

UUFH POLICY AND PROCEDURE MANUAL

(Established 8-06)

A NOTE ABOUT THIS MANUAL:

- **This is a living and breathing document, constantly being updated as changes in policy and procedure occur. The UUFH secretary provides this information to the Fellowship Administrator as the information becomes available. Items are posted to this document shortly thereafter. (Please note revision date on bottom of this document.)**
- **This document is organized to follow the UUFH Cluster Structure chart issued annually in our Fellowship Directory, with several additions to cover areas not covered by the chart. Please see below for a complete listing of categories. (Note: you will find subcategories, per the chart, listed under each category. Where appropriate, policy and procedure will be listed under several categories to make the information easier to access.**
- **Entries are in chronological order, from the most recent to the least.**
 - **BOARD**
 - **CLUSTERS**
 - **STAFF (all paid employees)**
 - **ADMINISTRATIVE AND PLANT**
 - **COMMUNICATIONS**
 - **LIFESPAN RELIGIOUS EXPLORATION**
 - **MEMBER SERVICES**
 - **MINISTRY**
 - **OUTREACH AND LARGER COMMUNITY**
 - **STEWARDSHIP**
 - **SUNDAY MORNING SERVICES**
 - **GENERAL**
 - **MISCELLANEOUS**

BOARD

Adopted 5/23/07 - Proposal of Policy for Board of Trustees Endorsement of Resolutions

If the BOT is asked to vote to support a resolution

Then the following questions should be asked:

Who is the request coming from?

Internal committee, group?

Outside org, as UUA?

Where is resolution intending to be used?

Internal congregational activities?

Outside Publicity and/or Activities?

This sets up four possibilities.

1. A request from an internal committee or group, to be used for internal congregational activities, in which case the BOT should:

Request and examine supporting data, discuss, and vote.

2. A request from an outside organization, as the UUA, to be used for internal congregational activities, in which case the BOT should:

Go to the Congregation for input and direction.

For the last 2 possibilities,

3. A request from an internal committee or group, to be used in Outside Publicity and/or Activities,

OR

4. A request from an outside organization to be used in Outside Publicity and/or Activities,

THEN

The Board of Trustees should follow the Bylaws Article III Section 3.5 paragraph 2): "Deciding Motions: A three-quarters vote of the members voting shall be required to pass a resolution on any issue on which the Congregation wishes to take a public position. If such a resolution is passed, it shall then be published with the recorded vote in *The Beacon*. It may be publicly released thereafter."

Adopted 4/16/07 – Health Insurance Policy

The Personnel Committee proposes that UUFH offer to pay the full cost of individual health insurance for its full-time employees under our group plan. Dependents may be added to the UUFH plan at the employee's expense.

Requests for reimbursement of premiums under other plans (up to the cost of UUFH's group premiums) may be considered on a case-by-case basis.

UUFH reserves the right to re-negotiate its plan (to make it more cost effective, or for other reasons) and will make reasonable efforts to minimize any financial or coverage impact for its employees.

UUFH will re-visit this policy annually.

Adopted 4/16/07 – “Green” Policy

WHEREAS, The Principles of Unitarian Universalism charge it's members with the covenant to affirm and promote respect for the interdependent web of all existence of which we are a part; and

WHEREAS, the living tradition which we share draws from many sources including the spiritual teachings of Earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature; and

WHEREAS, there is mounting evidence that artificially produced chemical ingredients used in many cleaning, personal care, building and grounds maintenance and facility rehabilitation products are dangerous to human health and to the environment and some are, in fact, known human carcinogens; and

WHEREAS, an effective alternative to the indiscriminate use of such toxic products exists in the utilization of green practices and readily available biodegradable, non-toxic substitutes; and

WHEREAS, a strategy which eliminates the use of unnecessary toxic cleaning, personal care, building and grounds maintenance and facility rehabilitation products at the Unitarian Universalist Fellowship of Huntington is the only viable course in protecting the health of the congregation, its children, staff and licensees and the environment; and

WHEREAS, the devastating despoliation of our environment, directly or indirectly contributed to by the vast majority of the human inhabitants of the Earth, increasingly threatens the health and, indeed, the very existence of animal and plant life on the Earth, including human life; and

NOW, THEREFORE, BE IT RESOLVED by the Unitarian Universalist Fellowship of Huntington that it intends by this resolution to eliminate, as much as is practicable, the use of products that contain toxic, chemical ingredients in personal care, cleaning,

building and grounds maintenance and facility rehabilitation activities and to institute the use of alternatives, recognizing that children are the population most susceptible to toxins; and be it further

RESOLVED, that the Unitarian Universalist of Huntington shall, as a condition of its operations, purchase and otherwise procure for its facility at 109 Brown's Road, Huntington, New York, only certifiable non-toxic cleaning, personal care and other maintenance and rehabilitation products whenever practicable; and be it further

RESOLVED, that the Board of Trustees and all relevant Clusters, committees and groups of the Unitarian Universalist Fellowship of Huntington shall consult with Green Action Project (GaP) or any successor UUFH committee, group, or body who shall provide such consultation, resources and support with respect to the issues and resolution herein.

8/6/06 Personnel Time Line (as it affects the BOT)

This timeline attempts to weave together the parallel processes of evaluations and compensation decisions so as to better coordinate with the Board's finalization of the annual Budget.

- 1. February: Information Gathering**
 - o for Minister: CoCM begins gathering information from Congregation and Cluster Coordinators.
 - o for Staff: Personnel Committee begins gathering information from Minister, supervisor(s) and congregation.
- 2. Late March: Preparation and Approval of Evaluations**
 - o for Minister: CoCM prepares evaluation of Minister.
 - o For Staff: Personnel prepares evaluations of staff.
 - o Evaluations are presented to Board for approval.
 - o CoCM, Personnel Committee and Finance Committee meet to discuss initial related compensation issues.
- 3. Early April: Presentation of Evaluations and Goal-Setting**
 - o For Minister: CoCM discusses evaluation and goals with Minister and invites Minister's concerns/expectations re compensation.
 - o For Staff: Personnel and Supervisors meet with staff to present evaluations. Supervisor sets meeting within following two weeks to articulate development plans.
- 4. April Board Mtg: Compensation Recommendations**
 - o For Minister and Staff: CoCM and Personnel make compensation recommendations to BOT and Finance.
- 5. May Spiritual Directions Mtg**
 - o Finance sends copy of tentative Budget to BOT in advance for perusal.
 - o BOT has in-depth conversation on proposed Budget. (May be continued over next two weeks.)
- 6. May Business Mtg**
 - o BOT finalizes Budget decisions and notifies CoCM, Personnel, & Finance.
 - o CoCM informs Minister and Personnel inform staff of final package being submitted to congregation for approval.
- 7. June Annual Mtg**
 - o BOT presents Budget to Congregation for approval.

Notes

1. It is recommended that Personnel & CoCM have one member in common.
2. "Committee" may imply "designee".

11/7/05 "Split Plate" Proposal (put forth from the Stewardship Committee).

It was **agreed** that, for a three month trial period, non-designated funds in the Sunday collection will be split between the Fellowship and a selected charity. Two board members (Ed. V. and Annabel C.) will receive proposals of charities to recommend to the Board for approval each month. Ed will get out an information piece for this week's Beacon and OOS. Hopefully we will have this running by March.

11/7/05 - Vote on keeping pledge at \$175/Student membership

- We don't need to publicize a minimum.
- If it comes up, we have one, but it only covers dues to UUA and such, and none of it goes to the support of our fellowship.
- Tied to this issue is that of student memberships: essentially the same, because in the standard membership discussion with the Minister or President, they (the M or P) have discretion about what is an appropriate pledge. Our impulse is to encourage more memberships in the 16 to 21 age range as an investment in the future; we should be willing to subsidize these memberships for a few years.

Motion to keep minimum pledge at \$175 by Ed, seconded by Frank. In favor: 7

Opposed: 1 Motion passed.

8/16/04 – Signing UUFH checks

In addition to the President, Vice President and Treasurer, the Secretary may sign Fellowship checks.

11/17/03 – Board voted to end immediately the practice of proxy voting at Congregational meetings.

10/20/03 – Board Covenant from 7/26/03 was accepted. **FIND and ADD covenant here.**

- Board approved continued membership in Huntington Arts Council

6/16/03 - Board of Trustees job description:

1. Set Fellowship policy:
 - Use our principles, purposes, and mission statement for guidance.
 - Set an overall approach or course of action in dealing with issues that come up.
2. Determine priorities.
3. Oversee the affairs of the Fellowship, including its property, administration, and programs:
 - Provide general direction, without specifics.
 - Through the Cluster Coordinating Council, delegate specific assignments (via the V.P.).
 - Receive and/or request periodic reports and recommendations from the CCC (via the V.P.) or others; use these reports/recommendations as tools in decision-making and as a way to keep informed.
 - Appoint ad hoc task forces as needed.
4. Monitor ongoing planning.

"Check in" with Long Range Planning, Stewardship, and others, as appropriate.

5. As needed, assign Trustee(s) to problem-solve with Cluster Coordinator(s) or ad hoc task force(s).

6. Hire and/or dismiss staff:
 - a. Review and vote/decide on recommendations regarding the hiring and/or firing of staff.
7. Propose an annual operating budget for the Congregation, based on a draft prepared by Stewardship/Finance.
8. Approve, per the bylaws, all Board appointed committee chairs and committee members.
9. Attend at least two monthly meetings (one business meeting, one spiritual directions meeting).
10. Serve, per the bylaws, on certain committees (examples: Personnel, SMEC).

5/5/03 - Eliminate Board Liaisons to Clusters and assign them on an as-needed basis starting July 1st, 2003 for a one-year trial basis.

1/20/03 - The Vice President will conduct Centers' Night.

4/22/02 – Wording of the proxy form was revised.

11/15/98 - CHARGE TO THE ORDINATION COMMITTEE

Ordination is an act by which our congregation can play a unique role in serving the larger Unitarian Universalist Denomination. It is an opportunity for us to call one of our own to serve in the ministry promoting what we as UU'S have come to believe. We are putting our faith into action and reaching far beyond our geographical boundaries promoting Unitarian Universalism and serving hundreds of UU's for decades to come.

Paul Beedle has requested, and we have agreed, to serve as his "home church". This is indeed a special honor and we have a responsibility as Paul's "home church" to provide, within our means, the most memorable and meaningful ordination possible.

The Board of Trustees therefore charges the Ordination Committee with the following:

1. An ordination date has been established, September 19, 1999. The committee shall ensure that all necessary Fellowship centers/committees, groups and persons have been informed of this date in a timely matter.

2. As accurate a budget as possible including all related expenses shall be formulated as soon as feasible. This information is to be shared with the Board and Stewardship for inclusion in the 1999-00 budget.

3. If all ordination expenses cannot be covered in the UUFH Annual Budget, the Ordinations Committee shall plan, organize and run (soliciting additional member assistance where needed) all special fund raising events.

4. The Ordination Committee shall work with our minister, our candidate and all related parties in setting the ordination program.
5. Work with our candidate in designing, printing and mailing of invitations to guests.
6. Work with our candidate in designing and printing the Order of Service.
7. Work with our minister and the Board of Trustees to inform and educate our membership as to the meaning and importance of the ordination process.
8. Plan all related hospitality, meals and related events working with the appropriate centers/committees and members as needed.
9. Provide updates to our Minister and Board of Trustees of the Committee's progress.
10. Maintain minutes, records and files of the Committee's work so as to serve as a blueprint for any future ordinations held here at the UUFH.

4/27/98 – Whereas the UUFH congregation has adopted the LRP Model for reorganization and it is the responsibility of the Board to appoint a seven member Cluster Coordinating Council, those people should be appointed and also, the Board's Executive Committee should be empowered to appoint the remaining two members. They should decide who will take 1, 2, or 3 year stints themselves.

9/19/97 – Board Liaison: it was decided that a Board member should be appointed for every cabinet chair position.

11/4/96 – Annual Meeting will be divided into two meetings. The first for elections and other business, held at the end of April. The second, solely to adopt the annual budget, to be held on the first Sunday in July.

8/14/95 – Resolved that Officers of the UUFH be empowered to assume all fiduciary responsibilities on behalf of the Fellowship.

9/19/94 – A board member should be appointed for every cabinet chair position.

10/92 - Suggestions for Leading a Spiritual Directions Meeting

A Spiritual Directions meeting is a chance to talk about important matters that are not typically addressed at regular meetings of your group or committee. It is an opportunity to step back and gain perspective on issues or situations that affect your group, or to reevaluate the ways in which your group functions or defines itself. It can also be a time set aside for members of the group to share concerns or feelings, perhaps very personal feelings, that can affect the group's functioning or morale.

What follows are some suggestions and recommendations on how to hold a successful Spiritual Directions meeting:

1. Hold the meeting at a willing member's home. The ambience of a home lends warmth and comfort to the gathering and helps to distance it from business—as—usual.

2. Know the purpose of the discussion and state an appropriate goal at the outset of the meeting. If the purpose is to address an issue or situation of concern to the group, then coming to a common understanding of that issue or situation (at least along broad lines) would be an appropriate goal. If the purpose is to re-evaluate the functioning or definition of your group, then you should try to identify areas of concern and select one or two to concentrate and work on. If the purpose is to share members' concerns or feelings, then simply having the discussion may be good enough.
3. Try to see that everyone present is heard from, or has been invited or provided a specific opportunity to speak, especially in meeting where the purpose is to share individual feelings or concerns. (Using the "round—robin" technique to open the meeting is often helpful in achieving this end.)
4. Set a (perhaps unstated) goal for the length of the meeting. (Two hours is probably adequate.) Plan a break for coffee and cake (or something) at a convenient point in the discussion.
5. Especially in a discussion about personal feelings or concerns, good group leadership skills are important. It is often helpful to ask the Minister to attend your Spiritual Directions meeting (or to lead it), even if he/she does not usually attend your regular meetings.

4/28/91 - HOW WE WORK TOGETHER: Using Roberts Rules of Order
 (Prepared by Ernie TeBordo, April 28, 1991)

Notice of an annual meeting must be properly given (in our Bylaws at least two notices in the BEACON and in two successive Orders of Service), and conducted by Robert's Rules of Order. I hope the following will take some of the mystery out of the parliamentary procedure that is used.

There are two ways that you can bring business before an assembled group: make a motion or present a communication. You can also make a motion to receive communications or committee reports. Groups that are gathered for a meeting may dispense with the formality of such a motion; however, if a member of the assembly objects to doing that, the group will have to act by way of a regular motion.

In order for proper debate on an issue can take place, a motion that is made and seconded must be before the body. A principal, or main motion (also known as the principal, or main question) is a motion on any particular subject brought before an assembly for consideration. You cannot make a principal motion when another is before the assembly.

Many may not realize the following motions take precedence over debate on the main motion (these are given in order of precedence):

Motion to Amend a motion before the body. This take precedence only over the motion to be amended (the main motion.) An amendment could be inconsistent with another one already adopted, and it could be in direct conflict with the spirit of the main motion. But it must have a direct bearing on the subject of the main motion.

Motion to Close Debate (undebatable, requires 2/3 vote): A Motion to Close Debate calls for an end to debate, and requires that a vote be taken on the pending question. Debate on a question is not closed by the chair rising to put the question to a vote. Until both the affirmative and negative votes are heard, a member can claim the floor and reopen debate.

Motion to Limit Debate (also undebatable, requires 2/3 vote): An assembly can adopt an order to limit debate on a special subject in regard to the number or length of speeches. It can also decide to close debate on the subject at a stated time, and all pending questions must be put to a vote then without further debate.

Questions of Privilege: These are motions pertaining to the rights and privileges of the assembly, or any of its members. (Examples are disorder in the hall, or charges against the official character of a member, etc.) If a question of privilege requires immediate action, it can interrupt a member's speech. But the chair must decide if a question is really a Question of Privilege.

Motion to Reconsider a debatable or undebatable question (must be made on the day, or the day after the original vote was taken, and by one who voted xxx the prevailing side): A Motion to Reconsider may be made at any time except while another motion is before the assembly.

The above is by no means complete, but these are the ones that are most often used, and may help you to understand why the chair depends upon a parliamentarian.

1/88 - Board officially takes no position on naming rooms.

5/86 - All publications, questionnaires and publicity that bear UUFH name to be reviewed by the Board.

2/17/86 – Board Members share the responsibility:

1. To listen to members, seeking to understand the conscience and spirit of each.
2. To be sensitive to and aware of interpersonal relationships.
3. To be role models for values and behaviors expected of UU's because the Board represents the principles and the community of the Fellowship.
4. To be aware of and sensitive to the concerns and issues of groups within the Fellowship.
5. To facilitate the flow of information.
6. To understand the organization of the Fellowship in order to work toward procedures that will address and resolve community needs.
7. To make decisions while remaining open to input; maintaining a awareness of process; seeking consensus; and resolving issues without taking arbitrary actions.
8. To set policy that reflects UU principles and values.

9/85 - Board decisions should be by consensus when possible, resorting to a vote only when consensus is not possible.

9/85 - A current Board member should be represented on Building Use Committee.

2/88 - Board will be responsible for maintaining the calendar.

2/85 - Board Business Meetings to be reported in the BEACON.

2/85 - Board and Cabinet to hold annual joint retreat.

CLUSTERS

6/16/03 – Cluster Coordinators job description:

Note: The Vice-President (V.P.) will be the liaison between the Board and the Cluster Coordinators.

1. Cluster Coordinators are the liaisons to Fellowship committees.
2. “Keep in touch” with committees in assigned Cluster group, and with the Board via the V.P.
 - a. Make periodic reports to the Board, as needed.
 - b. Disseminate info to the committees.
 - c. Problem-solve, as needed.
3. Recruit all committee chairs in conjunction with the committees and Board. Make recommendations to the Board for members of Board-appointed committees.
4. Act as the management arm of the Board:
 - a. Assist the Board in handling specific issues/topics that may arise, as delegated by the Board via the V.P.
 - b. Make recommendations to the Board about issues/topics, as needed or as requested by the Board.
 - c. Assist with the implementation of Fellowship policy.
5. Periodically, as needed, inform the congregation of current matters (by various means such as Beacon articles, Sunday welcomes, etc.)
6. Sponsor annual Committee Fairs.
7. Offer annual leadership training (possibly in conjunction with the Nominating Committee).

2/3/03 - That all annual reports be due in June.

6/98 – The Board passes a motion to empower CCC and the Executive Committee to continue to fill chairs in a timely and responsible manner.

9/19/94 – A board member should be appointed for every cabinet chair position.

3/81 - Babysitting costs for Forums to be borne by Center conducting same.

Date unknown – Policy of Rotation of Chair-people

A well-functioning organization should be one that is vital and strives to include a continual broad spectrum of participation in order to reflect the changes in its needs and membership. In order for this to take place it is necessary for leadership to shift not only in the officer structure, but in the dynamics that occur within committees.

Therefore rotation of committee chair-people shall be a policy of the UUFH. Committee chairpersons shall rotate at least every 3 years. Former committee chairs may remain as members of a committee. It is encouraged that committee members remain on a

committee for more than 5 years. This will enable new ideas and methods of operation to occur in the operation of all committees.

Committee on Rotation: This committee shall be a committee of at least 5 members. The BOT shall appoint each member of the Committee for a term of 2 years. After the first year, approximately one-half of the members shall be appointed in any one year. It shall be the responsibility of the Committee on Rotation to name committee chairpersons, and their members. The committee shall consult with the President, Vice President and Minister before it makes its recommendations to the BOT.

STAFF

MINISTER

2004 – Xeroxed copy of The Minister's Discretionary Fund insert from the 2004-5 minutes book.

11/10/03 – Board decided to encourage more than 7 names on the slate for a Ministerial Search Committee; that after a ballot, the tally will be announced per Robert's Rules of Order; and in the event a vacancy on a search committee, that the next highest vote getter would fill it.

4/17/2000 – Minister's Discretionary Fund policy:

The minister's discretionary fund at the UUFH is restricted in use solely for good works and charitable purposes, and is not available for the personal benefit of the minister(s) of the church. This continues what has always been the understanding of how this fund operates.

The minister(s) of the church are the sole distributors of this fund, in accordance with the traditions of ministerial discretion and pastoral confidentiality long held sacred in UU churches.

A member of the BOT will review the disbursements from this fund with the minister(s) on a regular basis, respecting always the need for pastoral confidentiality where appropriate.

3/16/98 – Decision on Sunday Service split with SPC: 17 for Beth, 16 for SPC, 4 Beth plus (shared), 4 institutional. Summer services: Beth – 3, SPC – 8 (including 2 Eva).

9/19/97 – Beth can schedule December services as she sees fit (with regard to adults and children, for example).

