unwritten policies and practices of Employer creates an express or implied contract, promise or representation between Employer and any employee.

The Employer's policies generally will be applied consistently. However, the Employer reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, this policy provides a general overview only.

From time to time, changes in the policy may become necessary. Therefore, the Employer reserves the right to amend, supplement or rescind any provisions of this policy as necessary.

The policy applies to all staff, whether full-time or part-time, and is consistent with and includes by reference all applicable federal, state and local laws. The policy does not apply to ordained minister(s) called by a vote of the Congregation; or to contract minister(s).

This policy supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this policy are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.





## 2. Equal Employment Opportunity

Employer affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state and local laws and without regard to race, color, religion, sex, ethnicity, sexual orientation, gender expression or identity, national origin, age, disability or any other classification protected by law.

## 3. Resolution of Employee Complaints

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations with the Minister or the Board President.

## 4. Involuntary Termination of Employment

Employer reserves the right to terminate any employee at any time, with or without cause or notice. Generally, when an employee is believed, in the opinion of his or her supervisor, to have a job performance problem or to be engaging in behavior that is unacceptable or counterproductive, the employee will be given an opportunity to improve his or her performance or behavior to an acceptable level by means of a formal disciplinary action process. However, the following list, though not complete, gives examples of behavior that can result in immediate termination of employment:

- a. Breaching confidentiality;
- b. Violating ¶15 below, *Drug- and Alcohol-Free Workplace*;
- c. Theft—including, but not limited to, the removal of property from Employer's premises without prior authorization;
- d. Walking off the job without supervisory approval;
- e. Fighting, roughhousing, abusive language, or conduct that is hostile or disrespectful toward a coworker, supervisor, Board member, volunteer, or any person associated with or served by Employer;
- f. Disregarding established safety procedures; knowingly creating an unsafe work situation for self or any coworker;
- g. Falsifying or altering records or time sheets;
- h. Refusing to perform a work-related duty when directly instructed to do so by Employer;
- i. Possessing a weapon or firearm on Employer's property;
- j. Unauthorized use or dissemination of proprietary information;





- k. Violating Employer's equal opportunity or harassment policies;
- l. Unauthorized use of Employer's property.

All involuntary terminations require approval of the Board of Trustees.

#### 5. Drug- and Alcohol Free Workplace

Any impaired performance by employees that might be caused by use of alcohol or drugs while performing their job responsibilities shall be investigated by the Board President and appropriate action will be taken. This might include drug/alcohol testing, referral for treatment, and/or dismissal from employment.

#### 6. Work Product and Internet Policy

Employer provides access to a computer and software programs, as well as Internet access (including e-mail) to its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on the Employer's computer system are the property of the Employer and may be accessed only by authorized personnel.

Employer reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded into Employer's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Prior written authorization from the Minister or the Board President is required before introducing any software into Employer's computer system.

Only authorized staff members may communicate on the Internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Employees may not state their Church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

#### 7. Media Inquiries

All requests for information about the Employer from newspapers, television and radio media should be directed to the Minister or the Board of Trustees or their designee.

#### 8. Confidentiality

Employees may have access to confidential information in the course of their work, including but not limited to information about members, friends or other staff members. Such information must remain confidential and may not be released, removed from the Employer's premises, copied, transmitted or in any other way used for any purpose by



employees outside the scope of their employment. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Minister or the Board President.

#### 9. Conflicts Of Interest

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the Employer, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the Employer.

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the Employer. Employees who have questions about whether an activity violates this policy should discuss the matter with the Minister or the Board President.

#### 10. Outside Employment

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee. Activities that may constitute a conflict include use of the Employer's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the Congregation for private gain or advantage.

An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of Employer duties or reflect discredit on the Employer. Collateral employment should not result in outside telephone calls while on duty for the Congregation.

#### 11. Employment of Members

Employment with the Church is not open to members of the Congregation except in rare and unusual circumstances. Should such circumstances arise, the Board of Trustees shall be the deciding body.

#### 12. Personnel Record

It is very important that employees keep up-to-date all the information provided to the Employer at the time of hire. The Minister or the Board President should be promptly notified of any changes in:

- a. Postal and email addresses and telephone number;
- b. Legal change in employee's name;
- c. Person to notify in case of emergency.



### 13. Performance Evaluation

Employees may receive a written performance evaluation once each year that will be maintained in the Employee's permanent personnel file. Factors considered in assessing performance include but are not limited to fulfillment of goals and objectives set by a supervisor; quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the Congregation, and personal conduct.

### 14. Pay and Payroll Deductions

Deductions made from employees' wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

Employees are responsible for promptly notifying the Minister or the President of the Board of Trustees of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

### 15. Attendance and Punctuality

Each employee is expected to be prompt and regular in his or her attendance at work. All scheduled absences must be approved in advance by the Minister or the President of the Board of Trustees. Employees who are unable to report to work at their scheduled time must call the Minister or the President of the Board of Trustees as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by the Minister or the President of the Board of Trustees.

### 16. Leave Policies

As of the date of the approval of this policy all employees are part time. Employer does not offer paid sick leave, vacation, personal time, jury duty, bereavement leave, family leave, parental leave (maternity, adoption) etc. and holidays. Should Employee be unable to work on a given Sunday, Employer asks that the Employee give reasonable notice so that other arrangements may be made.

### 17. Employment Authorization

Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying. When applicable, employees must usually provide an original document or documents to the Minister or the President of the Board of Trustees that establish identity and employment eligibility from the date employment begins.





