

Policies and Procedures
Manual
of the
Unitarian Universalist Congregation of the
Susquehanna Valley (UUCSV)
Northumberland, PA



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Note on the Policies & Procedures Manual

This Manual is meant to provide continuity and clarity for the effective functioning of UUCSV. Where there is a discrepancy, it should be noted that the Bylaws (included here) take precedent over other parts of this manual.

UUCSV Mission Statement

We, the Unitarian Universalist Congregation of the Susquehanna Valley, acknowledge and celebrate our spiritual kinship with all, both past and present, who seek truth, meaning, and love in life. We honor the development of our religious community in this kinship through the Unitarian and Universalist traditions. We gather here, in Northumberland, where Joseph Priestly organized early Unitarian services in North America,

Nurtured and challenged by these traditions, we make this covenant: **To support one another in a continuing commitment to a free, open, and loving search for spiritual and religious truth and meaning.**

Consistent with this search, we make this our mission: **To invite all people to share and explore diverse beliefs and strive with us to build a better community.**

By these efforts, we seek harmony with all life as we grow in love and understanding for one another.

Board of Trustees

The Board of Trustees consists of the Executive Committee (President, Vice-President, Secretary, and Treasurer), five At-Large Trustees, and the outgoing President as *ex officio* Trustee as specified in the bylaws of the UUCSV. The Minister, RGL Director, and affiliate Ministers are *ex officio* members without vote.

Responsibilities of the trustees are to:

- Govern and make policies for the Congregation
- Take charge of the property of the Congregation, conduct its business affairs, and control the administration of the Congregation
- Acquire, dispose of, or finance real property after having

- obtained a favorable vote at a Congregational Meeting
- Ensure that congregational assets, including the building and its use, are insured.
 - Present a full report of its activities and proceedings during the fiscal year as well as a proposed budget for the upcoming fiscal year at an Annual Meeting of the Congregation in May
 - Meet monthly or on call of the President or two or more members of the Board; all meetings are open to members of the Congregation
 - Notify the Congregation of the time and place of Board meetings (President or Secretary)
 - Review Staff compensation annually in consultation with the Committee on Ministry, Finance Committee, and Personnel Committee and recommend adjustments to the Congregation, taking into consideration such factors as merit in meeting or exceeding expectations, increases in cost of living, changes in the cost of benefits, and the financial means of the Congregation.
 - Develop an Accountable Reimbursement Plan jointly with the Minister, President, and Treasurer to define reimbursement of the Minister's professional expenses
 - Make decisions regarding the long-term use of the building by outside groups
 - Assign board members to serve as liaisons between the board and committees in July.
 - Appoint or confirm a calendar keeper to keep track of events in the life of the Congregation and reserve rooms for meetings and events
 - Appoint a Volunteer Coordinator
 - Meet with newly elected officers and trustees in June for smooth transition and to thank outgoing members for their time and service
 - Submit Change of Officers form to the state in June or July
 - Plan any coordination of programs and dates with RGL programs in August
 - Get district information to committee chairs in August
 - Inform the congregation about district meetings for fall in

August

- Confirm that the financial audit is completed by the end of August
- Meet with committee chairs in August to plan church year activities, programs, and dates
- Set Annual Meeting Date for the following May by September
- Set as many special event dates as possible by September
- Review the congregation's 2-year covenant with the Minister each September (so the trustees are familiar with it)
- Appoint Nominating Committee in November
- Remind Membership Committee to revise membership list in November
- Appoint or confirm a Stewardship Committee in November to begin planning the Pledge Drive and kick-off event for February
- Request that committees get budget requests to the FIN/FUN Committee in January
- Give notice of the annual congregational meeting by April
- Publicize UUA General Assembly in April
- Ask committees to reassess the information in the Policies and Procedures Manual in April
- Appoint or confirm chairs for all committees by the annual meeting in May, so that new chairs are ready to begin their work on July 1
- Make new resolutions for the banks in May, so paperwork is complete for new officers to sign in June, and to submit to the banks in July
- Meet with committee chairs in May to review and evaluate the past year in order to determine what things worked well, what didn't work, and what might be improved
- Review the budget recommended by the FIN/FUN Committee and approve the final budget before the Annual Congregational Meeting in May
- Appoint an Audit Task Force of 2-3 members in June to audit the current year's financial records in July or early August to insure the financial health of the Congregation and the confidence of its members

- Convene an Annual Congregational Meeting around the third Sunday in May during which officers and trustees are elected and the budget approved

UUCSV Board of Trustees Covenant 2007



We the members of the UUCSV Board of Trustees covenant with each other to do the following in our roles as board members.

- We will presume good faith.
- We will treat each other with respect.
- We will be sensitive to each other's points of view and not allow differing opinions to become disruptive to the meeting.
- We will be honest and direct with each other; each of us will:
 - speak out when something is of serious concern.
 - ask questions, rather than making assumptions, about an issue or concern.
 - process directly with the person involved any issues we may have, supporting and encouraging others to do the same.
 - actively listen to and respect the speaker who has the floor.
- We will report news or findings in a professional, non-biased manner.
- We will start our meetings on time.
- We will each take responsibility to stay on track and use time efficiently.
- We will notify the President in advance if we are unable to attend a board meeting and, if appropriate, will provide for use at the meeting any information and opinions for which we are responsible.

- We will answer phone calls and emails within a reasonable timeframe.
- We will support the work of task forces and committees.
- We will record our policy decisions in an accessible way, so that we can retain our decisions and actions for the future and make them available to all.

Executive Committee Position Descriptions

All Executive Committee positions have a two-year term. Regular attendance at Board meetings is expected.

President. The President shall Chair the Board of Trustees and shall preside at all meetings of the Board and of the Congregation. The President shall be a nonvoting *ex-officio* member of all committees (except the Nominating Committee).

Vice-President. The Vice-President shall act in the place of the President whenever the President is absent or otherwise unable to serve or perform such duties as are consistent with the office. The Vice-President is responsible for the Memory Box, a repository of reminders to perform Congregational tasks at the appropriate times. The Memory Box is both a physical object and a set of calendar reminders maintained on Breeze. The box also includes information on the location of UUCSV bank accounts, safe deposits, online account passwords, and important papers.