MINISTERIAL INTERN

II. DEFINITIONS

THE UUFH BUILDING USE COMMITTEE (BUC):

The Building Use Committee (BUC) chairperson shall be appointed by the Cluster Coordinating Council (CCC) while the Building Use Coordinator shall be appointed by the Board of Trustees of the UUFH with responsibility for the coordination of building use requests. The UUFH Office Manager may be appointed to act as the Building Use Coordinator. The BUC and/or BUC Coordinator will maintain records of activities, manage relevant documentation, keep the calendar and work with the Treasurer regarding financial matters relating to all building use activities.

USER GROUPS AND INDIVIDUALS:

1. **UUFH FELLOWSHIP MEMBERS, FORMER MEMBERS AND FRIENDS:** As defined in the UUFH by-laws (including immediate families being defined as spouse, life partner, parents, children and step-children).
2. **AFFILIATED GROUPS:** As defined in the UUFH by-laws.
3. **NOT-FOR-PROFIT COMMUNITY GROUPS:** Groups not affiliated with the UUFH.
4. **ALL OTHER INDIVIDUALS, FOR-PROFIT BUSINESSES OR ORGANIZATIONS:** Groups not affiliated with the UUFH.

III. RENTAL POLICIES AND PROCEDURES

All requests for use of UUFH facilities shall be processed in accordance with Special Events Building Use Policy. Only use of the facility areas assigned and formally approved in the rental contract agreement shall be permitted. Renters and their guests shall vacate the premises promptly upon completion of the event. Any change in the approved use must be communicated promptly to UUFH before the event for consideration and approval, as well as the potential adjustment of fees.

USE OF CLERGY: The facilities are available for services conducted by any ordained Unitarian Universalist minister with the express knowledge and permission of the current minister of the UUFH. Non-Unitarian Universalist clergy may officiate at services, but only with the permission of the current minister of the UUFH. For memorial services, a voluntary donation to the minister's discretionary fund, although not required, would help to support the work of the UUFH.

REQUESTS FOR ONE-TIME FACILITIES RENTAL: All potential renters must complete an application form for use of the facilities. This paperwork shall be collected by the UUFH Building Use Coordinator. No reservations can be made without BUC and/or BUC Coordinator approval. All users of the facilities shall comply with the Building Use Policy.

1. Fellowship members, former members and friends may request use of the facilities for any religious ceremony, including but not limited to wedding or commitment ceremonies, baby dedications, and memorial services. With the exception of memorial services, members shall be given the Schedule of Appropriate Donations so that they can be informed if they choose to make a voluntary donation. A security deposit is required to reserve the space. The custodial fee is also required if deemed necessary. All fees are stated in Schedule of Appropriate Donations.
2. Non-religious events by fellowship members, former members and friends such as wedding receptions, private parties, etc. shall be charged at the rates listed in the

Schedule of Appropriate Donations. A security deposit is required to reserve the space. The custodial fee is also required if deemed necessary.

3. Not-For-Profit Community Groups

a) These groups shall be given the Schedule of Appropriate Donations. Requests for other special arrangements must be referred to the BUC and/or BUC Coordinator for approval. A security deposit is required to reserve the space. The custodial fee is also required if deemed necessary.

b) When space is donated to these groups as approved by the BUC and/or BUC Coordinator, such groups shall be given a letter suggesting a voluntary donation.

4. All Other Individuals, For-Profit Businesses or Organizations - Such groups shall arrange events through the BUC and/or the BUC Coordinator and shall follow the Schedule of Appropriate Donations. A security deposit is required to reserve the space. The custodial fee is also required if deemed necessary.

REQUESTS FOR SHORT-TERM RENTALS (LESS THAN ONE YEAR): All potential new renters must complete an application form for use of the facilities. All appropriate certification and/or permits shall be submitted at the time of application. This paperwork shall be collected by the UUFH Building Use Coordinator. No reservations can be made without BUC and/or BUC Coordinator approval. All users of the facilities shall comply with the Special Events Building Use Policy.

REQUESTS FOR LONG TERM RENTALS (INCLUDING BUT NOT LIMITED TO DAYCARE, COTTAGE AND APARTMENT RENTALS): All leases for long term use of the facility must be negotiated on an individual basis by the BUC and are subject to approval by the Board of Trustees. All renters shall comply with the Special Events Building Use Policy.

TENANT ISSUES: All tenants needing to seek recourse in tenant to tenant disputes or other problem solving shall address their grievances to the Office Manager of the UUFH only. The Office Manager shall either resolve the issue at hand based on Special Events Building Use Policy, or shall refer the issue to the Cluster Coordinator of Administration and Plant who will, if necessary refer to the Vice-president and then to the president and the Board of Trustees.

INSURANCE: All renters must provide adequate and appropriate liability and property damage with a copy of their insurance endorsement listing UUFH as an additional insured.

2004 - FACILITY USE POLICY AND PROCEDURES

I. STATEMENT OF POLICY

MISSION: It is the policy of the Unitarian Universalist Fellowship of Huntington (UUFH) to make its facilities available (when not otherwise in use) to individuals and groups in the community seeking to serve and enrich human life, whether through the arts, education, politics, recreation, business, celebrations, or other activities compatible with the UUFH Mission Statement and policies.

All requests for use of UUFH facilities shall be processed in accordance with Board policy. Only the facility areas assigned and formally approved in the rental contract agreement shall be used. Attendees shall vacate the premises promptly upon completion of the event. Any change in the approved use must be communicated promptly to UUFH for consideration and approval, as well as potential alteration of fees.

CLERGY: The facilities are available for services conducted by any fellowshipped Unitarian Universalist minister with the knowledge and permission of the current minister of the UUFH. Other clergy may officiate at services only with the permission of the Minister of the UUFH.

II. PROCEDURES

BUILDING USE COMMITTEE AND COORDINATOR: A Building Use Committee (BUC) and Building Use Coordinator will be designated by the Board of Trustees of the UUFH with responsibility for the coordination of building use requests. The BUC and/or BUC Coordinator will maintain records of activities, manage relevant documentation, keep the calendar and work with the Treasurer regarding financial matters relating to all building use activities.

REQUESTS FOR FACILITIES USE: All requests for use of the facilities shall be channeled through the BUC and/or BUC Coordinator only. No reservations can be made without BUC and/or BUC Coordinator approval. All users of the facilities shall comply with the Building Use Policy (See addendum A).

REQUESTS FOR LONG TERM USE: All leases for long term use of the facility must be negotiated on an individual basis by the BUC and are subject to approval by the Board of Trustees.

DEFINITION OF USER GROUPS AND INDIVIDUALS

1. FELLOWSHIP GROUPS AND MEMBERS:

a) Affiliated groups are identified in the Directory of the UUA. Use by Affiliated groups is subject to proper scheduling on the UUFH calendar.

b) Religious events by fellowship members - **A Fellowship member is defined as a voting member in good standing as stated in by the UUFH bylaws. Fellowship members and their immediate families (defined as spouse, life partner, parents, children and step children)** who request use of the facilities for any religious ceremony, including but not limited to wedding or commitment ceremonies, ceremonies, baby dedications, and memorial services are not required to make a donation. With the exception of memorial services, members shall be given the Schedule of Appropriate Donations (see addendum B) so that they can be informed if they chose to make a voluntary donation. A security deposit is required to reserve the space. The custodial fee is also required. All fees are stated on the Schedule of Appropriate Donations.

c) Non-religious events by fellowship members – For events not stated in Section 1b, such as wedding receptions, private parties, etc., members are charged at the rate stated in the Schedule of Appropriate Donations. A security deposit is required to reserve the space. The custodial fee is also required.

2. NOT-FOR-PROFIT COMMUNITY GROUPS:

a) These groups shall be given the Schedule of Appropriate Donations. Requests for any other special arrangements must be referred to the BUC and/or BUC Coordinator. A security deposit is required to reserve the space. The custodial fee is also required.

b) When space is donated to these groups as approved by the BUC and/or BUC Coordinator, such groups shall be given a voluntary donation letter.

3. ALL OTHER INDIVIDUALS, FOR-PROFIT BUSINESSES OR

ORGANIZATIONS: Such groups shall arrange events through the BUC and/or the BUC Coordinator and shall follow the Schedule of Appropriate Donations. A security deposit is required to reserve the space. The custodial fee is also required.

It is the policy of the Unitarian Universalist Fellowship of Huntington (UUFH) to make its facilities available (when not otherwise in use) to individuals and groups in the community seeking to serve and enrich human life, whether through the arts, education, politics, recreation, business, celebrations, or other activities compatible with the UUFH Mission Statement and policies.

All requests for use of UUFH facilities shall be processed in accordance with Board policy. Only the facility areas assigned and formally approved in the rental contract agreement shall be used. Attendees shall vacate the premises promptly upon completion of the event. Any change in the approved use must be communicated promptly to UUFH for consideration and approval, as well as potential alteration of fees.

The following guidelines shall be adhered to when renting the facilities:

1) Security Deposit: The renter agrees to be liable for any damage to property of the UUFH during use of the premises for which this application is made, and to compensate the UUFH for all such damage. A security deposit based on the UUFH Building Use Fee Schedule shall be collected at the time of the event scheduling. No event shall be scheduled without the security deposit. The deposit shall cover any expense incurred by UUFH as a result of inadequate cleaning or damage. Failure to maintain a smoke-free building shall also result in forfeit of deposit. After the premises have been inspected and approved, and all applicable charges covered, the deposit shall be returned.

2) Payment Schedule: Payment in full must be received no later than 15 days prior to the date of the event. If payment in full is not received by that time, the renter shall forfeit the security deposit and the scheduled date of the event. All checks shall be made out to:

The Unitarian Universalist Fellowship of Huntington

Checks can be mailed or dropped off at:
109 Brown's Road
Huntington, NY 11743

3) Insurance: Renter shall provide a Certificate of Insurance listing UUFH as the named additional insured guaranteeing liability and property damage insurance with respect to the event for which the application is made. A copy of the Certificate of Insurance shall be provided to UUFH along with the final payment. Any questions regarding how to obtain such a certificate may be addressed to UUFH.

4) Clergy: In adherence to standard practices of courtesy of the pulpit, UUFH facilities are available for services conducted by any Unitarian Universalist minister in good standing or other clergy with the permission of the minister of the UUFH. In the event there is no settled minister, the President of the Board of Trustees must approve clergy use of facilities.

5) Publicity: The UUFH name shall not be used as the sponsoring organization in any advertising or promotional literature for your event unless it is an official UUFH event. The UUFH phone number shall not be listed as the contact number for further information regarding your event.

6) Restoration of Premises: Upon completion of the event, the premises and all equipment shall be restored to the same condition as specified in the rental agreement. No furniture or other equipment shall be moved unless agreed upon in the rental agreement. Should damage to property of the UUFH occur, the renter shall assume full financial responsibility for any repairs required to restore facilities or equipment to their original condition. Decorations or other materials may be placed on windows and walls only with materials that do not damage or mark such surfaces. All decorations and mounting materials must be removed at the conclusion of the event.

7) Facilities Used: Use of the premises is restricted to only those indoor and outdoor facilities and those times specified in the rental agreement. Use of the facilities must be terminated at the agreed upon time to accommodate the UUFH member responsible for closing and securing the facilities at the conclusion of the event. Late departures shall result in the forfeit of part or all of the security deposit.

8) Equipment Used: Renters may be granted permission to use the piano at an additional charge as stated in the rental agreement. Absolutely no food or beverages are to be placed on the piano. The PA system, audio and video equipment, and lighting may also be rented at an additional charge as stated in the rental agreement. A UUFH member shall be present during the event to supervise the use of this equipment as determined in the rental agreement.

9) Care of Facilities: Renters should be particularly cautious with food and beverages to avoid spills on the carpets. If spills do occur, they are to be immediately wiped up. Damage to carpets shall lead to forfeit of deposit. Candles may be used only with permission. NO exposed candles are to be used. They must ALL be in glass enclosures. Any decorations used near candles must be fireproof. Precautions must be taken to prevent candle wax damage to carpets, walls, equipment, furniture, or fixtures. Birdseed may be thrown at weddings outside the building only (no rice or confetti are permitted at any time indoors or outdoors).

10) Use of Kitchen: The kitchen facilities are available for use if agreed upon in the rental contract. Use of the kitchen includes use of all equipment and appliances. However, renters must supply their own food and beverage products, including coffee, tea, sugar, cream, etc., and to supply their own tablecloths and napkins. All kitchen items belonging to UUFH are to be properly washed and stored. Instructions for use of the dishwasher are posted in the kitchen. All garbage is to be removed from the premises and stored in the appropriate receptacles outside the kitchen door. All kitchen surfaces are to be sanitized; all spills are to be wiped up from the floor. Any food temporarily stored in refrigerators must be removed at the end of the event.

11) Alcoholic Beverages: No alcoholic beverages may be served without prior permission from the UUFH. If a bar is set up, the caterer is responsible for providing protection around the work and serving area. All applicable state and local laws shall be observed.

12) Smoking Policy: Absolutely no smoking is permitted indoors at any time. Smoking is permitted outside the building only. Smokers are expected to dispose of cigarettes, cigars, and matches in the outdoor receptacles provided for that purpose. Failure to maintain a smoke-free building shall result in forfeit of deposit.

13) Animals: Only animals providing assistance to individuals with special needs are permitted in the building, except in specific cases previously agreed upon in the rental agreement.

14) Noise: Out of consideration for our tenants and neighbors, noise levels must be kept within acceptable limits at all times in accordance with local ordinances.

15) Emergencies: In the event of an emergency, contact 911 immediately. A building plan with the location of all courtesy phones, emergency exits, fire extinguishers, first aid kits and public restrooms shall accompany the rental agreement. These plans can also be found posted throughout the premises.

8/18/03 – Boundries must be set for people taking it upon themselves to set up tables in the Social Hall. A motion was made to ask LI Progressive Coalition to no longer use the Social Hall to display their material on Sunday mornings.

2003? - BUILDING USE CHECK LIST FOR CLOSING UP

- _____ MAIN HALL – All lights turned off, either with switches or the special light key (hanging on side of mailboxes in Admin. Wing)
 - _____ Side Lights
 - _____ Stage Lights
 - _____ Mercury Lights (special key)
 - _____ Illuminated Memorial Plaque (special key)
- _____ Chalices and collection baskets put back in the Green Room
- _____ Hymnals from Main Hall/Family Room put back on cart and placed in the Choir Room
- _____ Orders of Service and other litter in Main Hall/Family Room disposed of. Return envelopes and covers to office. (Return tray to office)
- _____ Piano covered and locked
- _____ Choir room and Green Room doors locked, as well as all red doors closed (Fire Laws)
- _____ Windows closed
- _____ Fans and heaters turned off and unplugged
(These jobs have presumably been done by the ushers after the service. Please check.)

- _____ DOORS – All doors closed throughout the building, including RE wing (The exit doors next to the Main Hall and RE wing should be locked with the Allen key that hangs under the small wall seat next to these doors.)

- _____ KITCHEN – The dishwasher emptied and drained, all washed items put away, pantry locked, stove and oven turned off, fan turned off

- _____ ALL LIGHTS throughout the building turned off (RE is supposed to do their area. Please check.)

- _____ RESTROOMS vacated and no toilets left running

- _____ ADMINISTRATION OFFICE – Copier turned off, office door locked

- _____ FRONT DOOR locked, including deadbolt. (If you do not have a front door key you can lock the front door bolts from the inside and leave through the kitchen door, making sure you have locked the kitchen door behind you.)

10/15/01 – Sponsor Cynthia Chaffee’s Japanese Festival proposal.

10/1/01 – Establish 3 groups to investigate the Office Task Force report: 1. job descriptions of administrator and volunteers, 2. space use and 3. building use (rental and tenants)

6/19/01 – Renew CSA contract.

Form for Use of Baldwin Piano

- A) The undersigned hereby agrees to be responsible for:
 - 1) Any damage incurred during usage (i.e., broken keys or strings, liquid damage, case damage, etc.) ANY PROBLEM MUST BE REPORTED WITHIN 24 HOURS TO EITHER THE MUSIC DIRECTOR OR THE ADMINISTRATOR.
 - 2) Locking the piano properly using the combination lock as well as covering the piano securely.
- B) The undersigned has made arrangements with either a member of the Building Use Committee or the Administrator for locking the building, if necessary.
- C) The undersigned is to be the sole user of the piano and will not use the piano for any outside function during the time specified below.

Requested date: _____ Time: from _____ to _____

Building keys: (Circle: YES NO) type _____ quantity _____

Signature _____
UUFH member

APPROVED: _____
 Music Director

 Bldg. Use Committee rep./
 UUFH Administrator

8/21/00 – Key Policy

It is recognized that building security is inextricably bound to key distribution. Therefore, the Boar of Trustees establishes the following Key Policy.

- 1. It is recognized that some Fellowship members need regular and unrestricted access to the Fellowship and all areas within. Other members have an intermittent need to obtain entrance to the Fellowship and to selected areas within.
- 2. The Board will establish an External Master Key system so all exterior door locks, with the exception of the external door of the Finance Office, can be

- accessed with a single type key.
3. The Board will establish an Internal Key system so that a single type key will provide access to all areas within the Fellowship not designated as “excluded.”
 4. To provide security while meeting the needs for access within the building, certain areas will not be accessible (designated at “excluded”) with the Internal Master Key. These areas are the Minister’s Office, the Director of Religious Education’s Office and the Finance Office. Each of these will have an individual key. This means a total of five (5) keys for the Main Building.
 5. An Internal Master Key will be hung on the keyboard near the mailboxes.
 6. The Board of Trustees shall designate:
 - a. Those persons who need to have an External Master Key, and Internal Master Key and the three special area Keys.
 - b. Specific Committee Chairs who need an External Master Key and an Internal Master Key.
 - c. Those persons in need of an External Master Key.
 7. Persons needing intermittent access to the building may request the appropriate key or keys from the Administrator.
 8. In all instances, no key will be released until the person receiving the key has signed for it in the Key Book. Upon return of the key, the person is responsible for seeing it so designated in the Key Book.
 9. The following persons shall (if so desired) have all (5) keys assigned to them:
 - Board President
 - Board Vice President
 - Fellowship Administrator
 - Chair(s) of Castle Care Coordinating Council
 - Minister
 - DRE
 - UUFH Cleaning Service Provider

11/20/00 – Green Thumb CSA will use the building Wednesday nights between December 20 and February 7 to distribute winter produce. They will provide insurance.

8/98 – Motion passed to make our second floor safe and habitable and with adequate emergency exits, to satisfy CO requirements of Town of Huntington, renovation expenses plus \$1,500 to Architect (professional fee) to be funded from Capital Reserves, final approval through Executive Committee in consultation with Treasurer.

5/17/99 – Implementation of CSA plan from 1st Thursday in June through mid-December as outlined in the proposal pending consultation with UUFH attorney, contract and legal clearance.

1998 - Supervisor

We have had experience in allowing groups to use our Fellowship for a variety of functions. Some of these events have gone on with no untoward incidents. Others have left our facilities in less than desirable condition. The users have been left without on—site supervision which may have been instrumental in some of the less than satisfying results. In addition users have not been able to readily contact someone if a particular building use need arose during their affair.

As a consequence, the Building Use Committee has proposed, and the Board of Trustees has accepted, the concept of having a person available for non—Fellowship affairs such as weddings, parties, etc. It was agreed that any person in this capacity needed to have the following:

1. A ‘presence’ that bespoke authority.
2. A thorough knowledge of the building and the various systems that keep it functioning (water, electricity, heat, etc.).
3. A special caring for our Fellowship, with an awareness of its meaning to us.
4. An ability to diagnose and remediate technical or logistical problems as they arose.

This position will be known as ‘Building Supervisor’. The person in this position needs to have available time that is flexible and that entails working on weekends during prime time. This would be a paid position with reimbursement set at \$10 per hour. Monies for this purpose would be raised through an increase in our present suggested donations for building use.

The availability of a Building Supervisor would allow the use of our facilities to include again non-religious type functions. These will be approved on a case-by-case basis. The Building Supervisor will meet with both the caterer and the building users prior to any affair. Ground rules will be spelled out and the participants will recognize the authority of the Supervisor. As this is a new venture, a specific job description is not available. The Building Use Committee felt that such a job description would be more meaningful if it evolved from an experiential base. Therefore the Building Supervisor will be charged with developing such a job description as experience dictates.

1/85 - Two upstairs rooms to be set-aside for Renaissance Faire Council.

9/85 - A current Board member should be represented on Building Use Committee.

9/85 - A current Board member should be represented on Building Use Committee.