## POLICIES AND PROCEDURES

**DATE OF BOARD APPROVAL:** October 14, 2015

**REVIEW/REVISION DATE:** January 13, 2016

**POLICY STATEMENT:** In order to maintain a consistent understanding of how UU Detroit will provide administrative support and governance to fulfill its mission, there shall be written, Board-approved policies and procedures to guide the work of all members. The Board will review the policies and procedures annually to determine if changes are needed – such changes to be minimally every other year in an even year. When changes are needed, the Board will create an *ad hoc* committee to complete an annual review of the policies and procedures for their approval. New policies and procedures will be approved when needed prior to implementation. All Church members and staff are expected to abide by the approved policies and procedures.

**RATIONALE OR BACKGROUND:** In the past, UU Detroit had a full-time minister with office hours, plus a full time office administrator. Church members could easily get information about events, committees, meetings, contact information, etc. At the date this policy was written, we rely mostly on volunteers to manage and communicate organizational information. And as we grow we find ourselves in conflict to use rooms or wondering how to communicate about an event we're planning. A Policies and Procedures Manual on hand and on the website will give us one place to reference to organize, plan and communicate.

### PROCEDURES:

1. In January of each year, the Board will determine if there is a need for a review of policies and procedures and make appropriate assignments. The Board may determine that a full review is needed or it may select certain policies and procedures to review. All policies and procedures should be reviewed at least every three years.
2. The *ad hoc* committee will involve other Church members as needed for the review and revision process to insure those involved with actual procedural tasks have input into their area of expertise.
3. Each date of reviews and revisions will be on the policy document.
4. Each year by May, the Board will approve the reviews, revisions, and new policies.
5. The Board Secretary will maintain a written and electronic manual of all approved policies and procedures.
6. In July of each year, the Board Secretary will provide each Board member with a printout of the policy and procedure manual, unless there have been no revisions to the manual in that year.





## SEXUAL HARASSMENT

**DATE OF BOARD APPROVAL:** March 9, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** UU Detroit will maintain a work and Church community which is free from sexual harassment. Sexual harassment violates state and federal law and will not be tolerated. Any individual (employee or Church member) in violation of this policy will be subject to informal or formal disciplinary action up to and including dismissal from employment or barred from Church membership.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or volunteer work;
2. submission to or rejection of such conduct by an individual is used as a basis for employment or decision; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile or offensive work or Church environment.

All complaints should be reported to the Board President or Minister. An immediate investigation shall be conducted, reported to the Board, and appropriate action taken.



## “SHARE THE PLATE”

**DATE OF BOARD APPROVAL:** October 14, 2015

**REVIEW/REVISION DATE:** January 13, 2016

**POLICY STATEMENT:** There shall be one single collection on each “Share the Plate” Sunday, with the collection split 50/50. Unless a donation on “Share the Plate” Sunday is specifically designated as a regular UU Detroit pledge (*e.g.*, a note in the memo line of a check; a notation on a collection envelope), 50% of the amount collected shall go to the recipient and 50% to the Church.

### **RATIONALE OR BACKGROUND:**

“Share the Plate” will raise awareness within the Congregation of social justice concerns in the region, in the nation and around the world. It will also give congregants an opportunity to provide direct support to social justice organizations.

### **PROCEDURES:**

1. Selection criteria and considerations for organizations and initiatives that receive the “Share the Plate.”
  - a. Fit into the Social Justice Committee’s general areas of research and interest, *e.g.*, global poverty, homelessness and housing, environmental concerns, human rights, equality issues, and peace initiatives.
  - b. Be of interest to UU Detroit’s members and should provide a balance of local, national, and international areas of focus.
  - c. Initiatives sponsored by the Unitarian Universalist Association, including projects supported by the UU Service Committee, can also be considered, as well as initiatives with involvement and support by many of UU Detroit’s members.
  - d. A recipient organization will not receive “Share the Plate” collections more than once a year.
  - e. Extraordinary events may lead to special collections other than those designated.
2. Selecting an organization for “Share the Plate” funding
  - a. Requests for consideration must be discussed first with the Social Justice Committee Chair in person, by phone, or by email.
  - b. The Social Justice Chair may provide the PLATE COLLECTION NOMINATION FORM appended to this policy in order to gather information for the request. Materials should include the name and address of the potential recipient; a









PLATE COLLECTION NOMINATION FORM

Date:

Name of Nominator:

Name of organization being nominated:

Address of organization:

Project Name (if applicable):

Purpose of organization and/or project:

Is this organization a non-profit?

Yes

No

Organization Contact Person:

Title:

Phone:

Email:

Populations served by the organization/project?

Geographic area served:

Other Comments:

Email nominations to the Chair of the 1st UU Social Justice Committee (contact the Office Administrator at [office@1stuu.org](mailto:office@1stuu.org) for the email address of the current chair, if unknown).



## WHISTLE BLOWER

**DATE OF BOARD APPROVAL:** March 9, 2016

**REVIEW/REVISION DATE:** N/A

**POLICY STATEMENT:** Employers and boards must encourage employees, volunteers and others related to UU Detroit to report any violation of policy, procedure, or ethics, illegal activity, or other misconduct by employees, volunteers or others related to the organization. Reports can be made directly to the Minister and/or Board President. The Church will protect employees, volunteers and others that make such reports to the extent allowed by applicable laws.