Secretary. The responsibilities of the Secretary are to:

- Keep an accurate record of the proceedings and transactions of the Board of Trustees and of all Annual and Special meetings of the Congregation
- Notify all members of all Annual and Special Meetings of the Congregation as provided in the Bylaws, and perform other duties as are consistent with the office
- Provide timely copies of Board meeting minutes to Board members

- Keep a record of terms of office and election dates of all Board members
- Bring previous year's minutes to the Annual Congregational Meeting
- Provide a summary of Board activities to the congregation as needed.

All records kept by the Secretary shall remain the property of the Congregation and shall be made available for inspection by any member of the Congregation through the Congregational Dropbox folder, or on request.

Treasurer. The responsibilities of the Treasurer are to:

- Receive and provide for the safekeeping of all money and other financial assets of the Congregation
- Disburse the same under the direction and to the satisfaction of the Board of Trustees
- Keep a complete account of the finances of the Congregation
- Review statements from banks and other financial organizations promptly and thoroughly, including copies of checks, to ensure accuracy before reconciliation
- Present a current statement of the Congregation's finances at each regular meeting of the Board of Trustees and at each Meeting of the Congregation
- Provide Board members with timely copies of the monthly financial reports
- Present a projected statement of income and expenditures (budget) for the next fiscal year at each annual meeting
- Provide a quarterly pledge status report to all who have pledged
- Provide a calendar year report to all who donate to UUCSV for income tax purposes by January 31 of each year
- Review expenditures and requests for reimbursement from committees or individuals to determine from expenses-to-budget comparison that requests are within the approved budget amount

- Recalculate and manage changes in the Minister's compensation for the next fiscal year, and the resultant changes to pension, long-term disability, withholding amount, Social Security payments, and the amount of the EFT salary payment made each month. This needs to be done prior to the beginning of the fiscal year on July 1.
- Manage fiscal year-end communications with the Congregation, so all understand the terms of pledges before the end of the fiscal year on June 30 and that payments toward the new pledge should begin in July
- Prepare W-2 and other tax forms
- Provide to the incoming Treasurer at the end of the current term of office in June
 - keys to any cash boxes or safety deposit boxes
 - locations, addresses, account numbers, keys, and passwords for all financial holdings and indebtedness of the Congregation
 - all financial and ledger records of any kind
 - software and a backup of the data if the books are being kept electronically
 - signature cards for incoming officers to sign for all accounts and holdings that require an authorized signature for changes to be made
- Attend meetings of the FIN/FUN Committee
- Ensure adequate volunteer staff is available to count and deposit weekly offerings
- Approve disbursements, sign checks, and return invoices, requests, and vouchers to the Bookkeeper for filing
- Oversee the work of the Bookkeeper, or perform bookkeeping responsibilities if there is no Bookkeeper

Trustees

There will be five elected Trustees from the Congregation. Each Trustee will serve for a period of two years. Not all Trustees will be elected in the same year (two will be elected one year, three in the

next). In order to more fully represent the Congregation, Trustees will be expected to attend Board meetings and Sunday services regularly. Any Trustee who will be absent from a Board meeting should notify the President. Trustees are expected to be familiar with the Policy and Procedures handbook, as well as the Bylaws.

Committees and Other Positions

Overview: Effective committees are the heart of the UUCSV; it is in these groups that the work of the Congregation is accomplished. It is essential that committees establish sustained and effective collaboration with each other. Committees at the UUCSV are best seen as interdependent: their particular work overlapping with the work and aims of other committees. Another important element of a sustainable Congregation is the opportunity for all members to become involved in the life of the Congregation through meaningful committee work.

Audit Committee

Each year the Board appoints a committee of 2-3 people to audit the previous year's financial records. The audit should be scheduled as soon as possible after the close of the books for the fiscal year on June 30. The audit committee follows the included Audit Procedure and prepares a written report for review and approval by the Board.

AUDITING PROCEDURES

The Board should select an audit committee by June. The audit should be completed as soon as possible after the close of the books for the fiscal year.

The audit committee follows these procedures:

- A. Verify all balances with depositories and creditors.
- B. Verify all liquid assets and insurances.

- C. Establish that financial statements and reports are consistent with each other and with (A) above.
- D. Verify that checks drawn on UUCSV:
1. were signed by an authorized officer only.
 2. were well documented.
 3. were supported by third-party receipts if payable to a member or friend of the congregation.
- E. Verify Sunday deposit sheet amounts with bank deposit records (a sampling)
- F. Determine that each check/debit has a check number associated with it.
- G. Verify purchases and sales of Gift Cards
1. match the physical inventory of Gift Cards with the Bookkeeper's records
 2. check a sampling of purchases and sales
 3. compare total purchases and total sales to previous years' totals; if major unexplained discrepancies turn up, then purchases and sales for the entire year should be checked

Bookkeeper

Job Description: The Bookkeeper is an optional position, and if the congregation chooses to have one, can be either a volunteer from the Congregation or a part-time paid professional. The Bookkeeper keeps a record of all UUCSV financial transactions, pays bills, prepares reimbursement checks (to be signed by the Treasurer), and files documentation for each check written.

For safety and security, the Treasurer (not the Bookkeeper) should make bank deposits, reconcile bank statements, and review all checks and other debits each month to ensure that they were properly approved.

Responsibilities are to:

- Enter deposits from each Sunday Service into Breeze (for donations made by members or friends) and QuickBooks
- Enter purchases and sales of gift cards into QuickBooks

- Compare computer inventory of gift cards with physical inventory quarterly and correct where necessary. The physical inventory should be performed by someone other than the Treasurer or Bookkeeper. The results of the inventory are given to the Bookkeeper to make any necessary adjustments. Any adjustments in excess of \$250 should be brought to the attention of the Board for further investigation.
- Gather and organize bills received, as well as requests for reimbursement or payment from various committees
- Enter credit card receipts and bills into Quickbooks.
- Prepare checks or electronic payments, and present checks, invoices, and vouchers to the Treasurer for approval and signature
- File paid expense documentation
- Back up UUCSV computer data frequently to a cloud account (such as Dropbox)
- Provide all files, reports, statements, and records to the Audit Committee at the end of the fiscal year on June 30

The Bookkeeper is not authorized to sign checks or transfer funds between accounts. The Bookkeeper is not authorized to have access to the Congregation's Automated Clearinghouse (ACH) platform for electronic payments. The Bookkeeper is authorized to have limited online access to the Congregation's checking account for the purpose of preparing (but not authorizing) payments by electronic check.