CASTLE CARE/SHARED MAINTENANCE

Adopted 4/16/07 – “Green” Policy

WHEREAS, The Principles of Unitarian Universalism charge it’s members with the covenant to affirm and promote respect for the interdependent web of all existence of which we are a part; and

WHEREAS, the living tradition which we share draws from many sources including the spiritual teachings of Earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature; and

WHEREAS, there is mounting evidence that artificially produced chemical ingredients used in many cleaning, personal care, building and grounds maintenance and facility rehabilitation products are dangerous to human health and to the environment and some are, in fact, known human carcinogens; and

WHEREAS, an effective alternative to the indiscriminate use of such toxic products exists in the utilization of green practices and readily available biodegradable, non-toxic substitutes; and

WHEREAS, a strategy which eliminates the use of unnecessary toxic cleaning, personal care, building and grounds maintenance and facility rehabilitation products at the Unitarian Universalist Fellowship of Huntington is the only viable course in protecting the health of the congregation, its children, staff and licensees and the environment; and

WHEREAS, the devastating despoliation of our environment, directly or indirectly contributed to by the vast majority of the human inhabitants of the Earth, increasingly threatens the health and, indeed, the very existence of animal and plant life on the Earth, including human life; and

NOW, THEREFORE, BE IT RESOLVED by the Unitarian Universalist Fellowship of Huntington that it intends by this resolution to eliminate, as much as is practicable, the use of products that contain toxic, chemical ingredients in personal care, cleaning, building and grounds maintenance and facility rehabilitation activities and to institute the use of alternatives, recognizing that children are the population most susceptible to toxins; and be it further

RESOLVED, that the Unitarian Universalist of Huntington shall, as a condition of its operations, purchase and otherwise procure for its facility at 109 Brown’s Road, Huntington, New York, only certifiable non-toxic cleaning, personal care and other maintenance and rehabilitation products whenever practicable; and be it further

RESOLVED, that the Board of Trustees and all relevant Clusters, committees and groups of the Unitarian Universalist Fellowship of Huntington shall consult with Green Action Project (GaP) or any successor UUFH committee, group, or body who shall provide such consultation, resources and support with respect to the issues and resolution herein.

9/85 - Castle Care Committee replaces Construction Committee; it is to have responsibility for care and maintenance of building and grounds.

INTERIOR DECORATING

KITCHEN COMMITTEE

LANDSCAPING/ GROUNDS

3/18/02 – The reclaimed land behind the parking lot will be reserved in an unimproved state for future use.

MASTER PLANNING TASK FORCE

OFFICE VOLUNTEERS

9/18/95 – Office of Volunteer Recognition proposal accepted.
Office of Volunteer Recognition – see below:

VOLUNTEERS MAKE IT HAPPEN !!!

I. Mission Statement: Since the UUFH is largely a volunteer organization, with only a few paid employees, we acknowledge that without the unstinting efforts of these volunteers, the mission of these volunteers, the mission of the UUFH would be in serious jeopardy. Therefore, the office of Volunteer Recognition has been established to encourage and promote private and public appreciation of the many people who work to further the goals of the Fellowship.

II. Committee Duties: The work of this committee will take more definite shape in the months and years to come, but current planning includes the following areas.

A. Educate the leadership of the congregation as to the need for volunteer recognition, and ways in which appreciation can be shown.

B. Initiate a regular column in the Beacon devoted to a particular person or persons who make special contributions of time and energy to the Fellowship.

C. Initiate a regular column in the Beacon designed to spotlight the work of particular committees and/or groups.

D. Encourage and perhaps arrange social occasions to honor groups of people for their ongoing work.

E. Collaborate with the minister in planning intentional recognition during Sunday services throughout the year.

III. Committee Structure: A Coordinator will be appointed to oversee the work as outlined above, and as it may evolve over time. Committee structure shall be loose and largely ad hoc. People will be asked to assist with certain efforts and events, as needed.

COMMUNICATIONS

MARKETING/PUBLICITY

1999 – The Board charges the External Communications Committee to help fulfill the desire for growth and outreach to the community. The charge is as follows:

- To develop a strategic plan to promote the growth of the Fellowship, its outreach to the community and the dissemination of the principles and purposes of Unitarian Universalism on Long Island.

The plan should include a specific advertising campaign including both paid and free advertising and should be instituted in late summer or early September 1999. To this end, the Committee needs to explore local venues that might be helpful. The following have been named as possibilities:

- Newspapers – the *Long Islander*, the *Pennysaver*, the *Pride Press*, *Creations*, *Northport Journal*, *The Record*, *Half Hollow Hills Journal*, *Newsday* and community newsletters
- Radio – free public service announcements on NPR, WNYC AM and FM, WSHU, FM, WGSM. Cablevision – the community calendar.
- TV – Community Bulletin Board
- Telephone Book – The fellowship has a residential listing, which it must maintain for reasons of cost. Would it be feasible to list one telephone number commercially in order for us to be listed in the yellow pages?

To implement this charge, the Board of Trustees has allocated a budget of \$1,000 to be expended in the 1999-2000 fiscal year.

1/13/95 – All publicity for Adult Education will go through the Communications Center. Questionable items will be referred to the Board liaison.

NEWS & BULLETINS

BEACON

9/07 – GUIDELINES FOR UUFH WRITTEN COMMUNICATIONS

THE BEACON

Our newsletter, *The Beacon*, is the primary vehicle for communication in our Fellowship. It began more than 50 years ago and its purpose is to “carry messages from the Minister, the Board of Trustees and various committees, and to publicize Fellowship activities and newsworthy items about the Fellowship, its members, the denomination, and the larger community” (from *The Beacon* Mission Statement). The Beacon is available both in hard copy and via email.

BEACON PHILOSOPHY

The Beacon shall reflect the principles of Unitarian Universalism. Writers should be mindful not only of “the good of the Fellowship” but of the wider audience of readers outside our membership whose perceptions of the UUFH and of Unitarian Universalism may be influenced by our newsletter.

We strive towards the goal of freedom of speech. We are, however, always aware of the tensions that free speech can occasionally create in a caring community such as ours. We encourage submission of objective, balanced articles but also offer UUFH members an opportunity to share their views via a column called “From My Perspective.” Inherent in this opportunity is the responsibility of the writer to avoid inflammatory rhetoric and slander. All submissions will be carefully considered in consultation with the writer, the editorial staff, or the Executive Committee as necessary.

Below are the Beacon Policies currently in place:

1. Deadline for submission of articles is 11 AM on the Thursday before publication. All articles should be submitted to the office manager by e-mail (preferred method), fax, or hard copy. Material received after the deadline will be held for publication in the following issue. The only exception is information received after the deadline that is deemed “urgent” by the Fellowship Minister, Director of Religious Education, or President. These articles will be included on a space available basis.
2. Clear, copy-ready text (written as you want it to appear) is required.
3. All articles must be titled and signed. Material from another source must also be identified with the name of the publication and the author.
4. Articles may not exceed 250 words unless deemed critical by the Fellowship Minister, Director of Religious Education, or President. All submissions are subject to editing for excessive length or to improve clarity.
5. Articles are published with the following priority: Fellowship, denomination, larger community.
6. Inclusion of full-page flyers will depend on space availability, and may have to be reduced to quarter-size, re-typed, or posted on the bulletin boards.
7. Due to space and production considerations, identical articles may not be repeated (with the exception of official notices). If a topic is repeated, a new version (not just a new copy) needs to be submitted.
8. If a submission is considered by the editor to be inflammatory or potentially hurtful to the Fellowship, another person, or group, it will be discussed by the Editorial Staff, the writer, and possibly the Executive Committee. This may result in delayed or edited articles or non-publication.

***THE MIDWEEK NEWS* (MWN)**

The intent of the MidWeek News is to use email to communicate information to the congregation that cannot wait until the next Beacon or that the congregation should be reminded of. Members, friends and employees for whom we have an email address get the MWN every Wednesday around noon.

1. The Midweek News is for UUFH announcements (not articles).
2. Deadline for submissions is 9 AM on Wednesday.
3. They are to be short, concise, pertinent, and appropriate.
4. All submissions must be copy ready (written as you want them to appear).
5. Inclusion of announcements and editing is at the discretion of the Office Manager.

ORDER OF SERVICE ANNOUNCEMENTS

Printed Announcements are handed out with each Sunday Order of Service.

1. Sunday Announcements are limited to short, time-relevant notices.
2. Deadline is 9 AM on Friday.
3. Submissions must be short, concise, pertinent, and appropriate.
4. All submissions must be copy ready (written as you want them to appear).
5. Lengthy announcements will be edited.
6. Inclusion is at the discretion of the Order of Service editor.

SPECIAL / EMERGENCY COMMUNICATIONS

These communications are to be made only to convey information that must reach the congregation immediately, such as death of a member, weather-related closings, building emergencies, and so forth. They must be authorized by the Board President and/or the Minister, and will be done in the most expedient way, according to their discretion, including radio announcements, email and telephone chains.

NOTE:

These guidelines are constantly being reviewed and revised as the needs of the congregation change.

Updated by the Beacon Editors September 2007

7/06 - THE BEACON GUIDELINES

Our newsletter, *The Beacon*, is the primary vehicle for communication in our Fellowship. It began more than 50 years ago and its purpose is to “carry messages from the Minister, the Board of Trustees and various committees, and to publicize Fellowship activities and newsworthy items about the Fellowship, its members, the denomination, and the larger community” (from *The Beacon* Mission Statement). The Beacon is available both in hard copy and via email.

Below are the Beacon Policies currently in place:

1. Deadline for submission of articles is 11 AM on the Thursday before publication. All articles should be submitted to the office manager by e-mail (preferred method), fax, or hard copy. Material received after the deadline will be held for publication in the following issue. The only exception is information received after the deadline that is deemed “urgent” by the Fellowship Minister, Director of

- Religious Education, or President. These articles will be included on a space available basis.
2. Clear, copy-ready text (written as you want it to appear) is required.
 3. All articles must be titled and signed. Material from another source must also be identified with the name of the publication and the author.
 4. Articles may not exceed 250 words unless deemed critical by the Fellowship Minister, Director of Religious Education, or President. All submissions are subject to editing for excessive length or to improve clarity.
 5. Articles are published with the following priority: Fellowship, denomination, larger community.
 6. Inclusion of full-page flyers will depend on space availability, and may have to be reduced to quarter-size, re-typed, or posted on the bulletin boards.
 7. Due to space and production considerations, identical articles may not be repeated (with the exception of official notices). If a topic is repeated, a new version (not just a new copy) needs to be submitted.
 8. If a submission is considered by the editor to be inflammatory or potentially hurtful to the Fellowship, another person, or group, it will be discussed by the Editorial Staff, the writer, and possibly the Executive Committee. This may result in delayed or edited articles or non-publication.

10/3/02 – The Beacon editors voted on the following: **Publishing articles of a community nature.**

If there is room in the Beacon, priority will be given to:

1. Articles relating to our denomination.
2. Community activities that our members are involved in.
3. Larger community activities that could be important to us.

If there is not room in the Beacon, articles will be posted on the Bulletin Board and listed under: **Bulletin Board Information.**

2000 - Mission Statement

The Beacon is the bi-weekly newsletter of the Unitarian Universalist Fellowship of Huntington. Its content shall reflect the principles of Unitarian Universalist beliefs. Its purposes are to carry messages from the Minister, the Board of Trustees and the various committees, and to publicize Fellowship activities and newsworthy items about the Fellowship, its members, and the larger community.

Policy (updated January 24, 2000)

1. Use 8½ by 11 inch paper and keep a copy of your article.
2. Be clear and legible. Submit one article per page, e-mail or fax please. Editors will return to the author any Illegible or confusing copy.
3. All articles must be titled and all copy must be signed. Material from another source must also be identified with the name of the publication and the author.
4. Articles may not exceed 250 words. All submissions are subject to editing for excessive length or to improve clarity.

5. Inclusion of full-page flyers will depend on space availability, and may have to be reduced to quarter-size, re-typed, or posted on the bulletin boards.
6. Due to space considerations, identical articles will not be repeated, with the exception of official communications.
7. Deadline for the submission of articles, whether by hard copy, fax, disk or e-mail, is 9:30 A.M. the Thursday before each publication date. If Thursday is a holiday the deadline will be the day before, Wednesday at 4 P.M. Material received after the deadline will be held for publication in the following issue. The only exception is material deemed “critical” by the Fellowship Minister, Religious Educator, or President which will be included if space is available.
8. All disks must be labeled, with the name of the author and the title of the article, and accompanied by hard copy.
9. If a submission is considered by the editor to be inflammatory or potentially hurtful to the Fellowship or another person or group, it will be discussed with the Editorial Staff, the writer, and possibly the Executive Committee.
10. While we recognize and appreciate each person’s contributions to the Fellowship, it might not always be possible to mention each person by name in articles of thank you.

**IF THE ABOVE POLICY IS NOT FOLLOWED,
THE ARTICLE IN QUESTION MAY NOT BE PUBLISHED.**

9/17/01 – One full *Beacon* every other week with up to 4 mini *Beacons*.

5/7/01 – One full Beacon every other week with the addition of 4 mini Beacons throughout the year. Decided to have the Congregation vote on the recommendations.

5/7/01 – There will be one full *Beacon* every other week with an additional 4 mini *Beacons* throughout the year.

10/18/99 – Visitors get one Beacon free. If they do not become members or contribute financially, they pay \$25 annually.

5/6/99 – Change the publication of the Beacon to bi-weekly instead of weekly.

2/85 - Board Business Meetings to be reported in the BEACON.

8/81 - Announcements in the BEACON and Sunday Order of Service to be limited to Fellowship activities.

DATABASE

MID-WEEK NEWS

8/06 - The intent of the Mid-Week News is to use email to communicate information to the congregation that cannot wait till the next Beacon or that the congregation should be reminded of. Members, friends and employees for whom we have an email address get the MWN every Wednesday around noon.

1. The Midweek News is for UUFH announcements (not articles).
2. Deadline for submissions is 9 AM on Wednesday.
3. They are to be short, concise, pertinent, and appropriate.
4. All submissions must be copy ready (written as you want them to appear).
5. Inclusion of announcements and editing is at the discretion of the Office Manager.

NETWORK ADMINISTRATOR

ORDERS OF SERVICE

7/06 – ORDER OF SERVICE ANNOUNCEMENTS

Printed Announcements are handed out with each Sunday Order of Service.

1. Sunday Announcements are limited to short, time-relevant notices.
2. Deadline is 9 AM on Friday.
3. Submissions must be short, concise, pertinent, and appropriate.
4. All submissions must be copy ready (written as you want them to appear).
5. Lengthy announcements will be edited.
6. Inclusion is at the discretion of the Order of Service editor.

7/17/03 - ORDER OF SERVICE ANNOUNCEMENTS

Mission Statement:

Announcements are included in the Order of Service at the Unitarian Universalist Fellowship of Huntington to convey messages from the Minister, the Board of Trustees and committees and to publicize Fellowship activities. Their content should be reflective of the principles of Unitarian Universalism.

Policy:

1. Announcements submitted should include the following additional information:
 - Writer's name, telephone number & e-mail address
 - Date(s) to include information in the Order of Service
 - Sponsoring committee or group
 - Title or subject, if appropriate
2. The wording should be clear and legible. Any illegible or confusing copy will be returned to the sender. Submit one announcement per 8½ by 11 page, e-mail or fax and keep a copy of your announcement.
3. All submissions are subject to editing to improve clarity or reduce excessive length.
4. Inclusion of full-page flyers will depend on space availability and appropriateness; flyers may be reduced, re-typed or posted on the bulletin boards.

5. Deadline for submission of announcements, whether by hard copy, fax, disk or e-mail, is 9:00 A.M. Friday. The only exception is material deemed “critical” by the Minister, Director of Religious Education or President.
6. If a submission is considered to be inflammatory or potentially hurtful to the Fellowship or another person or group, the concerns will be discussed with the writer and possibly the Executive Committee.
7. Only material following the above guidelines will be included in the Order of Service.

Sunday Morning Information Sharing:

These policies also apply to materials placed on the Main Hall ledge Sunday morning.

8/81 - Announcements in the BEACON and Sunday Order of Service to be limited to Fellowship activities.

SPECIAL/EMERGENCY EMAILS

4/16/07 - Special Publicity E-mails

Guidelines

When a Fellowship committee or group* feels that additional publicity is needed for an upcoming event (beyond the Beacon, Order of Service Announcements or Mid Week News), a special email may be sent to people who are included in the UUFH email database, and who have indicated that they wish to receive these special announcements.

These special emails might consist of a short paragraph or possibly a one sided flyer. Examples of events that might benefit from this form of communication are reminders about the Last Lick Café, Journey Toward Wholeness or Green Action Project events, or any events which are open to the entire Fellowship.

To set up this list, an email will be sent to the entire current list, announcing this new opportunity. The Office will determine the best way to implement this plan.

Material for this special emailing will be sent to the Office Manager, who will be responsible for sending it to the special list. The Minister and/or the Beacon Coordinator may be consulted if questions regarding appropriateness of submissions arise.

This offering will be re-evaluated three months after its inception.

Notes:

- A Fellowship committee or group must take responsibility for every submission. For example, a flyer promoting an off-site gig by Natalie and George would have to be sponsored by the Music or Publicity Committee.
- We will not accept material from outside groups for publicity by special e-mail.

Submitted to the BOT April 14, 2007

Ginny Kushnick, Beacon Coordinator

7/06 - These communications are to be made only to convey information that must reach the congregation immediately, such as death of a member, weather-related closings, building emergencies, and so forth. They must be authorized by the Board President and/or the Minister, and will be done in the most expedient way, according to their discretion, including radio announcements, email and telephone chains.

WAYSIDE PULPIT

WEBSITE TEAM

3/20/06 -UUFH Web Site Mission Statement – The mission of the UUFH web site is to provide a user-friendly resource to present UU Principles and Purposes, UU philosophy and our own UUFH mission. It will reach out to attract visitors and potential new members while providing the Congregation with information, news, schedule of activities and topics of both practical and spiritual interest in a timely manner.

3/20/06 - UUFH Web Site Guidelines

General:

1. No names are used (other than staff) without permission.
2. No addresses, telephone numbers or e-mail addresses, other than those of UUFH and staff will be posted.
3. The use of photographs requires prior verbal or written permission of all individuals shown.
4. The content of the site frequently relates to a specific UUFH entity such as the Religious Education or Music programs. In general, each program/activity is responsible for supplying its own material. On occasion, the Web Team may create needed material.
5. The web site is an advocate exclusively of UUFH and UU principles. All else is to be descriptive, informative and with no commercial intent.
6. Language will be appropriate and not inflammatory.

Content:

1. The Web Team will review all content, determine if the content is appropriate for the site and determine if further approval is necessary. The Web Moderator is responsible for the content on the site, although a substitute or assistant may be designated when needed. The Web Moderator may modify the content for presentation consistent with the site and for navigability. The Web Master is the only person who can post changes to the site, although a substitute or assistant may be designated when needed.
2. Any Member or Friend of UUFH may submit content, suggestions and ideas for the web site directly to the Web Team.
3. Information on the UUFH web site should be timely, accurate, useful and appropriate.

Oversight:

1. The Web Team, part of the Communications Cluster, oversees the web site, as charged by the Board of Trustees.
2. Any significant changes or additions will be reviewed and approved by the Web Team, who may seek other approvals as appropriate. The Web Team will regularly evaluate design and content relevance and make recommendations for changes and additions as needed.
3. Decisions regarding content and design will take into account the stated mission of the web site, the available time and skills of the volunteer Web Team and/or staff and cost involved.

LIFESPAN RELIGIOUS EDUCATION

ADULT PROGRAMS

9/16/02 - “The Board affirms that Adult Religious Education programs may be scheduled on Sunday mornings, concurrent with Sunday services, as space allows, such that Children’s and Youth R.E. programs have priority for space allocation.”

***Policy:* Each program presented under the auspices of the Adult Program Committee should contribute to the quality of spiritual and/or intellectual life of its participants, and reinforce and expand our understanding of our Principles and Purposes.**

Guidelines

1. Any member, committee or group of the UUFH is welcome to submit a proposal with an idea/ plan for an adult program.
2. Each proposal must include the name of a single lead or contact person, and pertinent information such as date and place of meetings, topics to be covered, and must have a stated goal or purpose for facilitating this particular program. Dates and meeting places must be cleared with the APC and the office administrator prior to finalization.
3. The Adult Program Committee will determine whether or not the proposed program is appropriate, considering how the program would serve the Fellowship and/or individual members.
4. If a potential program does not seem to meet the standard described in the Policy, the Committee will discuss the proposal with the presenting group or person for possible revision. One option would be to refer the presenter to the Building Use Committee, for possible accommodation under that umbrella.
5. Offerings are publicized in the Adult Program Sourcebook, which is put out in October and February each year (approximate dates) and in the Beacon.
6. Registration may be accomplished by telephone or mail to the office, at the UUFH website, or at “Sign-Up Sundays”, held during the months of October and February in the Social Hall.

2/18/02 – Allow scheduling of Adult Education Programs during Sunday morning services as space allows, but that Children’s R.E. has priority for space allocation.

11/26/01 – The CUUPS chapter no longer meets either the UUFH or Continental CUUPS criteria.

9/17/01 – Beth announced the formation of small group meetings designed to discuss issues, not business to begin in January 2002.

1/13/95 – All publicity for Adult Education will go through the Communications Center. Questionable items will be referred to the Board liaison.

CHILDREN AND YOUTH RELIGIOUS EDUCATION

9/16/02 - “The Board affirms that Adult Religious Education programs may be scheduled on Sunday mornings, concurrent with Sunday services, as space allows, such that Children’s and Youth R.E. programs have priority for space allocation.”

2/18/02 – Allow scheduling of Adult Education Programs during Sunday morning services as space allows, but that Children’s R.E. has priority for space allocation.

12/18/00 – **Children’s Safety Policy:** UUFH volunteers and staff do everything possible to create a loving and safe space for our children and young people. Cooperation by parents and grandparents is necessary for this effort. Since safety is a primary concern, and to ensure the safest possible environment for our young people, we set forth the following policy/guidelines.

- Children who are not in class are to be supervised by their parent(s).
- Children in second grade and younger are released from their classroom into the custody of their parent(s) only; they may not leave the classroom on their own.
- Children sixth grade and younger may not be left unattended on the playground or any other part of UUFH property.

12/80 - Religious Education Center becomes Religious Education Committee, its members to be Board-appointed.

NOT NECESSARILY SENIORS

SUPPORT GROUPS

TOWN HALL MEETING GROUP

UNILEAD LEADERSHIP PROGRAM

UU READING GROUP

UUFH LIBRARY

MEMBER SERVICES

ALL FELLOWSHIP

CARE SHARE

CENTERS

1/20/03 - The Vice President will conduct Centers' Night.

CHILD CARE

10/20/03 – The board voted to provide child care during UUFH functions including Memorial Services.

8/18/03 – The Board voted to pay childcare workers \$8 per hour for teens and \$10 per hour for adults.

3/81 - Babysitting costs for Forums to be borne by Center conducting same.

MEMBERSHIP/NEWCOMERS:

6/19/2000 – Fred Barbaro was named as Member Emeritus

THE MEMBERSHIP CENTER shall strive to increase the membership of the Fellowship and shall welcome new Friends, Members, and prospective members to the Fellowship, acquainting them with the various aspects and activities of the Fellowship and assisting them in becoming integrated into the Fellowship Community. This Center shall maintain a Visitor's books and the Membership Book.

11/19/01 – UUFH Membership

- **Member:** an individual who has signed the Membership Book, which is an acknowledgement that he/she will contribute to the UUFH community spiritually, financially and physically to the best of his/her ability. Membership is in effect until withdrawn by the request of the member or notice from the Board of Trustees. Current minimum contribution for a member in good standing is \$125 per member (\$250 per couple), per fiscal

year. Members have voting rights, receive the Beacon, ministerial services, use of our building for celebrations and services, etc. UUFH pays dues for members to the UUA and Metro District and pays a small % of our operating budget to LIAC on behalf of members.

- **Friends:** an individual who makes a financial contribution of record to the UUFH budget of at least \$50 per year. There are no other requirements to maintain this status. Beacon and other mailings are gratis. Friends have no voting privileges.

- **friends:** generally a member of our community who has made no donations or record. These individuals are billed for the Beacon and for all other services. They shall be included in the Fellowship Directory, except to prevent promotion of outside business interests.
- **Temporary Beacon Subscriber:** one who receives the Beacon upon request through June 30th of that fiscal year, or through the following fiscal year if the request is made in May or June. Postcard will be send at the end of June each year to cull those who are no longer interested.
- **Complimentary Beacon Subscriber:** one who receives the Beacon indefinitely as a religious professional, staff family member, etc.
- **Beacon Subscriber:** one who pays \$25 per year to receive a bulk rate Beacon. Postcard will be sent at the end of June each year to cull those who are no longer interested.
- **Member Emeritus:** one of a very small number of prior members with whom we wish to maintain a relationship. No privileges such as voting rights, aside from listing in the UUFH Durectory. Beacon subscription necessary unless they are pledging or contributing significantly. No dues are paid on their behalf.
- **Child:** Offspring under age 16 of any congregant, regardless of status.
- **Visitor:** Infrequent or transient person who makes a financial contribution of record.
- **Student:** a graduating high school senior who receives the Beacon for one year after graduation.

MEMORIAL COUNCIL

4/20/05 Requirements for Interment in The Memorial Garden

The Unitarian Universalist Fellowship of Huntington will accept for burying or scattering the pulverized cremated remains of the deceased at the request of a Member or Friend of The Fellowship as defined by the Bylaws.

These cremated remains may be buried in a biodegradable container or scattered in areas of The Memorial Garden designated by the Board of Trustees. The specific location will be decided by The Memorial Committee in consultation with those who have requested such disposition.

A contribution of at least two hundred fifty dollars is suggested to help maintain The Memorial Garden and The Memorial Program.

A donation does not have to accompany this form. You may make a donation at this time if you wish, but this form is only meant to indicate your desire to have your ashes interred in the Memorial Garden. Contact one of the Memorial Committee Co-Chairs if you wish to select a specific location in the Garden.

Name: _____

Address: _____

Phone: _____ E-mail _____

Date of Birth: _____

Name and Address of person to contact if additional information is needed at a later date:

Telephone and e-mail: _____

Please indicate if you wish to have your cremains interred or scattered in the garden. You can also list the area you wish your ashes placed.

Interred or Scattered _____

Location: _____

Signature: _____ Date: _____

**REQUEST FOR THE INSCRIPTION OF A NAME
ON THE MEMORIAL PANEL**

Name _____

Requirements for Inscription of A Name on The Memorial Panel

The Unitarian Universalist Fellowship of Huntington has established a Memorial Panel at the back of the Main Hall as a place of memorialization. The person whose name is inscribed on the panel must have been

- a) a current Member of The Fellowship or a Friend of The Fellowship as defined by the Bylaws.
- b) a former Member or Friend of The Fellowship.
- c) a Child, Spouse or Life Partner of a Member or Friend, or of a former Member or Friend.

A one-time donation of one hundred dollars is requested to cover the cost of the name plate and to help support The Memorial Program. Individuals, families, or groups of individuals or families may act as sponsors. A one-page tribute to the person whose name is inscribed on the panel will also be included in The Memorial Book located near the Panel.

A donation does not have to accompany this form. You may make a donation at this time if you wish, but this form is only meant to indicate your desire to have your name placed on the panel.

The Name Plate on the Memorial Panel shows the name of the deceased together with the years of birth and death. As many as 21 characters (including marks of punctuation and spaces) may be engraved on the plate. Please print in block letters the name the way you would like it engraved.

Date of birth: _____

Status: ___ Member or Former Member of The Fellowship

 ___ Friend or Former Friend of The Fellowship

 ___ Spouse or Life Partner ___ Child

Our Memorial Book contains a brief statement (maximum of one page) about the person whose name we have inscribed. Please indicate the person who will write this tribute. You may want to read the statements in The Memorial Book at the back of the Main Hall for ideas. Please do not hesitate to ask The Memorial Committee to assist you with the writing.

Memorial Statement to be written by _____

Will your cremains be interred or scattered in The Memorial Garden?

Signature: _____ Date: _____

Memorial Service and Biographical Information Internet

Name _____ Date _____

Where do you want your Memorial Service held?

Who do you want to conduct your Memorial Service?

Who do you want to give the eulogy? You may select more than one person.

If your ashes are to be interred in the Memorial Garden, do you want the interment to proceed or follow the service or take place at a different date?

What poetry or literary passages do you want read at your service?

What musical selections do you want performed? (Recorded, live, vocal, instrumental)
Whom do you want to perform the instrumental and vocal selections? Do you want the congregation to sing or read from the UUA *Singing the Living Tradition*? If you wish the congregation to sing a song not in the UUA Book, include a copy in your folder.

What type of floral arrangements do you want?

If people want to make charitable donations, do you want to specify which organizations?

What type of reception do you want to follow the Memorial Service?

What items do you want on the Memorial Table? You might want to decide or even assemble photographs and other records of important events in your life that will be placed on the Memory Table and passed on to your family.

Please write a short biography of your life. The biographical information you supply can be used by the person who will write the biographical sketch for the Memorial Book or for newspaper or other media announcements. It will also be helpful in planning the Memorial Service. Please return the completed information in your folder.

What type of reception do you want to follow the Memorial Service?

You might want to write a few final words to people you love or even include an audio or video recording.

Contacts for Vital Records – Additional Information

Remember to type the names and addresses as you would address a letter to that person or institution. Include telephone and fax numbers, e-mail address, account numbers and any other information that might have to be copied.

Download and complete the information requested. Please feel free to add or delete any items. The person who will handle your affairs will need the most extensive copy. You may wish to give a complete copy to others or copies of selected items. If you wish to give a copy to the UUFH for safekeeping, place them in your folder and return it to the UUFH.

Contacts for Vital Records

- Attorney
- Executor and alternate executor of your estate
- Primary Physician
- Other Physicians that should be notified
- Banking (List your account numbers for all banks and credit unions and include information about your Safety Deposit Box.)
- Credit Cards
- Investments, Retirement Accounts and Accountant
- Health Insurance, Major Medical, Medicare
- Life Insurance (Remember that you may have policies from organization you've joined or from your bank or credit card companies. List all policy numbers.)
- Homeowner's Insurance, Automobile, Boat, Umbrella or similar policy, other Insurance
- Veteran's Administration
- Union and/or Professional Organizations
- Friends, Relatives and other people or institutions to contact

In addition to the people and organizations mentioned above, your executor will need to cancel newspapers, magazines, phone service, TV and Internet suppliers, leases and other services that will not longer be required.

3/18/02 – The reclaimed land directly behind areas 3 & 5 on the lot plan shall become part of the Memorial Garden and will be available for the interment of ashes.

12/11/00 - Requirements for Interment in the Memorial Garden

- 1) The Unitarian Universalist Fellowship of Huntington will accept for burying or scattering the pulverized cremated remains of the deceased at the request of a Member or Friend of the Fellowship.
- 2) These cremated remains may be buried in a biodegradable container or scattered in areas of the Memorial garden designated by the Board of Trustees. The specific location will be decided by the Memorial Committee in consultation with those who have requested such disposition.

2000 - The consensus of the Memorial Committee members is that most of the remaining funds in the "Memorial Panels Account" should be used to build the garden monument and landscape the surrounding area. We have also discussed the need for a second Memorial Cabinet. Additional funds will be needed to improve the lighting of the Memorial Panel. Until we complete these projects, we will maintain a separate "Panels Account" and not use the money for routine memorial fund expenses. \$3,086.70 remained in this account on March 10, 2000.

1997 – Memorial Panels

Memo to: All Interested Fellowship Members
 From: Don Knight, Memorial Committee Co-Chair
 Re: Memorial Panels Account

This memorandum is intended to explain the separate listing of the "Memorial Panels Account" in the Memorial Program Budget.

The membership of the Unitarian Universalist Fellowship of Huntington passed several resolutions at a Special Congregational Meeting on March 5, 1995. All quotations in this memorandum are from the program for this meeting.

One resolution, under the heading of “Memorialization” stated that “The Unitarian Universalist Fellowship of Huntington will establish a place within the Fellowship building for the inscription of the names in memoriam. For this purpose the Board will charge the Memorial Committee, or a Special Committee, to submit to the Board during the 1995-1996 Fellowship year a specific plan for design and financing.”

For accounting purposes, The Memorial Committee placed the money raised in a separate account listed as the “Memorial Panels Account”. The Memorial Panel was dedicated on the Fellowship’s 50th Anniversary on December 7, 1997. The Memorial Committee felt that the remaining money in this account should be used for major memorialization projects. The Memorial Book next to the Panel and the Memorial Cabinet in the Gallery were purchased with these funds.

3/5/95 –

Resolution passed in two parts: A) The committal of remains and B) Memorialization
A1) The UUFH will accept for burying or scattering of the pulverized cremated remains of the deceased at the request of a Member or Friend of the Fellowship.

A2) These cremated remains may be buried in a biodegradable container or scattered only in areas of the Memorial Garden designated by the Board of Trustees. The specific location will be decided by the Memorial Committee in consultation with those who requested such disposition.

B1) The UUFH will establish a place or places within the Memorial Garden for the inscription of the names of those whose cremated remains have been committed to the Garden.

B2) Inscription of names or other memorial designations will not be placed on other objects or locations within the Garden.

B3) An unobtrusive durable marker will indicate the specific location of the buried remains in the Garden. The Memorial Committee will maintain a record of such locations.

B4) The UUFH will establish a place within the Fellowship building for the inscription of the names in memoriam. For this purpose the Board will charge the Memorial Committee, or a Special Committee, to submit the the Board during the 1995-96 Fellowship year a specific plan for design and financing.

B5. The UUFH will keep a Book of Memorial Donations which records the names of those who have been honored and remembers with a tangible gift to the Fellowship.

We also have a second memorialization obligation. Another resolution passed by the membership on March 5, 1995 stated that “The Unitarian Universalist Fellowship of Huntington will establish a place or places within the Memorial Garden for the inscription of the names of those whose cremated remains have been committed to the Garden.” The Memorial Committee has discussed the building of a monument or other structure in the garden for this purpose on several occasions. This second place of memorialization is important because some of those whose ashes are interred in the Garden do not meet the criteria for inscribing their names on the Memorial Panel in the Main Hall.

3/88 - Memorial Committee recognized and Memorial Policy accepted.

3/86 - Location of Memorial Garden reviewed by Cabinet.

MINISTRY

COMMITTEE ON CONGREGATIONAL MINISTRY

10/20/03 – Decision to combine Ministerial Relations and Shared Ministry Evaluation Committees into a new “Committee on Ministry.”

DRE RELATIONS COMMITTEE

JOURNEY TOWARD WHOLENESS

6/19/01 – The JTW Task Force will be replaced by a new committee, to be called the Committee on Anti-Racism. This will be a 2-pronged structure with 2 chairs to head these areas. The first charge, growing directly out of the former JTW, will continue to focus on the growth of the Fellowship in its study of bias; internally, in the community, institutionally. The other facet of the Committee has a more action-oriented area of interest. UUFH will be a presence in the community in the area of bias, not only in raising awareness about bias and its negative effects on all, but in acting to decrease bias through action projects. These actions will take place in concert with Metro District, other LI UU congregations, the LI UU Social Justice Com., both adult and children’s Religious Education, the Social Justice Com. as well as other local groups.

5/18/98 – Journey Toward Wholeness Committee’s report accepted and vote passed to support their plans.

JTW REPORT: Presentation to UUFH Board –

After several months of discussion, planning and interaction, the Journey Toward Wholeness Committee, as a group, has set forth its goals and aspirations, the following:

“TO BECOME AN INSTITUTIONALLY, PRO-ACTIVE,
RACIALLY DIVERSE CONGREGATION COMMITTED TO
CONFRONT AND DISMANTLE RACISM”

We propose to accomplish this goal by encouraging and including the whole UUFH congregation to organize and participate in the following activities:

- . Multi-Cultural Art Displays

- . Procurement of Books & Videos

- . Choir Exchanges
- . Community Social Services Programs
- . Cultural/Social Activities
- . Discussion Groups
- . Forums
- . Language/Liturgy
- . Multi-Cultural Potlucks
- . Music Programs
- . Pulpit Exchanges
- . Raise Monty for Social Justice Work
- . Rental of the Facility to Diverse Groups
- . Religious Education Program

In order to attain these goals, the Journey Toward Wholeness Committee will require the participation of more Members/Friends of the UUFH as part of the Committee.

Our initial plans to begin raising the awareness of our Congregation include the following activities:

1. Provide a Weekly “Note” (As Stewardship Notes) in the Beacon with
The Journey Toward Wholeness Logo.
2. Lead a Sunday Service on the Issue of Racism (September/October, 1998);
3. Conduct Cluster Groups to perform an Anti-Racism Assessment of the UUFH
October/November, 1998);
4. Report the results of the Assessment at a Service (November/December, 1998);
5. Conduct the Jubilee World Workshop, inviting participation from Metro
District (January 15-17, 1999).

By doing this, we acknowledge that to the extent that we exclude others, we prevent ourselves from fully attaining our UU Principles.

MEETINGPOINT

NOMINATING COMMITTEE

PASTORAL CARE ASSOCIATES

PERSONNEL COMMITTEE

2007

RESOLUTION OF CONGREGANT / EMPLOYEE CONFLICTS

Just as effective communication is essential for productive work relationships, so it is also with relationships between employees and members of the congregation. To that end, the following steps shall be taken to resolve any conflicts that may arise between an employee and a member/friend of the congregation:

- a) The congregation member/friend and the employee shall first talk with each other, face-to-face, in an effort to resolve the conflict between them;
- b) If this does not resolve the conflict, then the said UUFH member/friend and said employee shall meet with the employee's supervisor and together discuss the problem, and attempt a resolution.
- c) If this still does not resolve the issue, then there shall be a meeting with the Committee on Congregational Ministry (COCM). The Personnel Committee shall also be involved, as needed. The COCM will then make a recommendation to the Board of Trustees.
- d) Any party dissatisfied with the COCM's decision has the right to request a meeting with the Board of Trustees to appeal such decision. Ultimately, a decision made by a majority of the Board present and voting will be final.

Table of Contents

Introduction..... 3

Employment Policies and Practices..... 3

 1. Equal Employment Opportunity..... 3

 2. Sexual Harassment..... 3

 3. Discrimination..... 4

 4. Workplace Threats and Violence..... 4

 5. Internet Policy..... 5

 6. Media Inquiries..... 5

 7. Community Concerns/Public Relations..... 5

 8. Confidentiality..... 6

 9. Conflicts of Interest..... 6

 10. Outside Employment..... 6

 11. Employment of Relatives and Members..... 6

 12. Professional Behavior..... 7

 13. Work Guidelines..... 7

 14. Initial Review Period..... 8

 15. Performance Evaluation..... 8

 16. Resolution of Employee Concerns..... 9

 17. Resolution of Congregant/Employee Conflicts..... 9

 18. Separation from Employment..... 9

 19. Safety and Accidents..... 10

 20. Personal Property..... 10

 21. Inspection Rights..... 10

 22. Employment Authorization..... 10

Wage and Hour Administration..... 11

 1. Employment Classifications..... 11

 2. Hours of Work..... 11

 3. Break Periods..... 12

 4. Timekeeping and Overtime..... 12

 5. Pay and Payroll Deductions..... 12

Employee Benefits..... 13

A. Group Insurance Programs..... 13

 1. Medical Insurance Benefits..... 13

2. Long Term Disability Insurance.....	13
3. UUFH Flexible Benefit Plan.....	13
4. Life Insurance.....	13
B. Retirement Benefits.....	13
C. Vacation.....	14
D. Holidays.....	14
E. Leaves of Absence.....	15
1. General Provisions.....	15
2. Sick Leave With Pay.....	15
3. Medical Leave Without Pay.....	15
4. Military Leave Without Pay.....	16
5. Funeral or Bereavement Leave With Pay.....	16
6. Jury Duty.....	16
7. Parental Leave.....	16
Appendix A: Personnel Supervision and Evaluation Policy.....	18
Appendix B: Timeline.....	19
Appendix C: Personnel Manual Acknowledgment Form.....	20

INTRODUCTION

Congratulations on your employment with the Unitarian Universalist Fellowship of Huntington!

This manual sets forth the basic policies and practices of the Unitarian Universalist Fellowship of Huntington (“UUFH”). In general, the Minister is responsible, along with the Board of Trustees (“BOT”), for overall operation of the Fellowship and supervision of the Fellowship staff. The Personnel Committee represents the BOT in staff relations and implementation of personnel policies. Please feel free to consult with them as needed.

All employees are required to read this manual and comply with the policies, practices and rules of the UUFH. This Manual supersedes all previous policies, written or oral, expressed or implied. The policies and procedures herein apply to all staff, except where otherwise noted, and govern all employment arrangements unless specifically altered in writing in an individual circumstance.

Please note that this manual is provided as a matter of information and reference only. It is not a legal document and is not intended to create an express or implied contract of employment between UUFH and any of its employees, or to bind UUFH in any contractual way. UUFH reserves the right to amend, supplement, rescind or interpret any policies or procedures as it may deem necessary, with or without notice.

No one person has the right to amend these policies or procedures, either in writing or verbally.

Employees acknowledge that employment is at will and that employment may be terminated by either the UUFH or the employee, at any time, for any reason or no reason, with or without notice.

EMPLOYMENT POLICIES AND PRACTICES

1. Equal Employment Opportunity

In the selection of staff, prospective employees shall receive appropriate consideration without regard to non-merit factors such as age, race, gender, color, national origin, sexual orientation, marital

status, disability, or any other classification protected by law. We comply with all U.S. Federal, State and local regulations and provide every reasonable accommodation in matters related to employment.