Caring Committee

Mission: To foster connections among the members and friends of UUCSV, to be alert to their needs, and to support the congregation in meeting those needs.

Goals: Strengthen the internal ministry of the congregation and provide empathetic and tangible support of members and friends by responding to their expressed needs, concerns, and joys

Responsibilities:

- Offer ongoing one-on-one connection with Members and Friends by matching a committee volunteer with each person or family
- Ease the burdens of our Members and Friends in times of need by helping to facilitate the following short-term needs: meals, transportation to medical appointments, caregiver respite, small household repairs, yard work, grocery/medication delivery, light housekeeping, organization, help with pets
- Send cards of condolence, support or congratulations
- Meet monthly for follow-up, to review the needs of the congregation, and to update assignments of new members. Communicate between meetings as necessary
- Maintain an ongoing list of congregational contacts who will provide help on an as-needed basis
- Maintain confidentiality in all discussions unless instructed otherwise by individual
- Maintain a reciprocal relationship with the Minister for guidance in providing thoughtful attention and assistance to our members and friends
- Work with the Minister, Board, Staff, and Committees
- Support continuing education of committee members for their growing development of skills utilized in supportive and caring conversations

Charity of the Quarter

The Charity of the Quarter Committee is led by a Chair selected by the committee members.

Mission: To make a meaningful financial contribution to local organizations who benefit our Central Susquehanna Valley community and whose efforts reflect values consistent with our UU principles.

Responsibilities:

- Solicit nominations of nonprofit local organizations from members and friends of the congregation that might be sponsored as charities of the quarter (ChoQ). This includes informing congregants where they can obtain a nomination form (from the ChoQ bulletin board and shared via email). Forms may be returned to the ChoQ mail slot, by email to the Chair, or through a Breeze form. Money placed in loose plate collection baskets on Sundays, and not otherwise marked for specific purpose (e.g., pledge, Love Flows, etc.), will be designated for the ChoQ organization.
- The Chair will inform committee members of all nominated organizations. Together, members vet which will be selected for the next quarter. Nominated organizations must be local, nonprofit, and be established enough to be considered viable. Generally, organizations are only eligible to be chosen as the ChoQ once every two years. When more than one appropriate nomination is submitted, the one selected is typically “first submitted, first served” unless there is a compelling reason why one should be chosen first.
- Ask the person who nominated the selected ChoQ to write a short description of the ChoQ to be read during Sunday services, printing in the Sunday Bulletin, and distributed to the congregational through email. Inform the UUCSV treasurer of the name of the ChoQ, and where to send the funds collected from loose plate for that quarter.
- Share with the congregation feedback from recent ChoQ organizations by way of announcements, bulletin board, email, and UUCSV website.
- Inform the congregation of total money raised for each ChoQ during that fiscal year.
- Inform congregants when there are non-monetary ways to contribute to the current ChoQ, such as donating needed supplies, or giving of their time or knowledge to meet a specific need of that ChoQ.

Comm/Tech Committee (Communications and Technology)

Mission: The Comm/Tech Committee is tasked with assisting all congregational members in using software and technology to further the mission of UUCSV and its individual committees.

The “Congregational Technology Policy” appears below, which explains the UUCSV policy and use of particular software and technology.

Goals:

- To ensure effective and comprehensive internal and external communications for UUCSV, using the most appropriate technologies.
- To assist the Congregation in making decisions about adopting new technologies and software.
- To assist the Congregation in learning to use technologies, as needed.

Responsibilities include:

- Ensuring and maintaining Internet access in the UUCSV building.
- Maintaining the hardware and software within the UUCSV building, including the public computer in the Weston Library.
- Reviewing and vetting any new technologies or software that the church may be considering for purchase, and offering technical assistance as needed for setting up and maintaining new technologies.
- Work with the Board and all other committees as consultant for improvement of internal and external functional communications
- Breeze
 - Ensure that individuals have the appropriate levels of access to the database (Visitor, Member/Friend, Committee Chair, Treasurer)
 - Hold regular sessions to help new committee members learn Breeze

- Maintain email lists through Breeze, by adding and removing people promptly on request and periodically checking on the list as needed
- UUCSV Dropbox Account
 - Ensure access to Chairs and committee members to the appropriate Dropbox folders
 - Add new Dropbox folders as needed, on request
 - Remind congregants periodically to make sure they have access to the correct folders.
- Website (uucsv.org)
 - Periodically review the webpage for accuracy and reach out to particular committees as needed to for updates.
- Zoom
 - A member of the Comm/Tech team will be assigned to each Sunday service as “on call” to assist Congregational members with any difficulties they might have.
- Facilitating communications to and within the congregation by:
 - Compiling items sent through the “News and Events” form on Breeze, and emailing these to the “Congregation” email list. The Comm/Tech Committee is not expected to produce the content of these announcements; that responsibility falls to individual congregants and committee Chairs.
 - Compiling “Joys and Concerns” submitted through the form on Breeze, and emailing these to the “Congregation” email list and/or forwarding them to the Minister, as requested in each case. The Comm/Tech Committee is not expected to produce the content of these announcements; that responsibility falls to individual congregants. Generally, only “Joys and Concerns” submitted by the people (or their close family members) to whom they pertain will be distributed publicly.
 - Production and distribution of congregational communications.

- Production and placement of press releases, ads and announcements in appropriate local and regional media as appropriate.

Facilities Committee

Mission: To adapt and maintain the Congregational home as a facility for worship, religious education, a Congregational office, a pastor's office, and lounge for business and social functions.