2. Sexual Harassment

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other

verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

All employees shall inform their supervisor or the BOT President of any behavior that they have witnessed or experienced, which they believe may violate this policy.

The UUFH BOT President will investigate the matter based on the UUFH internal investigative procedure.

3. Discrimination

The UUFH prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by law, and that:

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

All employees shall inform their supervisor or the BOT President of any behavior that they have witnessed or experienced, which they believe may violate this policy.

The UUFH BOT President will investigate the matter based on the UUFH internal investigative procedure.

4. Workplace Threats and Violence

Threats, threatening behavior, or acts of violence against persons by anyone on Fellowship property will not be tolerated.

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on UUFH property may be removed and will remain off UUFH property pending the outcome of an investigation. If the UUFH determines that a violation of this policy has occurred, the UUFH may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

All employees shall inform their supervisor or the BOT President of any behavior that they have witnessed or experienced, which they believe may violate this policy.

The UUFH BOT President will investigate the matter based on the UUFH internal investigative procedure.

5. Internet Policy

The UUFH provides 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 and *are not for personal use*. All materials generated, data entered, information developed and software created, which is stored on, downloaded to, or transmitted from, the UUFH computer system are the property of the UUFH and may be accessed only by authorized personnel.

The UUFH 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.

Any software or other material downloaded into the UUFH's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material.

Only authorized volunteers and staff members may communicate on the Internet on behalf of the UUFH. Employees may not express opinions or personal views that could be misconstrued as being those of the UUFH, or contribute to confusion or a conflict of interest with UUFH.

Any violation of this policy may result in disciplinary action.

6. Media Inquiries

Requests for information about the UUFH from newspapers, television and radio media should be handled promptly by someone authorized to speak publicly on behalf of UUFH. Issues that are substantive, complex or controversial should be directed to the Minister or BOT President or their designee.

7. Community Concerns/Public Relations

Inquiries or expressions of concern that are substantive, complex or controversial should be directed to the Minister or BOT President or his or her designee. Emergency requests of a personal nature should be handled promptly, often by referral to the appropriate community resource, and with notice to the Minister.

8. Confidentiality

Employees may have access to confidential information about the UUFH, 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 UUFH 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 Personnel Committee. The duty to maintain confidentiality extends both during and after the period of employment.

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 UUFH, 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 UUFH.

Employees shall not engage in any business or transaction (including outside speaking and writing), 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

UUFH. Employees who have questions about whether an activity violates this policy should discuss the matter with the Minister or BOT 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. This would include use of the UUFH'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 UUFH duties; reflect discredit on the UUFH; or tend to increase UUFH payments for sick leave, worker's compensation benefits or long term disability or other benefits. Collateral employment should not result in use of the UUFH's resources (such as outside telephone calls) while on duty for the congregation.

11. Employment of Relatives and Members

Other members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

As a general policy, permanent employment with the UUFH is not open to Members and Friends of the congregation.

12. Professional Behavior

UUFH has the right and obligation to take reasonable steps to ensure a comfortable professional environment. Employees should maintain a professional attitude and appearance that is appropriate to their position and the UUFH. Courtesy and respect for one's colleagues are expected of all, and standards of personal conduct should at all times reflect professional discretion and sound judgment. Personal activity or personal use of UUFH resources (such as phones, printers, copiers, Internet, equipment, supplies, etc.) should be kept to a minimum. Any uninvited, unwarranted, or unwelcome personal activity during work hours or on UUFH premises that is disruptive or unduly interferes with work performance, can be limited or prohibited at the discretion of the UUFH.

13. Work Guidelines

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures including verbal warnings, written warnings or termination.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive:

- Failure to perform work in a manner acceptable to the UUFH.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences, as required.
- Sexual harassment or harassment described in this manual.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on UUFH premises (including meal or other breaks).
- Unauthorized possession of weapons.
- Disclosure of confidential information.

- Smoking in unauthorized areas.
- Failure to report on-the-job injuries.
- Working another job while absent.
- Failure to accurately complete, or permitting another person to complete, the employee's timesheet.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his/her job.
- Theft or dishonesty.
- Falsifying records or information.
- Misuse, or unauthorized manipulation, of any computer or electronic data processing equipment or system.
- Discourteous treatment of others.
- Taking UUFH property without paying for it, or without written permission.
- Reckless, careless, or unauthorized use of UUFH property, equipment or materials.
- Improper or profane language.
- Violation of any other UUFH policy.

14. Initial Review Period

New employees and employees who are transferred to another position will be required to complete an initial review period of three (3) months, which may be shortened or lengthened at the UUFH's discretion. Upon completion of this period, the Personnel Committee will evaluate the employee. A satisfactory evaluation will result in a successful conclusion to the initial review period. A less than satisfactory evaluation will result in either termination or a maximum two (2) months extension to the initial review period. An unsatisfactory evaluation at the end of an extended review period for new employees will result in termination without notice or further pay.

Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated or re-structured at any time at the discretion of the UUFH.

15. Performance Evaluation

Employees will receive regular written performance evaluations that will be maintained in the employee's permanent personnel file. Factors considered in assessing performance include, but are not limited to:

- Quality and quantity of work
- Related job skills
- Adherence to UUFH policies
- Professionalism
- Personal conduct
- Effective interpersonal relationships
- Dependability; attendance and punctuality
- Proper judgment.

A less than satisfactory evaluation will result in either a probationary period of up to three (3) months, or termination of employment, at the discretion of the UUFH.

16. Resolution of Employee Concerns

Effective communication is essential for productive work relationships. To that end, employees are encouraged to discuss any concerns about work, or suggestions for improving operations, in the following manner:

- a) The employee should present any concern, grievance, or suggestion to his/her supervisor and together discuss the problem or suggestion, applicable rules or policies, and possible resolution.
- b) If discussion does not resolve the matter to the employee's satisfaction, the employee should submit the problem or suggestion in writing to the Personnel Committee. A meeting of the employee, the Minister, and a representative of the Personnel Committee will be arranged within two weeks, or at the earliest convenience of the employee, and resolution, or approval, will again be sought.
- c) An employee has the right to request a meeting with the BOT to appeal the decision of the Personnel Committee. Ultimately, a decision made by a majority of the BOT, present and voting, will be final.

17. Resolution of Congregant/Employee Conflicts

Just as effective communication is essential for productive work relationships, so it is also with relationships between employees and Members and Friends of the congregation. To that end, the following steps shall be taken to resolve any conflicts that may arise between an employee and a Member or Friend of the congregation:

- a) The Member or Friend and the employee shall first talk with each other, face-to-face, in an effort to resolve the conflict between them
- b) If this does not resolve the conflict, then the Member or Friend and said employee shall meet with the employee's supervisor and together discuss the problem, and attempt a resolution.
- c) If this still does not resolve the issue, then there shall be a meeting with the Committee on Congregational Ministry (CoCM). The Personnel Committee shall also be involved, as needed. The CoCM will then make a recommendation to the BOT, which will rule on the matter.
- d) Any party dissatisfied with the BOT's decision has the right to request a meeting with the BOT to appeal such decision. Ultimately, a decision made by a majority of the BOT, present and voting, will be final.

18. Separation from Employment

Employees who resign are requested to give at least two (2) weeks' written notice.

Employees who resign with at least two weeks' written notice may receive payment for accrued, unused vacation days for the current year, and a maximum of five carryover days from the previous year. Unused vacation time will not be applied for any employee who leaves with less than two weeks' written notice.

Any employee who is absent for three consecutive days without notifying his or her supervisor, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law.

If an employee is terminated involuntarily, the UUFH will generally give two (2) weeks' written notice or two (2) weeks of pay in lieu of notice. No notice or further pay will be granted at the conclusion of

an unsuccessful initial review period for new employees, or upon termination for reasons of gross misconduct.

19. Safety and Accidents

The safety of employees, as well as Members, Friends, newcomers, and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. Employees should know the location of fire extinguishers and the first aid kit.

Any unsafe condition, equipment, or practice observed by an employee should be reported immediately to his/her supervisor. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the supervisor. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all persons should leave the premises.

20. Personal Property

Employees should report any lost items to the UUFH office so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the UUFH office. However, the UUFH cannot be responsible for damage to, or loss of, personal property, including loss or damage to vehicles or other property in or on UUFH property. Employees should use discretion and good judgment when bringing personal belongings onto UUFH property.

21. Inspection Rights

The UUFH has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees; however, the UUFH can make no assurances that they will always be secure. The UUFH reserves the right to open and inspect any desk, file cabinet, storage closet, or storage area at any time, and without prior notice or consent. Employees may not use personal locks on UUFH-owned desks, cabinets, closets or storage areas, and the storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia on UUFH premises is strictly prohibited.

22. 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. Employees must provide any original documents to the Personnel Committee that may be required to establish identity and employment eligibility and to complete any required forms.

WAGE AND HOUR ADMINISTRATION

At the beginning of employment, each staff member shall receive a statement of the employment arrangement, duties and responsibilities. The determination of work schedule of a staff member is an integral part of the position description. If there is a substantial change in the work proposed, the position description may be modified, and the rate of pay appropriately adjusted, by the BOT.

The Minister, Director of Religious Education, and Music Director shall be provided with a letter of employment that clarifies the relevant employment arrangements. These arrangements generally shall not be altered during the Fellowship year (July 1 thru June 30), except by mutual written agreement between the employee and the BOT. All other employees shall be employed as specified by the BOT, including FLSA (Fair Labor Standards Act) status, hours of employment and rate of compensation.

1. Employment Classifications

Regular employees hold ongoing positions and have completed their initial review period satisfactorily and are classified as follows:

- Full-time employees are those who are hired to work a 37.5 hour week and are paid a salary.
- Part-time employees are those who are hired to work a regularly scheduled fraction of the week (fewer than 20 hours) and are paid a salary.
- Hourly employees are those who regularly work less than full-time hours and are paid an hourly wage for the time worked.
- Acting employees hold a temporary position and may be eligible for regular status.
- Interim employees hold a temporary position and are not eligible for regular status.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as “non-exempt” employees. Those employees who are not subject to such regulations are referred to as “exempt” employees.

2. Hours of Work

Each employee is expected to be consistent and punctual in his/her attendance at work. Personal appointments should be scheduled before or after work hours. The employee’s supervisor must approve all absences in advance.

Normal UUFH office hours are Monday through Friday from 9:00 a.m. until 5:00 p.m. with ½ hour unpaid lunch, and the office may also be open at other times, including Saturdays or Sundays. Employees may be scheduled for work before, during, or after normal office hours. Individual work schedules may change from time to time. Attendance at meetings at the request of the employee’s supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events that are part of their employment.

Overtime pay shall be paid to non-exempt employees only, in compliance with relevant laws. An exempt employee who works significantly beyond his or her regular schedule may be granted compensatory time, with the advance approval of the BOT President or the employee’s supervisor. Compensatory time will normally be taken within one (1) month of the time it is earned. If compensation time is not taken within the normal period, the employee must request an extension from his or her supervisor.

3. Break Periods

Generally, employees who work a minimum six (6) hour shift shall be entitled to a minimum thirty (30) minute unpaid meal break. Non-exempt employees should not perform any work during their meal period. The timing of a meal break, and any break periods, will be at the discretion of the immediate supervisor.

4. Timekeeping and Overtime

Employees must submit to their supervisor a written and signed record of their time worked, weekly or monthly, as determined by the supervisor. Non-exempt employees should not work overtime without authorization.

5. Pay and Payroll Deductions

Pay adjustments generally will be considered for all employees once a year. Any adjustments will normally begin at the beginning of the fiscal year (July 1). There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as individual performance, job responsibilities and other appropriate factors.

Employees are generally paid twice monthly.

Deductions made from employees' wages are reflected on pay statements. 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 Treasurer of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

EMPLOYEE BENEFITS

The UUFH will pay all benefits required by local, state, and federal regulations, including, but not limited to, FICA, state disability insurance, and worker's compensation. The benefits outlined in these policies represent significant additional compensation to eligible employees. These benefits are subject to change at any time at the discretion of the UUFH. Any questions about employee benefits should be directed to the supervisor or the Personnel Committee.

A. GROUP INSURANCE PROGRAMS

1. Medical Insurance Benefits

Full-time employees are entitled to individual medical insurance benefits. Coverage start date will be determined by the insurance provider requirements. Employees who work less than full-time may enroll in the group health insurance plan sponsored by the congregation at the discretion of the UUFH and at the employee's expense, provided that they meet the minimum threshold for eligibility and the carrier approves the enrollment. Further information concerning the plan, and any benefits, may be requested from the Personnel Committee.

2. Long Term Disability Insurance

Full-time employees are entitled to employer-paid Long Term Disability insurance as determined by the insurance provider requirements.

3. UUFH Flexible Spending Plan

Employees who are scheduled to work at least 1000 hours per year may participate in the UUFH Flexible Spending Plan.

4. Life Insurance

Full-time employees are entitled to employer-paid life insurance as determined by the insurance provider requirements.

B. RETIREMENT BENEFITS

Employees who work 1000 hours or more annually are eligible for employer-paid pension contributions. The UUFH will contribute a percentage of the employee's annual salary to the UUA pension plan or its equivalent, as determined by the BOT. This benefit will commence one year after the start of employment.

C. VACATION

The Minister and Director of Religious Education shall receive paid annual leave according to the terms of their employment agreements. All other salaried employees shall be eligible for paid leave

after six (6) months of employment. Vacation time must be requested in advance and can only be taken with the approval of the employee's supervisor. In the event of conflicting vacation requests, vacation will generally be granted consistent with workload requirements. Summertime vacations are generally encouraged.

- Full-time employees will earn three (3) weeks of vacation time per year for the first five (5) years of employment; four (4) weeks thereafter. This will be earned by accruing 1.25 days per month for the first five years of employment, and 1.66 days per month beginning in the sixth (6th) year of employment.
- Eligible part-time employees working at least twenty (20) hours a week will receive pro-rated time accordingly.
- Hourly employees are not eligible for paid vacation.

Employees may accrue up to five (5) unused vacation days into the next calendar year. Except in unusual circumstances, employees cannot borrow from future (un-accrued) vacation.

Upon termination, the UUFH may pay the employee for any unused vacation time accrued during the current year and up to five (5) days accrued but unused from the previous year.

D. **HOLIDAYS**

Regular full-time employees receive the following paid holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Columbus Day
- Thanksgiving Day
- Christmas Day.

Eligible part-time employees, working at least twenty (20) hours per week, will receive prorated holiday time accordingly.

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following

Monday generally will be observed as the holiday. If employees are required to work on an observed holiday, they generally will be granted another day off. The employee and his/her supervisor must mutually agree to the alternate day off.

E. **LEAVES OF ABSENCE**

1. **General Provisions**

The policies in this section describe various types of paid and unpaid leaves of absence provided by the UUFH. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the

leave as granted. If prevented from returning as expected, the employee must immediately notify his/her supervisor.

2. Sick Leave With Pay

All full-time employees accrue one day of paid sick leave for every month worked, up to a maximum of twelve (12) days per calendar year. Unused sick time may accrue up to a maximum of fifteen (15) days. Employees work twenty (20) hours or more per week, but less than full time, accrue sick leave on a prorated basis. Employees who work less than twenty (20) hours per week are not entitled paid sick leave.

Sick time may be taken in full or half day units only. The UUFH will not pay the employee for unused sick time upon termination.

Sick leave may be used for:

- Employee's own illness, injury, or other medical condition/treatment
- Immediate family member's illness, injury, or medical condition/treatment.

("Immediate family" is defined as spouse/partner, child, or parent).

Employees must notify their supervisor before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition, including why the employee was not able to work. The UUFH reserves the right to request that a physician chosen by the UUFH, and at the expense of the UUFH, examine employees who are repeatedly absent for illness or injury.

3. Medical Leave Without Pay

Unpaid medical leave may be granted in instances where an employee's medical condition requires absence from work for more time than the amount of accrued sick leave and vacation time. This leave requires the approval of the employee's immediate supervisor and the BOT. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a request or requirement for authorization to speak with the employee's treating physician. The UUFH also reserves the right to request a second opinion from a physician chosen by the UUFH.

Unpaid medical leave may also be granted in the case of an immediate family member's illness, following the above approval and documentation requirements.

The maximum unpaid medical leave time that may be granted is three (3) months.

4. Military Leave Without Pay

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence and the expected date of return.

Employees may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

5. Funeral or Bereavement Leave With Pay

Full-time employees may request up to three days of paid bereavement leave, to be granted at the discretion of the employee's supervisor. Bereavement leave will be prorated for eligible part-time employees.

6. Jury Duty

Employees who are called to jury duty during active Fellowship months may be asked to request postponement. The UUFH will pay the employee's regular salary for the first three (3) days of jury duty, and the difference between regular pay and jury duty earnings each day thereafter, up to a maximum of twenty (20) working days. Employees should appear for work upon being excused from jury duty on any day or partial day.

7. Parental Leave

A full time employee who has completed the Initial Review Period and who becomes a natural or adoptive parent may take up to six (6) weeks unpaid leave following the birth or adoption of a child under the age of eighteen (18). During such leave, the UUFH shall continue to pay the established contribution, if any, for individual health insurance premiums in order to maintain coverage during this period, but no other benefits will be paid or accrued, except those as required by local, state, or federal regulations. A parental leave requires prior approval from the employee's supervisor.

The employee will pay to the UUFH his/her portion of health insurance premiums for dependents.

Appendix A

PERSONNEL SUPERVISION AND EVALUATION POLICY

The Role of Personnel Committee

- *With regard to the DIRECTOR OF RELIGIOUS EDUCATION (DRE)*
 - Evaluates, with the Minister
 - Recommends Compensation
- *With regard to the RE ASSISTANT*
 - Evaluates, with the DRE
 - Recommends Compensation
- *With regard to the MUSIC DIRECTOR*
 - Evaluates, with the Minister
 - Recommends Compensation
- *With regard to the OFFICE MANAGER*
 - Evaluates, with the Minister
 - Recommends Compensation

The Role of Treasurer

Liaison to the *BOOKKEEPER* and *CPA*
Evaluates their performance
Reports their performance to their consultant firms.

The Role of Committee on Congregational Ministry (CoCM)

- Evaluates the *MINISTER*
- Recommends compensation for the MINISTER, with input from the Personnel

Committee

The Role of the Minister

- Supervises the *OFFICE MANAGER*
- Supervises the *DIRECTOR OF RELIGIOUS EDUCATION (DRE)*
 - The *DRE* supervises the *RE ASSISTANT*
- Supervises the *MUSIC DIRECTOR*

Date Adopted: ___/___/_____

Appendix B

TIMELINE

The " timeline listing" below weaves together the parallel processes of evaluations and compensation decisions so as to better coordinate with the BOT's finalization of the Annual Budget.

1. February: Information Gathering

- For Minister: CoCM begins gathering information from the Congregation and Cluster Coordinators.
- For Staff: Personnel Committee begins gathering information from Minister, supervisor(s) and the Congregation.

2. Late March: Preparation and Approval of Evaluations

- For Minister: CoCM prepares evaluation of Minister.
- For Staff: Personnel Committee prepares evaluations of Staff.
- Evaluations are presented to BOT for approval.
- CoCM, Personnel Committee and Finance Committee meet to discuss initial related compensation issues.

3. Early April: Presentation of Evaluations and Goal-Setting

- For Minister: CoCM discusses evaluation and goals with Minister and invites Minister's concerns/expectations re compensation.
- For Staff: Personnel Committee and Supervisors meet with Staff to present evaluations. The Supervisor sets meeting, within following two weeks, to articulate development plans.

4. April BOT Meeting: Compensation Recommendations

- For Minister and Staff: CoCM and Personnel Committee make compensation recommendations to BOT and Finance Committee.

5. May Spiritual Directions Meeting

- Finance Committee sends copy of tentative Budget to BOT, in advance, for perusal.
- BOT has in-depth conversation on proposed Budget. (May be continued over next two weeks.)

6. May Business Meeting

- BOT finalizes Budget decisions, and notifies the CoCM, Personnel Committee & Finance Committee.
- CoCM informs Minister, and Personnel Committee informs staff, of final package being submitted to Congregation for approval.

7. June Annual Meeting

- BOT presents Budget to Congregation for approval.

Notes:

1. It is recommended that the Personnel Committee & the CoCM have one member in common.
 2. "Committee" may imply "Designee".

Date Adopted: ____/____/____

Appendix C

PERSONNEL MANUAL ACKNOWLEDGMENT FORM ^(*)

I hereby acknowledge that I have received a copy of the Personnel Policy Manual of the Unitarian Universalist Fellowship of Huntington (UUFH).