Responsibilities are to:

- Ensure basic regular maintenance of the building and grounds.
- Arrange for the lawn to be mowed in summer.
- Arrange for snow and ice removal in winter.
- Arrange for regular cleaning services throughout the year.
- Arrange occasionally (twice a year) outdoor cleanup days to trim bushes, remove weeds, and clean gutters.
- Obtain quotes and arrange for emergency repairs as needed.
- Arrange for garbage disposal
- Control thermostats
- Perform periodic inspection of lights, air filter, interior and exterior of building
- Distribute and manage keys
- Serve as the primary contact for the professional cleaning service
- Co-ordinate with other committees as necessary regarding space use and modifications

Finance and Fundraising (FIN/FUN) Committee

The FIN/FUN committee is a standing committee of the Congregation. The Board will appoint members. The Committee meets throughout the year as deemed necessary. The Treasurer is an *ex officio* member.

Mission: The committee is charged with advising the Treasurer and Board regarding the financial management of the Congregation. The

committee also oversees and plans the Congregation's fundraising activities, and is responsible for conducting the annual pledge campaign.

Responsibilities are to:

- Assist the Treasurer in the preparation of the budget of the Congregation to do the following:
 - develop a preliminary budget to be presented to the Congregation during the pledge campaign
 - modify the preliminary budget into a proposed budget, based on pledged giving and updated committee needs
 - prepare the proposed budget that the Treasurer will present to the Board and the Congregation for a vote
- Make recommendations to the Treasurer and/or Board on other financial issues, including the investment of funds held in the Congregation's brokerage account and endowment fund
- Plan and oversee major fundraising activities
- Develop an annual fundraising plan
- Plan and help conduct the annual pledge campaign for the Congregation's operating budget, including:
 - Contact persons who have not yet responded to the campaign
 - Report campaign results to the Treasurer
 - Report pledges to the Treasurer
- Plan and help conduct any special pledge campaigns for specific projects (such as a building project)

Hospitality Committee (“Kitchen Witches”)

Mission: The Hospitality Committee provides hospitality, creates a welcoming environment, and creates opportunities for fellowship among members and friends of the UUSCV.

Responsibilities are to:

- Maintain, clean, and stock a kitchen to support Congregational social activities

- Arrange for a weekly coffee hour after each service by scheduling members to sign up to prepare coffee, bring snacks, and clean up after coffee hour.
- Host activities for social fellowship in Congregational life (e.g. potlucks, Seder, special receptions, picnics, etc.)
- Announce special social fellowship activities in the UUCSV News and Events weekly email, on the Breeze calendar, and during the end-of-service church announcements
- Purchase and restock restroom supplies as needed (e.g. paper towels, toilet paper, hand soap)
- Support other Congregational functions and committees by assisting with hospitality needs

Librarian/Archivist

The function of the Librarian is to see that the Weston Library is maintained in good order. Responsibilities include overseeing circulation, purchasing new books as appropriate, weeding the collection periodically, and promoting use of the Library to the Congregation.

The role of the Archivist is to preserve the historical documents of UUCSV, both physical and online. The Archivist will work with Comm/Tech and Worship Committees to ensure that such documents are preserved, organized, and made accessible to the congregation.

Membership Committee

Philosophy: Unitarian Universalism is a religion worth living and sharing.

Mission: Help build a community among the UUCSV members and friends, and reach out to prospective members and friends.

Responsibilities include:

- Maintaining an up-to-date list of members in Breeze.
- Coordinate Sunday service greeters.
- Provide training for new greeters.

- Update the UU World subscriber list when requested by UUA.
- Update list of UUCSV members when requested by UUA.
- Designate a Sunday service as Bring-a-Friend Sunday twice a year, in coordination with the Minister and Worship Committee. Announce those dates in advance during Sunday service and via email.
- Maintain the supply and display of UU brochures.
- Maintain the name tags board.
- Contact new visitors within six days. The contact email should offer to answer questions, express the desire for them to come back, and provide links to our website and information on signing up for email lists.
- Offer regular visitors a permanent nametag and invite them to consider attending a Path to Membership class.
- Conduct Path to Membership classes after a Sunday service at least twice a year. Announce the dates of these classes at least one month in advance, after service and via email. At these classes, visitors will be offered volunteer interest forms and a contact information form, with instructions for returning the forms to the appropriate person if the individual decides to become a member.
- Conduct a New Member Recognition ceremony during a Sunday service twice a year, in coordination with the Minister and Worship Committee. The approximate length of the ceremony is ten minutes. At this time new members will sign the membership book (if they have not done so already; they may sign any time after completing the Path to Membership class) and receive a membership certificate, a nametag if they do not already have one, and selected handouts.
- Help new members connect with congregation.
- Submit the Committee's annual report upon request from the president.
- Submit an annual budget request (for brochures, postage, welcome table supplies, UU books and certificates).

Key WORKING RELATIONSHIPS are with the Minister, President, Treasurer, Worship Committee, Communications/Technology Committee, and Hospitality Committee.

Committee on Ministry

Mission: The Committee on Ministry (CoM) assesses and improves the ministry of UUCSV as a whole, including its Minister, RGL Director, and congregational members involved in ministry.

Membership: The Committee is comprised of at least three members, but preferably four. The Chair must be a Member of UUCSV, and in general the other members must also be Members. Membership for the Committee is determined by mutual agreement between the Minister and the Board, with each party submitting three names of potential members that draw from the primary constituencies of the Congregation. The final Committee membership should represent the Congregation as broadly as possible.

Responsibilities include:

- Attend Sunday services at least once a month, so Committee members are engaged with the ongoing ministry of the church
- Conduct an Annual Assessment of the Shared Ministry of the Church, including Staff (e.g. Minister, RGL Director) and congregational ministry activities (Details given below)
- Review Staff members' covenants and compensation packages annually in consultation with the Board of Trustees, and recommend adjustments to the Congregation.
- Support continuing education of the Congregation for its growing understanding and skill in shared ministry
- Periodically advise the Board regarding the health of the shared ministry
- Support the Staff members' planning for continuing education, sabbaticals and other professional development
- Keep Staff advised about conditions within the Congregation and how they affect relations between Staff and the Congregation, with the aim being to strengthen and improve relationships

Annual Assessment of Shared Ministry

The CoM has the task of assessing shared ministry of the church on an annual basis. This process must be completed before the Annual Meeting each May, so that this information may inform any decisions about covenants and contracts.