I understand that it is my responsibility to read the manual and comply with the policies, practices and rules of the UUFH.

I understand that this manual:

- sets forth the basic policies and practices of UUFH,
- supersedes all previous policies, written or oral, expressed or implied,
- applies to all staff, except where otherwise noted, and

- governs all employment arrangements unless specifically altered in writing in an individual circumstance.

I further understand that this manual is:

- provided as a matter of information and reference only,
- not a legal document,
- not intended to create an express, or implied contract, of employment between UUFH and any of its employees, or to bind UUFH in any contractual manner.

I understand that UUFH reserves the right to amend, supplement, rescind or interpret any policies or procedures as it may deem necessary, with or without notice, and that no one person has the right to amend these policies or procedures, either in writing or verbally.

I specifically acknowledge that my employment is at will and that my employment may be terminated by either the UUFH or by me, at any time, for any reason or no reason, with or without notice, with the understanding that two weeks notice is desirable for both parties.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Policy Manual on dated: ____/____/____.

Employee Name (Print)

Employee Signature

____/____/____
Date

(*) This page will be placed in the employee's personnel file after it has been signed.

Adopted 4/16/07 - Health Insurance Policy

The Personnel Committee proposes that UUFH offer to pay the full cost of individual health insurance for its full-time employees under our group plan. Dependents may be added to the UUFH plan at the employee's expense.

Requests for reimbursement of premiums under other plans (up to the cost of UUFH's group premiums) may be considered on a case-by-case basis.

UUFH reserves the right to re-negotiate its plan (to make it more cost effective, or for other reasons) and will make reasonable efforts to minimize any financial or coverage impact for its employees.

UUFH will re-visit this policy annually.

5/15/06 - Evaluations

Role of Personnel Committee:

- Evaluate with the Minister - the Religious Educator
- Recommend compensation for Religious Educator

- Evaluate RE Assistant with input from Religious Educator
- Recommend compensation for RE assistant
- Evaluate with the Minister - Music Director and
- Recommend compensation.
- Evaluate with the Minister – Office Manager
- Recommend compensation for Office Manager

NOTE: The Treasurer will be liaison to the Bookkeeper and CPA.

Role of Committee on Congregational Ministry:

- Evaluate the Minister.
- Recommend compensation for the Minister with input from Personnel.

Role of the Minister:

- Supervises Office Manager
- Supervises The Religious Educator
- (Religious Educator supervises the RE assistant)
- Supervises the Music Director

(8/6/06) TIME LINE

This timeline attempts to weave together the parallel processes of evaluations and compensation decisions so as to better coordinate with the Board's finalization of the annual Budget.

1. February: Information Gathering

- o *for Minister:* CoCM begins gathering information from Congregation and Cluster Coordinators.
- o *for Staff:* Personnel Committee begins gathering information from Minister, supervisor(s) and congregation.

2. Late March: Preparation and Approval of Evaluations

- o *for Minister:* CoCM prepares evaluation of Minister.
- o *For Staff:* Personnel prepares evaluations of staff.
- o Evaluations are presented to Board for approval.
- o CoCM, Personnel Committee and Finance Committee meet to discuss initial related compensation issues.

3. Early April: Presentation of Evaluations and Goal-Setting

- o *For Minister:* CoCM discusses evaluation and goals with Minister and invites Minister's concerns/expectations re compensation.
- o *For Staff:* Personnel and Supervisors meet with staff to present evaluations. Supervisor sets meeting within following two weeks to articulate development plans.

4. April Board Mtg: Compensation Recommendations

- o *For Minister and Staff:* CoCM and Personnel make compensation recommendations to BOT and Finance.

5. May Spiritual Directions Mtg

- o Finance sends copy of tentative Budget to BOT in advance for perusal.
- o BOT has in-depth conversation on proposed Budget. (May be continued over next two weeks.)

6. May Business Mtg

- o BOT finalizes Budget decisions and notifies CoCM, Personnel, & Finance.
- o CoCM informs Minister and Personnel inform staff of final package being submitted to congregation for approval.

7. June Annual Mtg

- o BOT presents Budget to Congregation for approval.

Notes

1. It is recommended that Personnel & CoCM have one member in common.
2. "Committee" may imply "designee".

6/16/03 – Approved a new job description for Carol O’Borski including the following:

- **Hours and lunch: choice of 8:30 to 5:00 or 9:00 to 5:30 with a half hour lunch**
- **Office Hours: 9:30 to 4:30 (the same as now)**
- **October 1-15: re-evaluation of the changes**
- **January 15-February 1, 2004: decision for the following year**
- **Title choices: Secretary, Administrative Associate, Office Associate**

4/8/03 – Starting the year 2003-2004, we create a paid part time bookkeeping position to carry out accounting tasks as defined by the Stewardship Group in conjunction with the Personnel Committee (hours and salary to be worked out).

To create, on a trial basis, a part time volunteer office manager position with the goal of improving efficiency and professionalism in the Fellowship office. In conjunction with this, we will clarify the job descriptions of the current paid office staff.

11/4/02 - Ask the Personnel Committee to look at the present system, consider alternatives, and report to the Board by May. Formal evaluations to be streamlined for the 2002-2003 year (this will be determined by the body that will do the evaluations).

7/15/02 – Payroll Policy: Beginning July 1, 2002, paychecks for employees of the UUFH shall be drafted as follows:

1. All employees will be paid once or twice a month.

Monthly-paid employees shall receive paychecks dated the 28th of the month. Monthly-paid employees shall receive their paychecks on the 28th in the months where that day is not on a weekend day, and on the Friday before the 28th, if the 28th falls on a weekend or holiday.

2. Weekly paid employees shall receive paychecks dated and delivered on the Monday following the week for which they are being paid. In weeks where Monday is a holiday, weekly-paid employees shall receive their paychecks on Tuesday.

3. Paychecks at times of vacation/professional days shall be made as follows:

- If a monthly or weekly paid employee is taking an earned vacation day or professional development day on a day when paychecks would be received ordinarily, they may request that the payroll check be available for pick up the day before their departure. (Paychecks will still be dated as stated above.)

4. Signed paychecks shall be sealed in a window envelope and placed in the employee’s mailbox.

11/5/01 – One-year experiment for evaluating the minister. This year the Personnel Committee and the Shared Ministry Evaluation Committee (SMEC) will handle the Minister's evaluation jointly.

4/17/2000 – Adding the Benefits Committee to the By-Laws should be deferred until the bylaws general revision that will be done next year.

3/20/2000 – A Benefits Committee should be established comprised of the Treasurer, a Board representative from the Personnel Comm., a member of the Religious Education Relations Comm., and a knowledgeable insurance person. Additional consultants may be invited as the committee sees fit. The committee will meet annually to review the benefits package with its resulting budget implications and will report their recommendations to the Board in March. They also meet on an 'as needed' basis.

12-19/98 – COMC Recommendation on the hiring of members:

- Whenever possible, the UUFH will attempt to fill paid staff positions from outside the congregation, believing that there are inherent risks in mixing a religious relationship with a working one. This does not preclude the UUFH from hiring internally from membership, if necessary, however. Members may be hired on a temporary or emergency basis, with an initial contract renewable at six months and thereafter on a yearly basis. Non-member staff who desire membership within the congregation are welcome to join, but will be advised about the risks that may be involved. The UUFH's primary concern is that a work conflict could spillover into, and negatively affect, the religious relationship and, of course, vice versa. Within the UUFH community, our paramount interest is nurturing the religious one. This policy is being set down to protect it.

- UUFH members who are employed by the Fellowship as of 12/1/98 would be excluded from this new policy and would continue to serve in their current positions as long as the relationships are mutually beneficial.

- Exceptions to this policy may be made by a Board vote with two-thirds majority.

- Those who are called to the UUFH as ministers or hired as RE professionals are welcome to become members if they desire.

9/98 – Motion passed that we proceed with RE Relations Committee and amend previous motion on this subject to make 3 members plus a youth member. Bylaws will be revised.

8/98 – Motion passed that Board charge cluster on Ministry to discuss and make recommendations to the Board on hiring of congregational members, to be voted on at end of calendar year.

- Motion to hire a sexton

- Motion that board charge the cluster on Ministry and Lifespan Religious Education to discuss and make recommendations to the Board on the responsibilities and job description of the sexton and child care attendant to include a supervision and evaluation policy

- Motion passed that a RE Relations Committee be established (mirror of Ministerial Relations Committee) as outlined in article 8 sec. 8.4 of bylaws. Eva to submit 6 names to Board

1998 – It has been deemed necessary and desirable by the Board of Trustees of UUFH to establish a Personnel Committee consisting of 5 members appointed by the BOT. Two members of the BOT to be appointed annually and serve for a single year; three members of the congregation at large to serve two year terms. Duties will include: initial development and implementation of an evaluation process, general and direct support for all staff, maintenance of an updated file containing job descriptions, and solicitation of salary information from similar institutions with comparable positions for comparative purposes. All staff, including music director, DRE, administrator, and custodian shall be formally evaluated annually with a written report being completed between February 15 and March 15 each year for presentation to the Board. Evaluations shall include recommendations for salary adjustments. Informal evaluations are expected to be an on-going part of the support offered the staff.

10/95 - UNITARIAN UNIVERSALIST FELLOWSHIP OF HUNTINGTON PERSONNEL POLICIES

INTRODUCTION: The parish minister is responsible to the board of trustees for overall operation of the fellowship and supervision of Fellowship staff. Terms of individual contracts for the minister, director of religious education and music director shall override any policies herein unless otherwise stated. In addition to duties described below, the personnel committee shall assist the minister in staff relations and implementation of personnel policies.

EMPLOYMENT PRACTICES

In the selection of staff, prospective employees shall receive appropriate consideration without regard to non-merit factors such as age, race, gender, color, national origin, sexual orientation or marital status.

- At the beginning of employment, each staff member shall receive a statement of the terms of employment, duties and responsibilities. The agreed upon work schedule of a staff member is an integral part of the position description. If there is a substantial change in the work proposed, the position may be redescribed and the annual rate of pay appropriately adjusted by the board of trustees upon consideration of recommendations made by the personnel committee.

- The minister, director of religious education and music director shall be given a binding contract covering specific terms of employment. Terms of employment for these staff members shall not be altered during the contract year, except by mutual agreement between the employee and the board of trustees.

- All other employees shall be employed on terms specified by the board of trustees upon consideration of recommendations made by the personnel committee. In general, these terms set hours of employment and annual rate of compensation on the basis of a full, 40 hour week, or a regularly required fraction thereof

Probationary Period

- All new employees will be subject to a three month probationary period. At the end of this period the employee will be evaluated by the minister in conjunction with the personnel committee. A satisfactory evaluation will result in an end to the probationary period. A less than satisfactory evaluation will result in either termination or a maximum

three-month extension to the probationary period. An unsatisfactory evaluation at the end of an extended probationary period will result in termination.

Employment Status

An employee is considered full-time, part-time or hourly as follows:

- Full time employees** are those who are hired to work a 40 hour work week and are paid a salary.

- Part-time employees** are those who are hired to work a regularly scheduled fraction of the week and are paid a salary.

- Hourly employees** are those who regularly work less than full time hours and are paid an hourly wage for time worked.

Work Hours

- The regular office hours will be Monday through Friday, 9:30 AM to 4:30 PM.

- Full time employment for non-contractual employees is to include a one hour daily lunch break with specific hours as defined in individual job descriptions.

- Overtime pay shall not normally be paid to any contractual or full time employee. Exceptions may be made by a majority vote of the board of trustees. If additional work hours beyond the employee's normal weekly hours are necessary, compensatory time may be taken with the approval of the minister. Compensatory time will normally be taken within one month of the time it is earned.

- Salary adjustments may be made annually based on board of trustees approval of personnel committee recommendations, and upon congregation approval of the annual budget.

Evaluation

A written performance evaluation by the personnel committee in conjunction with the minister will be provided to all employees annually. The employee and the personnel committee will meet to discuss the evaluation and exchange ideas concerning the employee's strengths, the committee's recommendations for improvement and goals for the coming year. This evaluation provides the basis for salary recommendation.

Grievances

A staff member should discuss grievances with the minister. Should this not result in resolution of the grievance, the employee may present the problem in writing to the personnel committee. A meeting of the employee, the minister and a majority of the personnel committee will be arranged within two weeks or at the earliest convenience of the employee and resolution will again be sought. An employee has the right to request a meeting with the board of trustees to appeal the decision of the personnel committee. Ultimately, a decision made by a majority of the board present and voting will be final.

Termination

If an employee is terminated involuntarily, the UUFH will generally give two weeks notice or two weeks of pay in lieu of notice.

BENEFITS

The UUFH will pay all benefits required by local, state and federal regulations, including, but not limited to, FICA, state disability insurance, worker's compensation.

Health Insurance

Full time employees are entitled to individual health benefits as stipulated by UUA guidelines.

Pension

Regular full time benefits-eligible employees are eligible for pension. The UUFH will contribute **5%** of the employee's annual salary to the UUA pension plan or its equivalent, as determined by the board of trustees.

Annual Leave

The minister and Director of religious education shall receive paid annual leave according to the terms of their contracts. All other salaried employees shall be eligible for paid leave after six months of employment on the following basis:

•**Vacation:** Full time employees will earn three weeks of vacation time per year for the first five years of employment; four weeks per year thereafter. This will be earned by accruing 1¹/₄ days per month for the first five years of employment, and 1¹/₃ days per month beginning in the sixth year of employment. Eligible part time employees working at least 20 hours a week will receive pro-rated time accordingly. Up to five unused vacation days may accrue at the employee's anniversary date each year. The UUFH will pay the employee for any unused vacation time upon termination. Hourly employees are **not** eligible for paid vacation.

- **Holidays:** Regular full time employees receive the following ten paid holidays: New Year's Day; Presidents' Day; Martin Luther King's Birthday; Memorial Day; Fourth of July; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; Christmas Day. In the event the holiday falls on a Saturday or Sunday, or if the employee's work demands duty on the holiday, an alternate day off will be given the employee, as mutually agreed to by the employee and the minister. Eligible part time employees working at least 20 hours a week will receive prorated time accordingly.
- **Paid sick leave:** Full time employees shall accrue sick leave at a rate of one work day per month and salaried part-time employees' sick time shall be prorated accordingly. For purposes of sick leave, a day shall be defined as an employee's regular work day (i.e., a half time employee who works five half days per week will accrue one half day = one work day per month). Sick time may be taken in full or half day units. Unused sick time may accrue up to 15 days. The UUFH will not pay the employee for unused sick time upon termination.
- **Parental leave:** A salaried full-time employee who has completed the probationary period may take up to eight weeks unpaid leave following the birth or adoption of a child under the age of 18. During such leave, UUFH shall continue to pay the established contribution, if any, for health insurance premiums, but no other benefits will be paid or accrued, except those as required by local, state or federal regulations. As much notice as possible is to be given to the minister.

•**Jury Duty:** It is expected that employees will request postponement of jury duty to the summer months if called during the regular fellowship year (September - June). The UUFH will pay the employee's regular salary for the first three days of jury duty, and the difference between regular pay and jury duty earnings each day thereafter.

•**Bereavement Leave:** Full time employees may request up to five days of paid bereavement leave, to be granted at the discretion of the minister. Bereavement leave will be prorated for eligible part time employees.

- **Authorized unpaid absence** may be taken for personal or family illness at the discretion of the minister, after all accrued sick/vacation time has been used.

3/30/95 – It has been deemed necessary and desirable by the Board of UUFH to establish a Personnel Committee. This standing committee is to consist of five members appointed by the Board as follows: 1) Two members of the Board to be appointed annually and serve for a single year; 2) Three members of the Congregation at large to service two-year terms.

Duties of the Personnel Committee will include:

- Initial development and implementation of an evaluation process;
- General and direct support for all staff;
- Maintenance of an updated file containing job descriptions;
- Solicitation of salary information from similar institutions with comparable positions for comparative purposes.

All staff, including Music Direction, Director of Religious Education, Administrator, and Custodian shall be formally evaluated annually with a written report being completed between Feb. 15 and March 15 each year for presentation to the Board. Evaluations shall include recommendation for salary adjustments; informal evaluations are expected to be an ongoing part of the support offered the staff.

92/93 - CHARGE TO THE PERSONNEL COMMITTEE

WHEREAS the Unitarian Universalist Fellowship of Huntington desires to be a responsible employer,

WHEREAS the ability to be a responsible employer rests upon intentional effort and attention paid to the establishment and development of policies and working conditions for all personnel,

WHEREAS an objective and long—range perspective is of great help in developing fair policies,

THEREFORE we, the Board of Trustees of the Unitarian Universalist Fellowship of Huntington, do hereby create and charge the Personnel Committee:

1. To review and assess as needed:
 - i. UUFH policies and procedures regarding staff evaluations,
 - ii. the job descriptions, requirements and expectations by UUFH of UUFH personnel,
 - iii. UUFH policies and procedures regarding compensation of personnel, including compensation levels, increases in compensation, and (as applicable) professional

- expenses, benefits and employer costs, vacations, sick leave, and similar matters,
- iv. UUFH policies and procedures regarding the hiring and dismissal or departure of personnel,
 - v. other UUFH policies and procedures that directly affect UUFH personnel,
- and to report and/or make recommendations as needed to the Board of Trustees regarding changes or refinements in these.
2. To research and maintain a body of information helpful to the Board of Trustees and to the various evaluation committees in their efforts to achieve fair policies and compensation of personnel.
 3. To develop and maintain a Personnel Policy Handbook for the Fellowship.

9/88 - Minister's mortgage fund to be received in full within 6 months of contract termination.

9/87 - DRE added to Fellowship letterhead.

2/82 - Ministerial Evaluation Committee required by Bruce Marshall's contract.

6/1/81 – The Minister in accordance with the Bylaws of the UUFH is called by the Congregation; has freedom of the pulpit; is responsible only to the Congregation; and may be removed only by the Congregation. The Board shall evaluate the Minister's performance annually prior to the Annual Congregational Meeting. They shall include a recommended Minister's salary in the proposed budget for the coming year. An employment contract shall be negotiated by the Board with the Minister each year following approval of the Budget by the Congregation.

The Administrator shall be appointed by the Board but shall report to the Minister. The Minister shall, respecting the Administrator's status as a self-employed person and with the general concurrence of the Board, assign duties, set priorities and supervise the work of the Administrator. The Minister shall evaluate the Administrator's performance annually prior to the Annual Congregational Meeting and shall recommend to the Board for inclusion in the Budget the Administrator's remuneration for the next fiscal year. After approval of the Budget by the Congregation, a contract shall be negotiated by the Board with the Administrator. In the event of unsatisfactory performance on the part of the Administrator, the Minister shall recommend to the Board that the Administrator's contract be terminated. In the event of a vacancy, the Minister shall seek out and recommend to the Board a person to be appointed as Administrator. The Board shall seriously consider the Minister's recommendation in these areas but shall retain final responsibility.

The Custodian(s) shall be appointed by the Board upon recommendation of the House Center. Responsibility for establishing the scope of work for and supervising the performance of the custodian(s) shall be delegated by the Board to the House Center, which shall evaluate the performance of the custodian(s) annually prior to the Annual Congregational Meeting. The House Center shall recommend to the Board at this time the proposed remuneration and other basis of contracting for the custodial services for the following fiscal year. A contract shall be negotiated (subject to approval by the Board) each year by the House Center with the custodian(s). In the event of an unsatisfactory

performance by the custodian(s), the House Center shall recommend to the Board the termination of the contract with the custodian(s). The Board shall seriously consider the House Center's recommendation but shall retain final responsibility.

The contract is between the UUFH incorporated in the state of New York, and _____ acting as an independent contractor and not as an employee or part of the Fellowship.

_____ will act as _____ and will perform the services described in the attached description of work. This contract will be in force unless terminated from _____ to _____ and may be extended and/or amended by agreement in writing of both parties. This contract may be terminated by either party by the giving of ___ days notice in writing to the other. The contractor will be compensated for services hereunder at the rate of \$_____ per hour/month/year for each hour/month worked hereunder providing the services described herein up to a total amount of \$_____ for the period of the contract. In addition, the contractor will be reimbursed in an amount equal to reasonable expenses actually and necessarily incurred by him/her (including travel costs if directed by the Fellowship) in connection with the performance of services hereunder.

OUTREACH & LARGER COMMUNITY

CHALICE LIGHTERS

DENOMINATIONAL AFFAIRS

DENOMINATIONAL AFFAIRS CENTER – shall plan and carry out activities which will increase the knowledge of and interaction with the UUA, the Metropolitan District, LIAC, and other UUF Fellowships, churches and Societies. The Center shall also, with the approval of the Board of Trustees, arrange for representation of the Fellowship at the General Assembly of the UUA. The Center shall recommend to the Board of Trustees from the Members of the Fellowship, representatives to be appointed to serve on the governing bodies of the appropriate regional denominational organizations.

GUEST AT YOUR TABLE

HiHi

12-20-04 – The Board voted to approve the use of the facility for Emergency Housing on any night, as long as there is no conflict with paid rentals or other Fellowship activities, and as long as there is proper volunteer coverage.

HOUSING HELP

HUNGRY BASKET

INTERWEAVE

5/10/04 - CONGREGATIONAL RESOLUTION

At a time when it is claimed, even by Democratic politicians, that churches do not support same-sex marriage, we need to raise our voices as a congregation, to make it clear that UUFH is in fact a church that does support gay marriage. Some ministers in our denomination, after performing services of union, have promised to sign marriage licenses if and when the couples can get them. There are even a few ministers who have refused to perform heterosexual marriages until the right is available to same-sex couples. A resolution of our position on this highly controversial topic can help our allies in Congress fight the radical right, because it can be used to show that not all religious communities want the gay marriage ban.

Therefore, the Gay and Lesbian Concerns Group (Interweave) is publishing the following resolution that they would like to propose at the Congregational Meeting on April 18th. If you have any questions, comments or suggestions regarding the resolution before it is proposed, please e-mail Rich Buley-Neumar at kenandrich@optonline.net.

UUFH RESOLUTION REGARDING DEFINITION OF MARRIAGE CONSTITUTIONAL AMENDMENT

First Resolution

It is *resolved* by the congregation of the Unitarian Universalist Fellowship of Huntington,

That every citizen of the United States of America must be guaranteed equal protections, rights and freedoms by the Constitution of the United States of America, regardless of sexual orientation;

That amending the Constitution to deny same-gender couples the rights and responsibilities of marriage that are guaranteed to opposite-gender couples would enshrine discrimination into the document that provides the very foundation of our democracy;

That the President of the United States of America should not propose, endorse or support an amendment to the Constitution that would define marriage solely as a union of a man and a woman, thereby limiting, denying or removing equal protections, rights and freedoms to citizens of our country based on their sexual orientation; and that the Congress of the United States should not initiate such an amendment.

Second Resolution

Be it further resolved:

That the Board of Trustees, with assistance of the Gay And Lesbian Concerns Group (Interweave) and the Social Justice Center/Committee, will publicize the resolution to the general public; and

That the Board of Trustees will seek to have other UU congregations in the Metro New York District, as well as other religious groups, endorse and publicize the resolution both jointly and individually.

(End of Second Resolution)

5/20/96 – A representative of UUFH will carry our banner in the Gay Pride parade.

LIAC

METRO NY DISTRICT

PARTNER CHURCH

PEACE FORCE

SOCIAL JUSTICE/ LEARN

3/93- MISSION STATEMENT – Our mission is to practice social responsibility and be a force of social responsibility within the center, the Fellowship and the community through:

- 1) Education – act as a channel and a resource to the congregation and community at large. Be more informed about current issues and alternatives. Bring questions to the forefront through the Beacon, forums, seminars, videos, lending library, etc.
- 2) Witness – inform of and/or provide means for members and congregants to give witness to governing officials by letter-writing campaigns, rallies, marches, etc.
- 3) Action – Develop linkages into the local community to offer opportunities for members and congregants to become directly involved and to “live” our principles through volunteer service.
- 4) Organize – Identify opportunities to and become recognized in the community as an agent that can initiate and advocate for positive change.

TASK FORCE ON THE RELIGIOUS RIGHT

TODD STUTZMAN MEMORIAL BLOOD DRIVE

UNILEAD

SERVICE COMMITTEE

7/20/93 – Mailing list - send UUSC on a regular basis.

UU/UNO

STEWARDSHIP

RENAISSANCE FAIRE

5/20/87 – Renaissance Faire Policy:

Whereas the purpose of our Renaissance Faire is to earn money for the Fellowship while providing a pleasant and memorable experience for our visitors,

Whereas the promotion of any other cause or charity, no matter how worthy, imposes on our paying guests, who are in effect a captive audience,

Be it resolved that promotions, demonstrations and any other activities judged by the Faire, be scheduled at another more appropriate time.

WISH LIST

2/3/03 - The contents of the Wish List Booklet will be reviewed by the Cluster Coordinating Council prior to publication.

5/13/91 - A Fellowship Group, Center, or Committee has needs (or wants) which, because of budget constraints, cannot be included in the Operating Fund. Often these expressed communal ‘wishes’ are not generally known. Members, however, may welcome the opportunity to contribute to the cost of a wish, in whole or part — over and above their pledge.

A Wish List serves the purpose of making known to the members and friends of the Fellowship these needs or wants. It is a thoughtfully prepared compilation of items large and small. These are not absolute necessities, yet will enhance the quality of Fellowship life.

Projects more properly described as “maintenance” or “capital improvements” are not appropriate for inclusion in the Wish List.

6/88 - Wish List concept approved (departure from unified giving approach).

BEYOND OUR WALLS

11/15/04 – BEYOND OUR WALLS COMMITTEE

Mission: “to use the Fellowship’s collective financial resources to support UUFH members in working toward social justice and social service beyond our walls.”

The Beyond Our Walls Committee shall consist of 6 members who will have staggered 3-year terms. The composition of the committee will be: one member representing the RE

Cluster, one member representing the Ministry Cluster, one member representing Stewardship Cluster, one member representing the Social Justice/Outreach Cluster, one member representing the Building Use Committee, and one member representing the congregation at large.

The Beyond Our Walls (BOW) Committee shall:

1. Review written proposals for events/projects that will be submitted for consideration of funding.
2. Set up criteria by which proposals will be requested, accepted, reviewed, and recommended for funding (including its overall soundness and thoroughness of planning, proposed timeline, budgetary requirements, degree and breadth of involvement of congregants, core group commitment, and post-event evaluation process.)
3. Present a list of “suitable” projects/events to the Board of Trustees for approval in the Spring for the next congregational year.
4. Advocate for congregants to consider leaving endowment money specifically targeted toward philanthropy.

5/5/03 - To create a committee of 6 members, called the **Beyond Our Walls Committee**, whose members will have staggered 3-year terms. The composition of the committee will be: one member from the Ministry Cluster (possibly a Ministerial Assistant), Stewardship, Children’s Religious Education Committee, Social Justice, the new Building Use Committee, and one member at large.

The purpose of the Beyond Our Walls (BOW) Committee will be to:

1. Review written proposals for events/projects that will be submitted for consideration of funding.
2. Set up criteria by which proposals will be requested, accepted, reviewed, and recommended for funding (including its overall soundness and thoroughness of planning, proposed timeline, budgetary requirements, degree and breadth of involvement of congregants, core group commitment, and post-event evaluation process.)
3. Present a list of “suitable” projects/events to the Board of Trustees for approval in August.
4. Propose the philanthropic projects/events to the congregation at a congregational meeting in early September of each year.
5. Advocate for congregants to consider leaving endowment money specifically targeted toward philanthropy.

10/19/98 – Minimum membership requirement to support the Fellowship was set at \$100.

BYLAWS

6/06 – BYLAWS of the UNITARIAN UNIVERSALIST FELLOWSHIP OF HUNTINGTON
109 Brown's Road, Huntington, NY 11743

Unanimously adopted by the Congregation on 3/27/79, and as amended on 1/25/81, 4/26/81, 4/27/86, 12/11/88, 4/29/90, 4/26/92, 4/18/93, 4/30/95, 4/28/96, 1/26/97, 3/4/01, 4/22/02, 6/17/02, 4/27/03, 6/6/04, and 6/5/05.

ARTICLE I - THE FELLOWSHIP

1.1 Name

The name of this religious corporation shall be the Unitarian Universalist Fellowship of Huntington, Inc. (hereinafter referred to as "UUFH" or "the Fellowship").

1.2 Purpose

It shall be a fellowship of free minds for the study and practice of liberal religion, with the objectives of developing the higher life of its Members and of building a better community and world. To this end it shall endeavor to:

- 1) Bring together religious liberals;
- 2) Foster principles of freedom, brotherhood, and moral integrity, and the personal growth and dignity of the Individual;
- 3) Foster among its Members and Friends respect for one another, and in all, the right of individual conviction.

The Fellowship shall:

- 1) Regularly hold Sunday services for its congregation;
- 2) Maintain a Religious Education (RE) program in which children may meet and grow together in awareness of human worth and the mystery of life;
- 3) Maintain in perpetuity on Fellowship grounds a memorial garden in which cremated remains may be buried or scattered;
- 4) Encourage freedom of religious thought and expression in its Minister(s), Professional Staff, Members, and guests;
- 5) Maintain membership in the Unitarian Universalist Association (UUA), 25 Beacon Street, Boston, Massachusetts;
- 6) Maintain liaison with the Unitarian Universalist District of Metropolitan New York and the Long Island Area Council, and with succeeding local districts and/or councils as they may be formed from time to time.

1.3 Diversity

This congregation affirms and promotes the full participation of persons without regard to race, color, gender, physical or mental challenge, affectional or sexual orientation, age, class, or national origin in all our activities and endeavors. These include, but are not limited to, membership, programming, hiring practices, and the calling of religious professionals.

1.4 Duration

The duration of this Fellowship is intended to be perpetual. If, however, its religious assemblies and educational activities shall be discontinued for two consecutive years, all remaining temporalities and properties shall forthwith vest in the UUA or its successor organization.

ARTICLE II - MEMBERSHIP

2.1 Requirements for Membership

To be a Member, a person must:

- 1) Sign the Membership Book, thereby showing agreement with the purposes of the Fellowship as stated in Article I hereof;
- 2) Contribute annually to the financial support of the Fellowship;
- 3) Be at least sixteen years of age.

If a member does not meet the requirements for financial support, that person may be dropped from the Membership rolls at the discretion of the Board of Trustees. The Board of Trustees (Article IV) shall notify any member who is being considered for discontinuance of Membership by a letter quoting this Article and requesting a statement of intent.

2.2 Financial Support

Each member shall provide financial support to the Fellowship with an annual paid pledge or a recorded contribution. The minimum level of annual financial support shall be determined each year by the Board of Trustees. Cases of financial hardship shall receive individual consideration.

2.3 Rights and Privileges

The following rights and privileges are reserved for Members only:

- 1) To vote at any Congregational Meeting after having been a Member for a period of at least ninety days prior to such meeting;
- 2) To hold elective office in the Fellowship;
- 3) To serve on the Board of Trustees of the Fellowship;
- 4) To serve on the Nominating Committee and the Committee on Congregational Ministry;
- 5) To serve as a Cluster Coordinator;
- 6) To chair Centers and Committees.

2.4 Summary Termination of a Member

The Board of Trustees may terminate the Membership of any Member, after reasonable notice and an opportunity for the member to be heard, for conduct unbecoming a Member of the Fellowship. Anyone whose Membership is so terminated may appeal to the Congregation by written demand addressed to the Secretary, who shall thereupon call a Special Congregational Meeting not less than fifteen, nor more than thirty days from receipt of such a demand. A majority of Members present at such a meeting shall sustain or reject the action of the Trustees.

2.5 Friends

Friends of the Fellowship are persons who have made annual recorded contributions to the Fellowship and are active in its affairs, but who do not sign the Membership Book. The minimum level of annual financial support shall be determined each year by the Board of Trustees. Cases of financial hardship shall receive individual consideration.

2.6 Members Emeriti

A member who has been active in the Fellowship for many years, and who wishes to retain ties to the Fellowship, may, on request and at the discretion of the Board of Trustees, be designated as Member Emeritus without voting rights or financial obligations.

2.7 The Directory and The Beacon

The Fellowship shall publish a Directory annually and a newsletter, *The Beacon*, throughout the Fellowship year. All Members, Members Emeriti, and Friends of the Fellowship will be listed in the Directory. All Members and Friends will receive *The Beacon*. A Member Emeritus may receive *The Beacon* upon payment of an annual subscription charge to be established by the Board of Trustees.

ARTICLE III - THE CONGREGATION

3.1 The Annual Congregational Meeting

The Congregation is the basic governing body of the UUFH and shall meet in each year to conduct the business of the Fellowship at the Annual Congregational Meeting, which shall be held in two sessions or parts, as follows:

- 1) Part I of the Annual Congregational Meeting shall be held in April of each year. At this meeting, the Congregation shall: elect Officers, fill vacancies on the Board of Trustees, the Cluster Coordinating Council, the Committee on Congregational Ministry, and the Endowment Committee, and shall elect the Nominating Committee for the succeeding year (as detailed in Article VI). At Part I of the Annual Congregational Meeting, other business may be addressed by the Board of Trustees or may be brought up by any Member from the floor.
- 2) Part II of the Annual Congregational Meeting shall be held in the month of May or June. Unless the meeting announcement has stated otherwise, the sole purpose of this meeting is to approve the budget for the succeeding fiscal year. Members may not bring up other business from the floor at Part II of the Annual Congregational Meeting.

The fiscal year of the UUFH shall be from July 1 to June 30. The adoption of the annual budget by the Congregation shall set compensation for all staff members (some of whom may be considered self-employed persons), and shall authorize the Treasurer to expend the monies covered by the budget.

Announcement of each session of the Annual Congregational Meeting requires at least one notice in each of two successive issues of *The Beacon* and one notice in each of two successive Orders of Service.

3.2 Special Congregational Meetings

At the direction of the Trustees, a Special Congregational meeting may be called from time to time to act upon specific items of business. A special Congregational Meeting is required when requested by petition submitted to the Secretary and signed by at least twenty-five Members. The only items that can be transacted at a Special Congregational Meeting are those announced in the agenda published for that meeting. The Secretary shall publish the agenda in at least one issue of *The Beacon* and in each of two successive Orders of Service, or by a special mailing at least ten days in advance of the meeting.

3.3 Quorum

At any Congregational Meeting, a quorum shall consist of the lesser of forty Members or fifteen percent of the Membership. Prior to the conducting of any business at the meeting, the Secretary of the Fellowship shall determine the existence of a quorum. At any time during the meeting, any Member present may challenge the existence of a quorum.

3.4 Voting

At the Annual Congregational Meeting or any duly called Special Congregational Meeting, all Members with voting status may cast a ballot in person at the meeting. There shall be no absentee or proxy ballots.

3.5 Deciding Motions

At any Congregational Meeting a majority of the Members voting shall decide any motion,

with the following exceptions:

- 1) A two-thirds vote of the Members voting shall be required:
To call or dismiss the Minister;
To change the Bylaws;
To sell or purchase real property.
- 2) A three-quarters vote of the Members voting shall be required to pass a resolution on any issue on which the Congregation wishes to take a public position. If such a resolution is passed, it shall then be published with the recorded vote in *The Beacon*. It may be publicly released thereafter.
- 3) A two-thirds vote of all members of the Congregation, not just those Members in attendance and/or voting at a duly called congregational meeting, shall be required to use Endowment Fund principal or to borrow from Endowment Fund Principal for capital improvements.

3.6 Presiding Officer

The President shall conduct all meetings of the Board of Trustees and of the Congregation. In the absence of the President, the Vice President or any other Officer or Trustee so designated by the President shall conduct said meetings. The presiding officer of any meeting shall not have a vote except in the case of a tie vote on any motion.

3.7 Lack of a Quorum

As specified in Article IV, paragraph 4.3 of these Bylaws, a quorum of the Board of Trustees shall have the authority to act for the Congregation if a Congregational Meeting has been properly called and its agenda properly published, and at which a quorum of the meeting is not present. Action by the Board of Trustees shall be limited to agenda items. This section shall not apply to contested elections.

ARTICLE IV - THE BOARD OF TRUSTEES

4.1 Composition

The Board of Trustees shall consist of nine (9) Members of the Fellowship, except as provided in Section 5.1. Members of the Board of Trustees shall serve for staggered three-year terms. No Member of the Board of Trustees who has served two years as a Trustee may be re-elected until the expiration of one year from the completion of this service. Any Trustee who, without adequate reason submitted to the President or the Secretary, fails to attend three consecutive meetings of the Board of Trustees, shall be considered to have resigned from the Board. The Trustees shall fill by appointment, until the next Annual Congregational Meeting, any elective position that becomes vacant. An election to fill such a vacancy for its remaining term shall be held at the next Annual Congregational Meeting. The Minister and the Director of Religious Education shall be ex officio, non-voting members of the Board of Trustees. The President may appoint a Fellowship member as a non-voting Recording Secretary.

4.2 Duties of the Board of Trustees

The ultimate determination of all matters of policy and management shall be vested in the Board of Trustees between Congregational meetings. The Board of Trustees shall:

- 1) Serve, with the Minister, as co-spiritual directors of the Fellowship;
- 2) Govern all property of the Fellowship, including all uses of the buildings and facilities;
- 3) Conduct all affairs of the Fellowship and be responsible for the administration of the Fellowship;

- 4) Reallocate monies within the budget as required by the business of the Fellowship, such reallocation not to exceed five percent of the total budget. Non-budgeted expenditures in excess of five percent of the total budget shall require congregational approval;
- 5) Hire all staff members of the Fellowship except for the Minister(s). The Trustees shall seek and consider the recommendation of the Minister(s) in the hiring of all staff members;
- 6) Establish the number and times of the worship services;
- 7) Act upon applications for new organizations within the Fellowship;
- 8) Present a budget for the year at the Annual Congregational Meeting;
- 9) Change Membership status acting on the report of the Treasurer;
- 10) As determined by these Bylaws, appoint chairs and/or members of the following Committees: RE, Finance, Investment, Memorial, Endowment, Personnel, and Sunday Program,
- 11) On recommendation of the Endowment Committee, and in accordance with Article IX, paragraph 9.4.1 and 9.4.3, determine user allocation of legally-available monies in the Endowment Fund;
- 12) Determine whether an unallocated bequest or gift may be added to the Endowment Fund;
- 13) Review, annually, members of committees who are serving at the discretion of the Board, to determine if continued service is appropriate.

The members of the Board of Trustees shall not be individually liable to the corporation or to others for their good faith acts performed as members of the Board of Trustees and in conformance with their duties as specified in these Bylaws.

4.3 Meetings

There shall be a minimum of two meetings of the Board of Trustees per month from September through June. One meeting shall be devoted primarily to the business of the Fellowship. The other meeting shall be devoted primarily to the spiritual life of the Fellowship. Where practicable, an agenda will be provided prior to the meeting. A quorum at any meeting of the Trustees shall be two-thirds of the total number of Trustees.

ARTICLE V - OFFICERS AND THEIR DUTIES

5.1 Officers

There shall be four officers of the Fellowship: a President, a Vice President, a Secretary, and a Treasurer, each of whom shall be elected by the Congregation at the Annual Congregational Meeting. The President may be either a current or an immediately retiring member of the Board of Trustees. In the latter case, Section 4.1 of these Bylaws shall not apply, and the President will serve the term as President as a tenth member of the Board. Thereafter, a year must elapse before s/he may be re-elected to the Board. The Vice President, Secretary, and Treasurer shall be members of the Board of Trustees. The term of all officers shall be for one (1) year commencing on July 1st.

5.2 Duties of the President

The President shall:

- 1) Serve as Chairperson of the Board of Trustees and preside at all meetings of the Congregation and of the Board;
- 2) Serve as ex officio, non-voting member of all Committees and Centers except the Nominating Committee, Committee on Congregational Ministry, and the Director

- of Religious Education (DRE) Support Committee;
- 3) Represent the Fellowship on all appropriate occasions;
 - 4) Have the authority to sign official documents on behalf of the Fellowship. Such documents include, but are not limited to, leases, mortgage notes, loan notes, and government forms.

5.3 Duties of the Vice President

The Vice President shall:

- 1) Act in the place of the President during absences;
- 2) Succeed to the office of President if the President resigns, dies, or otherwise becomes incapacitated;
- 3) Convene the Cluster Coordinating Council;
- 4) Perform such duties as may be requested or delegated by the President.

5.4 Duties of the Secretary

The Secretary shall:

- 1) Keep an accurate record of the transactions of all Congregational Meetings of the Fellowship;
- 2) Notify the membership of all meetings and matters to be voted on by the Congregation;
- 3) At all Congregational Meetings, determine whether a quorum exists;
- 4) Accept petitions from Members of the Congregation;
- 5) Accept and publish nominations;
- 6) Review the status of affiliated organizations in accordance with Article X, Section 10.3.