This process has the following steps:

- On or before March 1: The CoM creates and distributes an online survey to the congregation as a whole, with the goal of assessing all aspects of the church's shared ministry. This survey is confidential, but not anonymous. The CoM is responsible for maintaining the confidentiality of the raw data, and "cleaning" identifying information before it is shared with anyone outside the CoM, including the Board and Staff members.
- On or before March 20: Once the data is cleaned, the CoM shares it with the following parties:
 - All data is shared with the Board of Trustees
 - Staff members, the Chair of the Worship Committee, and other individuals the CoM deems receive the data that pertains to their specific aspects of ministry.
- On or before March 25: All those receiving survey data about their ministry are asked to submit a written response to the CoM and Board of Trustees, addressing the survey results and their plans to improve their ministry in the future. Either the Board or the CoM may request a follow up response if specific details appear to be missing.
- On or before April 1: The Board and the CoM each meet separately to discuss each set of survey results and the written response from the relevant party
- On or before April 10: The Board and CoM meet jointly to discuss each set of survey results and the written response from the relevant party. Joint written feedback is then drafted by both parties to be sent to the relevant people. While it is preferable for the Board and CoM to be in agreement about this feedback, it need not be unanimous as long as it is not directly contradictory.

- On or before April 30: Where needed or requested, the Board and CoM (or representatives from each) will meet with the relevant parties to discuss the written feedback, ask for additional guidance, and hear any concerns.

Nominations Committee

Mission: Ensure the continued health of the UUCSV by recruiting a representative slate of candidates for elected position within the Congregational governance structure.

Membership:

The Board appoints 2-3 full members of the congregation to serve on a Nominations Committee. November of each year is the target date for identifying Nominations Committee members.

The committee often includes a past president, a past member of the Nominations Committee, and a current member of the Membership Committee.

Responsibilities:

- Recruit a slate of Officers and Board Trustees for the upcoming church year
- Present slate to the Board
- Assist the Secretary of the Board with election matters at the Annual Meeting
- Replace vacated seats on Board or Executive Committee in a manner consistent with the Bylaws

Safety Committee

Mission: Identify and apply best practices for congregational safety; formulate, implement, and maintain a written safety plan for UUCSV; and provide congregational training in the implementation of such a plan.

Social Concerns Committee

Mission: The Social Concerns committee seeks to involve members of the Congregation in the needs of the local community.

Areas of interest include issues of safe and adequate housing, hunger alleviation, abuse prevention and shelters, as well as other local issues.

Worship Committee

Mission: The Worship Committee provides thoughtful, challenging, and inspirational worship services that reflect congregational needs and demonstrate the liberal and diverse theological values of Unitarian Universalism and this congregation.

Responsibilities are to:

- Assess the worship needs of all ages in the congregation
- Collaborate with the Minister in the development of meaningful worship experiences
- Evaluate worship with the Minister, seeking a balance between innovation and tradition
- Provide worship services for Sundays when the Minister is not in the pulpit
- Coordinate worship leaders, worship associates, and greeters
- Evaluate the overall effectiveness of the worship associate and greeter programs
- Support the Music Director and evaluate the overall music program for worship
- Provide educational opportunities about worship
- Make recommendations and suggestions to appropriate bodies about issues that are related to the worship experience; for example:
 - media and sound equipment
 - worship etiquette
 - childcare

- religious education programming
- aesthetics of the worship space
- configuration of the worship space
- coffee hour
- scheduling of services, routine and special
- Prepare the Order of Service for the Sunday Bulletin. This task is often assigned to a volunteer who is not officially part of the Worship Committee.

New Worship Committee members are welcome at any time during the year. Committee meetings are announced in the worship bulletin, at the end of services, and via email to encourage new participants.

Volunteer Coordinator

Responsibilities:

- Encourage participation, broadly defined, in the life of the congregation by all members of the UUCSV community
- Help match congregants with volunteer opportunities that interest them
- Work to ensure that committees are appropriately staffed so that they can carry out their work
- Work to recruit people to serve as committee chairs
- Build leadership skills within the congregation and develop and encourage new leaders
- Collaborate with committee chairs, the Board, and the Minister on identifying needs and recruits
- Be a visible advocate for volunteer work within UUCSV

Religious Growth and Learning

Lifespan Faith Development

Mission: The mission of lifespan Religious Growth and Learning (RGL) is to create an environment that encourages and nurtures life-long learning, self-respect, spiritual growth, and faith-in-action for adult, youth, and child congregants, through programming and experiences that develop religious literacy. The work is carried out by staff and lay members together, including the RGL Director and the RGL Committee.

The RGL Committee is composed of two sets of members: those working with Children and Youth RGL, and those working with Adult RGL.

Responsibilities of the Committee, together with the RGL Director, are to:

- Plan programs that ensure a dynamic faith development program that expresses the Congregation's guiding vision and sense of mission, consulting with the RGL Director, the Minister, and/or the Board as needed
- Consider the interests and needs of congregants of all ages
- Assess and engage the interest and skills available among the members within the Congregation for program development
- Design an annual program that is well-balanced and adaptable to the various needs and interests of the diverse segments of the Congregation
- Arrange for necessary class and meeting space, as well as necessary supplies
- Evaluate program participants and program leaders on a regular basis
- Offer a means of outreach to the surrounding community

RGL Policies

Registration and Attendance

Children and youth in the RGL program should be registered with the RGL Director, using the current registration form (through Breeze, email or in print). Registration includes: name, age/grade, health notes, abilities/disabilities, parental involvement, and media release. Attendance will be kept by teachers and counted by membership greeters. Guests and new visitors should sign in with the teacher.

Vaccination

As of spring 2015, it is the policy of the UUCSV to require immunizations against communicable diseases for all congregational participants, particularly for its children who are old enough for vaccinations. While we respect individual and parental rights, it is vital to remember that we are part of a larger church community. A more detailed description of the policy and the health and spiritual rationale is available from the RGL Director.

Safety and Security

All UUCSV paid staff, nursery caregivers, and regular volunteer teachers in the children's RGL program must undergo background checks and online training for child safety and mandatory reporting, in accordance with current Pennsylvania law. The full policy and procedures are below.

In addition, UUCSV requires either two teachers to be present in each classroom OR for the classroom to have a window to the interior of the building so that children can be seen, particularly for children below grade 6.

Background Checks and Clearances for Staff and Volunteers at UUCSV. Beginning January 1, 2015, Pennsylvania put in place new child protection laws. Staff and volunteers at UUCSV who have direct contact with and care of children need to be certified with background checks, and also become mandated reporters. At UUCSV this includes the Minister, the RGL Director, any regular nursery caregivers, and volunteer teachers.

All staff and prospective volunteers who have regular contact with children must obtain the following clearances (the law defines a child as anyone under the age of 18):

1. Report of criminal history from the Pennsylvania State Police (PSP); and
2. Child Abuse History Clearance from the Department of Human Services (Child Abuse).
3. A fingerprint-based federal criminal history (FBI) submitted through the Pennsylvania State Police. The FBI clearance is not required if the volunteer has been a Pennsylvania resident continuously for the past 10 years. Volunteers who are not required to obtain the FBI Clearance because they have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense. This will be part of the Disclosure Statement that all volunteers will need to sign. Staff must have an FBI clearance on file, regardless of length of residency.
4. In addition to the clearances, everyone must certify that they have taken a short course about mandatory reporting.

All staff and volunteers will be required to obtain clearances every five (5) years. Information on how to obtain these clearances is available from the RGL Director on request.

Volunteers who have applied for clearances, but not yet received notification, will be able to work with RGL classes at the discretion of the RGL director.

Documentation

Every staff person and every volunteer or paid teacher at UUCSV will have a personnel file kept at the UUCSV offices that will include:

- Child Abuse, PSP, and FBI background check clearances (all that are applicable). The original must be provided; the church

will make copies of all documentation for the files and return the original to the individual.

- Certification of Mandatory Reporting training
- Disclosure Statement with signatures

Each file will be labeled with the person's name and the date of their certification expiration. It will be the responsibility of the RGL Director to maintain these files and ensure that clearances are up-to-date.

The files will also be locked. Child Abuse clearance information is confidential and may not be released to other individuals.

Mandatory Reporting

Anyone who has completed the training, filed clearances, and works with children in the church, is a mandated reporter.

If a mandated reporter suspects abuse it must be reported directly to the Pennsylvania Child Line. If the report involves a suspected/possible perpetrator connected with the UUCSV, or a child connected to UUCSV, the reporter should also notify the RGL Director or the Minister. The staff member will notify the Board that a report has been made, but anything related to a child is confidential and identifying details will not be shared.

If a volunteer or staff member is named as a perpetrator in a child abuse investigation, that person must provide the RGL Director with written notice not later than 72 hours after the notification that the person has been named as a suspected perpetrator in an investigation or listed as a perpetrator in the statewide database. The RGL Director will notify the Minister, the Committee on Ministry and the Board president, in confidence, and the volunteer will be asked to recuse him or herself from contact with children while the investigation is underway.

If the report is found by county or state offices to be unfounded, that will be noted in the person's file, and the volunteer or staff member can return to the RGL classroom.

If the report is found by county or state offices to be founded, or if a volunteer or staff member is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, written notice must be provided to the RGL Director within 24 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database. The RGL Director will notify the Minister, the Committee on Ministry, and the Board president. The volunteer or staff member will no longer be able to work with children at the church until his or her record is cleared in the statewide database.

A volunteer or staff member who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer or staff position.

- Policy approved by the Board of Trustees, May 17, 2015
(updated to reflect changes in Pennsylvania law, August 27, 2015)

Music Director

Responsibilities are to:

- Coordinate Worship Musicians
 - Maintain a roster of pianists to play incidental music and hymns for each regularly scheduled Sunday worship service
 - Schedule musicians for each Sunday worship service
 - Serve as worship musician on a regular basis
 - Promote and encourage new musicians to participate as worship musicians either regularly or in presenting special music
 - Actively recruit musicians (members, friends, and guests) to present special music in worship
 - Respond to and assist with the needs of alternate worship programming
 - Organize the holiday music program in December

- Organize other special music programs in consultation with the Worship Committee when requested
- Lead an Adult Choir
 - Organize an adult choir, recruit singers, schedule rehearsals
 - Rehearse and direct choir during months of September through May
 - Prepare choir to sing in worship regularly, September through May
 - Select music, order new music as resources allow
 - Organize and maintain a library of choral music
- Maintain Instruments
 - Oversee the regular tuning of the pianos (Stieff grand and Baldwin upright)
 - When needed, recommend major work on the pianos and seek bids from a certified piano technician
 - As needed (with Board approval), hire and oversee major work on the pianos
- Support Remote Services (as needed)
 - Provide music consultation for Worship Committee
 - Participate as needed in online worship services

General Information

Minister's Discretionary Fund

This fund is intended for small gifts or loans to help active members and friends of the Congregation through short-term crises. In general, loans/gifts will be for \$100 or less.

This fund is used at the discretion of the Minister. When we do not have a Minister or the Minister is not available, individuals seeking money from the Discretionary Fund should be referred to the President, who will decide whether to give money and how much to give. It is advisable for the person making the decision to have direct contact with the person receiving the funds in order to assess the

situation.

A decision to issue a check will be communicated to the Treasurer. The check will be issued in confidence, and the individual's name will not appear in official budget reports. It will, however, be visible to those conducting the annual audit, who will keep that information confidential.

Congregational Technology Policy

UUCSV has agreed that all congregational committees should wherever possible use the software and technology listed below, in order to simplify these systems for all congregational participants. Ensuring that all committees use the same software will have the following positive benefits:

- Ensure that the Comm/Tech committee can adequately assist the congregation with software and technology needs.
- Allow individual congregants to more easily move between working on different committees, as all will be using the same software.
- Reduce the confusion of individuals in navigating between multiple redundant softwares.

New software needs arise and change often. Committees with unmet needs should consult with the Comm/Tech Committee to discuss what they require. In general, however, we ask all committee members and Chairs to use the following software for the following purposes:

- **Breeze.** Breeze (<https://uucsv.breezechms.com/>) is the central database for the congregation, and is used for the following functions:
 - Maintaining the database of all members, friends, children, visitors and their contact information
 - Sending email to UUCSV email lists
 - Taking attendance (for events where that is necessary)
 - Scheduling events on the UUCSV calendar: While events are available through Google Calendar, events

should be added primarily through Breeze. Those scheduling events should use the “location” feature to reserve particular spaces within the building or use of the UUCSV Zoom account.

- Arranging volunteer sign-up lists
- Collecting information through forms
- Collecting information about pledges and donations (visible to the treasurer only)
- For those new to Breeze, this software includes extensive online tutorials and help files. The Comm/Tech committee will also host regular training sessions.
- **WordPress.** Our website (<https://www.uucsv.org/>) is hosted and maintained by the Comm/Tech Committee in WordPress. Our WordPress site functions differently from our Breeze account in the following ways:
 - The website is an outward facing space, for communicating with the general public. Internal communications take place through Breeze, Dropbox, or email.
 - Information on the website is public. Private information about church members, including addresses, photos, etc. should not be placed there without permission.
- **Dropbox.** This is the software used for sharing files within the congregation. It is used to:
 - Maintain all documents and archives related to the congregation.
 - Make congregational documents available to all Members and Friends of UUCSV.

The “UUCSV Congregational Information and Archives” folder is open for read-only access for any congregant. This folder includes an updated list of a) committee memberships and chairs, and b) who has access to each Dropbox folder.

Other folders are designated for specific committees and

their members. New folders may be created upon request as needed.

The Comm/Tech Committee is responsible for ensuring that people have access to the correct folders, given their committee memberships.

The Comm/Tech committee will periodically remind committee chairs to maintain documents that may be needed by future committee members (templates, reports, etc) in the dropbox.

- **Zoom.** Zoom is a video conferencing software. The UUCSV Zoom account is used for Sunday services and other church meetings, either to replace in person meetings or to allow access to those not able to attend in person.

Email Policies

UUCSV maintains four different email lists through Breeze. These are:

- **Congregational:** UUCSV news, events, Joys and Concerns, volunteer opportunities, and Sunday service information.
- **RGL Parents:** Information relevant to parents of children in Sunday RGL programs from our RGL Director.
- **Lifespan Faith Development:** Announcements related to RGL for all age levels, including small ministries, book groups, and social justice education.
- **Inspirations:** Inspiration from our UU faith traditions, the Minister, and others.

Only matters pertaining to and affecting Congregational life will be distributed via the Congregational e-mail list. Emails from other organizations will not be forwarded verbatim.

While individual congregants may use Breeze to email other individuals or members of committees, we ask that use of the

Congregational List be judicious and concern only matters directly pertaining to Congregational news, events, and life. News and events aimed at the entire congregation should be submitted via the appropriate form on Breeze to be compiled into a single email from the Comm/Tech Committee, rather than emailed individually.

On June 16, 2019, “The Board affirms that the UUCSV Directory is for congregational and private use only and will not be made available for use by external organizations.”

UUCSV Immunization Policy

Policy Statement:

It is the policy of the UUCSV to require immunizations against communicable diseases, particularly for its children who are old enough for vaccinations. While we respect individual rights, and parental rights, it is vital to remember that we are part of a larger church community. That community includes people who are more susceptible to the effects of communicable diseases, such as infants who are too young for immunizations, pregnant women, elderly adults, and people undergoing medical treatment and have a compromised immune system. UUCSV does not want to expose its members, friends, and visitors to such a risk.

Those who are not immunized will be asked to avoid exposing other members of the community.

- Approved by the Board of Trustees May 17, 2015

Implementation

This policy is posted in every classroom within UUCSV, as well as the social room, the sanctuary, and the choir room. Parents and guardians will be asked to affirm their children's immunization status on RGL registration each year. The policy will also be included on the UUCSV website and on printed materials related to RGL, and any other vehicle that the Board of Trustees or the staff deems helpful.

Rationale

Immunization of children and adults against communicable diseases has reduced the morbidity and mortality of the population throughout the world. The access to immunizations in the US has been funded in large part by government with guidelines provided by the US Centers for Disease Control (CDC)¹. Fears about the link between vaccines and autism, in particular, have been debunked and disproved by numerous scientific studies.

As a member of community, the choice to immunize or not must be viewed as more than an individual one. A primary purpose of immunization is to achieve sufficient numbers of immunized person to bar the spread of the disease. This is called “herd immunity.” The decision to not immunize increases the potential for exposure to communicable diseases within a population². This exposure may occur as the result of an un-immunized person’s travels or exposure to a carrier. In many cases a non-immunized person may be a carrier of a disease and communicable prior to the onset of significant symptoms. Exposure can occur both in the US and abroad as diseases can be prevented by vaccines are found throughout the world, including Europe. It is important to remember that the potential to seed a community with a communicable disease occurs with the presence of one infected individual.

The CDC offers clear advice regarding risk and responsibilities for families who choose not to immunize³. These include recommendations that parents isolate their child from others, including family members, and especially infants and people with weakened immune systems. The CDC notes that vaccine-preventable diseases can be very dangerous to infants who are too young to be fully vaccinated, or children who are not vaccinated because of their medical conditions. The challenge for many settings is that the status of the person at risk and the potential carrier may not be known to each other.

1 CDC <http://www.cdc.gov/vaccines/recs/default.htm>

2 CDC. What would happen if we stopped vaccinations? <http://www.cdc.gov/vaccines/vac-gen/whatifstop.htm>

3 CDC. <http://www.cdc.gov/vaccines/hcp/patient-ed/conversations/downloads/not-vacc-risks-color-office.pdf>

For Unitarian Universalists, several of the Principles and Purposes⁴ undergird this policy:

First Principle: The inherent worth and dignity of every person;

Second Principle: Justice, equity and compassion in human relations;

Sixth Principle: The goal of world community with peace, liberty, and justice for all;

Seventh Principle: Respect for the interdependent web of all existence of which we are a part.

In addition, we teach that our sources of wisdom include the guidance of reason and the results of science⁵.

Norms for Congregational Behavior

Introduction

Difference is the essence of our denomination and only requires resolution when:

- The church needs to formulate action on an issue.
- A member's or friend's behavior is not in keeping with our Principles and Purposes.

If members always acted in a manner consistent with our Principles and Purposes, differences of opinion would never escalate into conflict. However, since we are human, personal animosity and hostility can escalate from differences of opinion, ideas and interests. Therefore, these norms exist as a detailed guide in dealing with each other as people of inherent worth and dignity.

I. Preamble

Objectives

These norms are to:

4 UUA. <http://www.uua.org/beliefs/what-we-believe/principles>

5 UUA. <http://www.uua.org/beliefs/what-we-believe/sources-our-living-tradition>

- Keep relationships and behavior consistent with UU Principles and Purposes.
- Help church members and friends manage conflict, in informal as well as formal settings.

Background

The UU Principles and Purposes call for us to "affirm and promote:

- The inherent worth and dignity of every person;
- Justice, equality and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations
- A free and responsible search for truth and meaning;
- The rights of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty and justice for all;
- Respect for the interdependent web of all existence of which we are a part."

In keeping with these principles and purposes, we recommend the following norms for the guidance of members of the UUCSV and friends.

SCOPE

These norms cover dealings between individual church members, church committees, the Board of Trustees and the Minister.

DEFINITIONS

NORM - an established standard of behavior shared by members of a social group to which each member is expected to conform

CONFLICT- when differences between members' ideas and interests escalate into interpersonal hostility and animosity

II. The Norms—Interspersonal Dealings

1. FORMAL DEALINGS BETWEEN CHURCH MEMBERS

Formal dealings between church members take place in Committee and Board Meetings. Members should be courteous to each other in their committee work. Courtesy involves:

- Respect of others and their opinions
- Being on time at meetings
- Starting and finishing meetings on time
- Following and staying focused on an organized agenda
- Keeping "homework " commitments
- Informing the Chair when planning to be absent
- Returning phone calls

2. MEMBERS IN THE PULPIT

- Those who frequent the Pulpit, such as the Minister, know well the responsibilities of the Pulpit. Others should remember to handle themselves and their subject matter with decorum and keep their presentation FREE from:
- Derogatory remarks about the Church, its members or any sub-group therein
- Language likely to be thought of as offensive for a Church environment.

3. GENERAL BEHAVIOR IN CONFLICT

When you are unhappy with the church:

- Talk to the Minister
- Tell the Committee on Ministry
- Keep attending church
- Honor your pledge
- Keep your commitments
- Don't escalate the situation

A. STAGE I – DE-ESCALATION AND HOSTILITY AVOIDANCE

It is inevitable that Church Members will have differences in ideas and interests. When such differences are so strong that they require settlement, negotiation is required. While seeking to resolve differences, escalation will be avoided by treating others kindly, gently and with respect.

During this seeking to resolve differences, each participant is encouraged to have an impartial observer who will be present, provide necessary or requested feedback, and observe rules of confidentiality.

The following behavior enhances the dignity and inherent worth of each of us and is especially necessary during conflicts.

- Dealing directly with each other
- Supporting each other in dealing directly when in conflict
- Speaking softly
- Slowing down
- Having a laugh (about something non-threatening)
- Taking a break
- Breaking bread together
- Being creative in problem solving
- Listening actively by:
 - a. Checking assumptions with each other
 - b. Letting others have their say

The following behavior detracts from the dignity and inherent worth of the participants.

- Shouting at one another
- Being sarcastic/hostile
- Questioning motives
- Interrupting one another
- When in conflict complaining to a third party to avoid dealing directly with the opponent
- Taking sides in another's conflict
- Spreading unpleasant information about others.
- Disseminating sensitive information about church

members/friends by any means - discussion, telephoning, email, etc.

- Disseminating negative comments about church members/friends to uninterested parties by any means - discussion, telephoning, email, etc.
- Speaking adversely of members in their absence
- Making threats

B. STAGE 2 - PREPARATION FOR MEDIATION

If, after dealing with each other in the manner detailed above, conflict still threatens then mediation is indicated. Before seeking mediation:

Be sure that person-to-person dealing possibilities have been exhausted.

Write down your analysis of the conflict and the steps taken so far towards a resolution.

C. STAGE 3-MEDIATION

The disputants should attempt to select a mediator acceptable to all. Depending on who the disputants are, candidates for a mediator are

- The Committee on Ministry
- The Minister
- A Professional Mediator outside the Church
- UU District Representative

On accepting the position, the mediator should adopt a generally accepted, documented mediation procedure, acceptable to those in dispute, designed to handle the mediation in a win-win manner. The mediation should continue until the issues are resolved or the mediator decides a negotiated resolution is impossible.

The mediator will then issue a report to those in conflict containing the following:

- A concise definition of the differences
- Details of the resolution or irreconcilable differences

- Further action recommendations.

At this point if the conflict requires executive action, it can be referred to:

- The Board of Trustees
- Subject to the Bylaws and as a last resort, a Special Congregation Meeting.

Executive action is essential if the dispute:

- Threatens the peace of the Church
- Involves legal consequences
- Requires financial action by the Church

D. STAGE 4-CONGREGATIONAL RESOLUTION

The only limitation on a Special Congregational Meeting is that it must be called and handled according to the Constitution and Bylaws. The chair should take special care when handling personal conflict situations in a congregational meeting to encourage an atmosphere where people will listen and reason rather than argue and accuse--using lateral thinking rather than tunnel vision.