5.5 Duties of the Treasurer

The Treasurer shall:

- 1) Assure that all money and other property of the UUFH is safely received and kept and that the same is disbursed appropriately under the direction of and to the satisfaction of the Board of Trustees;
- 2) Assure that a complete account of the finances of the UUFH is kept in records that shall remain the property of the Fellowship, and that shall be open for inspection at any time to the Officers and/or Trustees;
- 3) Render a current financial statement at each regular business meeting of the Board and at the Annual Congregational Meeting (the annual financial statement for the fiscal year shall be audited and certified by persons designated by the Board);
- 4) Appoint, with the advice and consent of the Board, Assistant Treasurers, or Special Account Managers, but such appointee(s) shall not be Officer(s) of the Fellowship;
- 5) Serve as chair of the Stewardship Council;
- 6) Serve as an ex officio member of the Finance Committee and of the Endowment Committee;
- 7) Provide Bond at the expense of the Fellowship;
- 8) Maintain the current roster of Members of the Fellowship;
- 9) In conjunction with the President and the Minister, review the status of Members each year and report changes in status to the Board of Trustees prior to the Annual Congregational Meeting;
- 10) In conjunction with the President and the Minister, review the current roster of Members prior to the annual submission of total membership to the UUA.

ARTICLE VI - NOMINATIONS AND ELECTIONS

6.1 Nominating Committee

The Nominating Committee shall be a Committee of the Congregation and shall consist of six elected Members of the Congregation, who shall serve for staggered two-year terms. Thus, each year the Nominating Committee shall nominate three members of the Congregation to be elected to the Committee. The Nominating Committee shall elect its own chairperson from among its members who have completed one year of service. No member of the Nominating Committee shall be eligible to be nominated to the Board of Trustees.

6.2 Duties of the Nominating Committee

The Nominating Committee shall deliver to the Secretary, at least four weeks before the date of Part I of the Congregational Meeting, a report nominating the following: at least one person for each office of the Board of Trustees and for each vacancy on the Board of Trustees, the Cluster Coordinating Council and the Committee on Congregational Ministry; three new members of the Nominating Committee; and one member of the Endowment Committee. After receipt of this report, the names of the nominees shall be submitted for publication in the next *Beacon* or by special mailing, together with any or all of the following data:

- 1) Position and length of term for which each person is nominated;
- 2) Length of the nominee's Membership in the Fellowship;
- 3) Offices previously held and the nominee's Center/Committee involvement.

As specified by Article VII, the Nominating Committee, when required, shall also make nominations for a Ministerial Search Committee following the time schedule for nominations set forth above under paragraph 6.2. A Special Congregational Meeting shall be called to elect the Ministerial Search Committee in accordance with the time schedule required for Special Congregational Meetings set forth in Article III, paragraph 3.2.

6.3 Additional Nominations

Additional nominations for any elective vacancy may be made only by written petition of twenty-five Members with the consent of the nominee. This petition must be filed with the Secretary at least two weeks prior to the Congregational Meeting at which the election will be held, together with such data on each nominee as required in Section 6.2 above. Such nominations and supporting data shall be included in the subsequent notices of the Congregational Meeting at which the election will be held.

6.4 Elections

When there is only one candidate nominated for any elected position, *Robert's Rules of Order Newly Revised* shall prevail. If there is more than one candidate for any position, the following procedure shall be followed:

- 1) At the direction of the Secretary, a ballot for the contested position(s) shall be prepared for use at the Congregational Meeting at which the election will be held;
- 2) This ballot shall be a secret ballot;
- 3) The Secretary shall name three tellers, who are non-candidate Members present at the meeting, who shall collect and tally the ballots;
- 4) Election for the contested position shall be by a simple majority;
- 5) In the event of a request for a recounting of the ballots for any contested position, each candidate may name a person to observe the recounting of the ballots.

ARTICLE VII - PROFESSIONAL LEADERSHIP

7.1 Decision Concerning Ministerial Leadership

The decision to have a Minister shall be a decision of the Congregation made in a duly called Special Congregational Meeting. Once the decision is made, it shall continue indefinitely until changed by a duly called Special Congregational Meeting.

7.2 Duties of the Minister

If the decision is made to have a Minister, then the duties of the Minister shall be as prescribed by the Congregation, acting through the Board of Trustees, and shall generally be in consonance with the following:

The Minister shall:

- 1) Serve as co-spiritual leader, with the Board of Trustees, of the Fellowship;
- 2) Act as spiritual advisor to the Board of Trustees;
- 3) Preach a designated number of services each year and for those services shall have freedom of the pulpit;
- 4) Use time as s/he deems necessary for the best fulfillment of the ministry;
- 5) Serve as the executive agent of the Board of Trustees in the day-to-day running of the Fellowship.

7.3 Calling a Minister

When the Congregation has decided to seek a Minister, a Ministerial Search Committee of seven Members of the Congregation shall be elected (using the nominating procedures of Article VI) at a Special Congregational Meeting to be held no later than three months after such decision. At this same Special Congregational Meeting, an adequate budget for this Committee shall be established and approved by the Congregation. The Ministerial Search Committee shall seek out a Minister, making use of the full facilities of the UUA, and shall, as soon as is practicable, recommend a candidate Minister to the Congregation at a Special Congregational Meeting called for the specific purpose of calling a Minister. In order to be called as Minister, the candidate must receive the vote of at least two-thirds of the Members voting. If the candidate is rejected, the Congregation shall decide upon the subsequent course of action as described in Sections 7.1 and 7.3 or parts thereof.

7.4 Removing a Minister

The Minister may be removed only by a vote of at least two-thirds of the Members present and voting at a Special Congregational Meeting called specifically to consider the removal of the Minister. Such a meeting may be called only if ordered by the Board of Trustees or if requested by written petition to the Secretary by at least twenty-five Members of the Fellowship. The requirements of Section 3.2 of these Bylaws shall be followed.

7.5 Religious Education Professional

The decision to have a Religious Education Professional (hereinafter called the Director of Religious Education or DRE) shall be made by the Board of Trustees upon the recommendation of the Religious Education (RE) Committee.

7.6 Duties of the Director of Religious Education

If the decision is made, then the duties of the DRE shall be as prescribed by the

congregation acting through the RE Committee and shall generally be in consonance with the following:

The DRE shall:

- 1) Act as a resource and advisor to the RE Committee;
- 2) With the RE Committee, plan, implement, and supervise the RE program;
- 3) Use time as s/he deems necessary for the best fulfillment of the position.

7.7 Selecting a DRE

- 1) A Search Committee appointed by the Board of Trustees shall include members of the RE Committee and other Members of the congregation.
- 2) After a candidate has been chosen, the Search Committee shall submit its recommendation to the Board of Trustees, which shall make the final decision for calling the DRE.

7.8 Removing a DRE

The DRE can be removed, after due process, by the Board of Trustees.

ARTICLE VIII - COMMITTEES AND CENTERS

8.1 General

The detailed operation of the various phases of Fellowship activities shall be carried out through Centers or Committees operating under broad guidelines from and supervision by the Board of Trustees. Membership in Centers or Committees shall, except as specifically stated elsewhere in these Bylaws, be as broad as practicable, and may include Members, Friends, and others. All Centers/Committees (except the Nominating, Endowment, Committee on Congregational Ministry, and DRE Support Committee) shall be chaired by a Member recommended to the Board by the Cluster Coordinating Council. Except as stated elsewhere in these Bylaws, the President, at the discretion of and with the consent of the Board of Trustees, may appoint persons to serve as members of any Center/Committee for specific terms not to exceed three years. The Minister shall be an ex officio, non-voting member of all Centers/Committees except the Nominating, Endowment, and DRE Support Committees.

8.2 Standing Centers/Committees

Standing Centers/Committees shall be established to oversee areas of vital concern to the functioning and integrity of the Fellowship, and shall be maintained by the Board of Trustees in perpetuity.

The standing Centers/Committees and their areas of concern and duties shall be as follows:

- 1) **Sunday Program Center.** The Sunday Program Center shall, with the Minister, be responsible for the religious services of the Fellowship. Program responsibility shall rest with the Center for those services that it arranges and with the Minister for those services that the Minister arranges or conducts. The Board of Trustees shall decide each year the number of services that are the responsibility of this Center and of the Minister.
- 2) **Religious Education (RE) Committee.** The RE Committee shall be a Committee of at

- least seven members, each of whom shall be appointed by the Board of Trustees for a term of three years. After the first year, approximately one-third of the members shall be appointed in any one year. The RE Committee and the DRE shall plan, implement, and supervise the Fellowship Educational Program for the children so that they may grow together in community and in the knowledge of the history and ideals of Unitarian Universalism. In carrying out this charge, the RE Committee and DRE shall arrange for teachers, curricula, and other program materials, and satisfactory space for the Fellowship School.
- 3) **Membership Center.** The Membership Center shall strive to increase the membership of the Fellowship and shall welcome new Friends, Members, and prospective members to the Fellowship. The Center shall acquaint new Friends, Members, and prospective members with the various aspects and activities of the Fellowship and shall assist them in becoming integrated into the Fellowship community. The Membership Center shall also maintain a Visitors' Book and the Membership Book.
- 4) **Denominational Affairs Center.** The Denominational Affairs Center shall plan and carry out activities that will increase knowledge of and interaction with the UUA, the Metropolitan New York District, the Long Island Area Council, and other Unitarian Universalist Fellowships, Churches, and Societies. The Center shall recommend to the Board of Trustees, from the Members of the Fellowship, representatives to be appointed to serve on the governing bodies of the appropriate regional denominational organizations.
- 5) **Stewardship Council.** The Stewardship Council shall be responsible for all financial matters of the Fellowship. It shall be composed of the chairs or designated representatives of the following committees: Finance, Canvass, Investment, and Endowment, and chaired by the UUFH Treasurer.
- The **Finance Committee** shall consist of no fewer than five members, who shall be appointed annually by the Board of Trustees. This committee shall be responsible for the coordination of all fundraising activities carried out for the benefit of the UUFH, and shall coordinate with the Treasurer in preparing the proposed annual budget for the Board of Trustees to submit to the Congregation at Part II of the Annual Congregational meeting.
 - The **Canvass Committee** shall be responsible for the annual pledge campaign of the Fellowship and shall conduct, or have conducted, the annual canvass for operating funds during the months preceding Part II of the Annual Congregational Meeting. This committee shall be responsible for the solicitation of new Members' pledges and for follow-up on all pledges to assure payment.
 - The **Investment Committee** shall be a committee of at least three members, who shall be appointed by the Board of Trustees and who shall serve at the discretion of the Board. The Committee shall be responsible for the management of all funds of the Fellowship that may be invested, including, but not limited to, Endowment funds, Future Pledge funds, General Operating Budget funds, and all Reserve funds. Members of the Investment Committee shall be held harmless for the discharge of their designated duties. Investments shall be made in accordance with investment policies promulgated by the Board, subject to Federal and State laws and regulations.
 - The **Endowment Committee** shall administer the Endowment Fund of the Fellowship. Article IX of these Bylaws describes the structure of the Committee and of the Fund itself.
- 6) **Memorial Committee.** The Memorial Committee shall be responsible for the Fellowship's Memorial Program. The Committee shall consist of not fewer than five members

appointed annually by the Board. The Committee shall develop and maintain appropriate means for Members and Friends to commemorate the life of a family member or friend, including the use of the Memorial Garden for burial or scattering of remains.

- 7) **Long Range Planning (LRP) Committee.** LRP shall ensure a continuing pattern of responsible planning for the future of this liberal religious community. To that end, it will solicit input from the congregation and from appropriate Committees, Centers, and groups in the areas of program, personnel, plant, and organizational structure, particularly as these areas are affected by membership growth and the passage of time. Using this input, LRP will formulate recommendations and submit them to the Board of Trustees.
- 8) **Committee on Congregational Ministry.** The Committee on Congregational Ministry shall be composed of not less than five and not more than six members, nominated by the Nominating Committee and elected by the membership for staggered three-year terms. The committee shall function on the premise of strict confidentiality and will work with the Minister to strengthen all aspects of ministry at the UUFH. It will prepare an annual report, based on feedback from the congregation, which will be presented to the Minister and the Board of Trustees. The Committee on Congregational Ministry and the Finance Committee will review the Minister's compensation annually and will recommend adjustments to the Board.
- 9) **DRE Support Committee.** The purpose of the DRE Support Committee is to strengthen the quality of religious education within the Congregation. The Committee serves as a support group for the DRE and as a communication channel between the DRE and the Congregation.
 - The Committee shall be composed of three members selected in the following manner. Initially, the DRE shall submit a list of six names to the Board of Trustees, from which the Board shall appoint three members of the Committee. Each subsequent year, the DRE shall submit a list of two names, from which the Board shall appoint one member;
 - Members shall serve staggered terms, each member serving no more than three years;
 - Each member shall act as convener during the third year in service;
 - Should there be a vacancy on the Committee, the DRE shall submit a list of two names to the Board, from which one member shall be chosen by the Board;
 - The Committee shall meet regularly and shall maintain strict confidentiality in the performance of its duties.
- 10) **Personnel Committee.** The Personnel Committee shall evaluate all staff members (full- and part-time employees, excluding the minister).
 - The Committee shall maintain an updated file containing job descriptions, past evaluations, and salary information from similar institutions with comparable positions. Evaluations of the staff shall be presented to the Board according to an agreed upon schedule, and shall include recommendations for salaries and benefits.
 - The Committee shall consist of five members appointed by the Board: four shall be selected from the congregation at large and serve staggered three-year terms, one shall be a Board member.

8.3 Other Centers or Committees

The Board of Trustees may, from time to time as appropriate, form other Centers or Committees or support groups to be responsible for other aspects of the day-to-day operation of the various Fellowship programs. These groups may be formed for either

limited or indefinite periods. Each such group shall be formed for a specific purpose as stated in the resolution forming it.

8.4 Cluster Coordinating Council

A Cluster is a group of Fellowship Centers/Committees with related functions. Each cluster shall have a Cluster Coordinator. A Cluster Coordinator may be responsible for a maximum of two Clusters. The Cluster Coordinators shall be nominated by the Nominating Committee and elected, for staggered two-year terms, by the membership at Part I of the Annual Congregational Meeting. The Cluster Coordinating Council (CCC) shall consist of: the Vice President (convener) and the Cluster Coordinators.

The members of the Cluster Coordinating Council shall:

- 1) Recruit and appoint chairs for Centers/Committees, unless otherwise stated herein;
- 2) Serve in an advisory capacity to the Board and to the various Centers/Committees;
- 3) Communicate with the Board and the various Centers/Committees;
- 4) Report to and work with the Vice President to solve problems as needed.

ARTICLE IX - ENDOWMENT FUND

9.1 General

The Endowment Fund of the UUFH, hereafter referred to as “the Fund,” established at a Congregational Meeting on October 21, 1979, is hereby reaffirmed, and its administration and governance are fully and specifically delineated. The Fund is dedicated to the recognition and loving memory of those who have given generously so that the Fellowship and its Mission might thrive in the future.

The Fund is a special fund, separate from the operating funds of the Congregation. The Principal in the Fund is accumulated through bequests and special gifts. The purpose of the Fund is to provide for the long-term financial health of the Fellowship and to support its mission. The Principal of the Fund is, by law, inviolate, except in the most extreme circumstances. Usage of the Fund is limited to the generated income that exceeds what is required to protect the Principal from the effects of inflation.

Proper stewardship of the Fund includes the encouragement of further financial gifts and bequests to the Fund and the responsible administration of the Fund. The investment management of the Fund shall rest solely with the Investment Committee.

9.2 Endowment Committee

The Endowment Committee shall be composed of four members: Three shall be selected by the Nominating Committee for staggered three-year terms, and elected by the Congregation. The Board of Trustees shall appoint one additional member for a three-year term. Committee members shall serve no more than two consecutive terms, but can be re-elected or re-appointed after one year off. The Committee shall elect its own Chairperson, and the Treasurer shall be an ex officio, non-voting member of the Committee.

9.3 Duties of the Committee

The Endowment Committee shall:

- 1) Encourage bequests and lifetime giving from members of the congregation;
- 2) Determine the annual portion of the General Fund and any Restricted Funds that may be spent or allocated;

- 3) Receive proposals, by March 1 of each year, from the various Centers/Committees, or from individual Members, concerning the use of available monies;
- 4) After considering the proposals submitted, recommend use or allocation of available monies to the Board of Trustees, by March 31 of each year.

Members of the Endowment Committee shall be held harmless for the discharge of their designated duties.

9.4 Management of the Fund

Management of the Fund shall be as follows:

9.4.1 Monies Available for Use in Each Year

The portion of the Fund available to be spent or allocated shall be determined as follows:

- 1) Calculate the average annual percentage of the Fund's net investment return for the three previous calendar years, minus the average Cost-of-Living Adjustment (COLA, as published for Metro New York CPI-U) for the same three years;
- 2) Calculate the average Fund balance, based on the balances as of January 1 and December 31, for the most recent year;
- 3) Multiply the percentage from item (1) by the average balance from item (2) to obtain the amount available.

9.4.2 Use of the Principal

The Principal of the Endowment Fund is inviolate except in the most extreme circumstances. The Principal is the sum of all donations to the Fund, adjusted as necessary to protect it from the effects of inflation. Principal can be used only if approved at a duly called congregational meeting by a two-thirds vote of all Members of the Congregation, not just those Members in attendance and/or voting. The call to the meeting shall be mailed at least fourteen days in advance of the meeting.

9.4.3 Borrowing from the Endowment Fund

The Congregation may borrow from the Principal of the Fund for capital improvements, provided such borrowing is secured and made subject to reasonable rates of interest and terms of repayment. Such loan must be approved at a duly called congregational meeting by a two-thirds vote of all Members of the Congregation, not just those Members in attendance and/or voting. The call to the meeting shall be mailed at least fourteen days in advance of the meeting.

9.4.4 Restricted Funds

The Board may accept bequests or gifts that are restricted for purposes designated by the donor. These restricted funds shall be commingled with the remainder of the Endowment Fund for investment purposes. The Investment Committee shall proportionately allocate investment income to Restricted Funds and maintain a separate accounting. After a twenty-year period, the Board shall have the right to review the applicability of the restriction and amend said restriction as the Board deems necessary and appropriate.

ARTICLE X - AFFILIATED ORGANIZATIONS

10.1 General

The Fellowship may recognize and grant affiliation to organizations formed to serve the special interests and/or personal needs of a sector of the Congregation. Such an organization must include within its members at least several Members of the Fellowship and may include Friends and other persons from the outside community.

10.2 Affiliation

To be granted affiliation, an organization must petition the Board of Trustees stating:

- 1) Its goals, purposes, and organizational structure;
- 2) The sector of the Congregation that it expects to serve;
- 3) The name of a Member of the Fellowship who will serve as liaison to the Fellowship through the Board of Trustees.

Prior to granting affiliation, the Board of Trustees and the petitioning organization shall work out such details as:

- 1) The use of Fellowship buildings and grounds;
- 2) Financial support of the Fellowship by the organization;
- 3) Limitations, if any, to membership in the organization;
- 4) Additional arrangements that may be deemed appropriate.

The Board of Trustees may withdraw affiliation of any such organization at any time for any reason deemed by them to be just and sufficient. Written notice of the proposed withdrawal shall be made to the Member of the Fellowship acting as liaison person and, if feasible, to the Officers of the organization.

10.3 Annual Review of Affiliated Organizations

Each year in September, each affiliated organization shall be requested to review the copy of its petition on file and reconfirm it or request changes. The affiliated organization shall also name the Member of the Fellowship who will serve as liaison to the Fellowship through the Board of Trustees from October 1 of the current year to September 30 of the following year.

ARTICLE XI - AMENDMENT OF BYLAWS

These Bylaws may be changed only by a two-thirds majority vote at a duly called Congregational Meeting. The Sections to be changed must have been announced in the notice calling such meeting and in accordance with the time schedule set forth in Article III, paragraph 3.2.

ARTICLE XII - GENERAL AND MISCELLANEOUS

Except where otherwise provided by these By-laws, all legal meetings of the Congregation and of the Board of Trustees shall be conducted in accordance with *Robert's Rules of Order Newly Revised*. A copy of the applicable version of *Robert's Rules of Order Newly Revised* shall be made available to any member of the congregation in the Fellowship library for on-premises use.

CANVASS COMMITTEE

11/19/01 – A **Friend** will contribute \$50/person, \$100/couple minimum.

3/19/01 – Minimum pledge of \$125 per **Member**

2/2/98 – One year trial period for payments by credit card approved.

ENDOWMENT COMMITTEE

9/20/99 – Unallocated Financial Bequest Policy of the UUFH

WHEREAS the financial stability of the UUFH is of utmost importance to the Board of Trustees and Fellowship members and friends;

WHEREAS The UUFH endowment Fund provides a source for our investments ensuring a secure financial future:

WHEREAS from time to time the Fellowship is the recipient of unallocated financial bequests from members and friends;

BE IT RESOLVED that when such unallocated gifts are made to the UUFH, the policy of the Board of Trustees shall be to allocate these funds to the UUFH Endowment Fund;

BE IT RESOLVED that the Board of Trustees may override this practice only when such funds arrive at a time when emergent situations are at hand that threaten the well being of this institution;

BE IT RESOLVED if the Board of Trustees chooses to override this policy, it should be done only after every other possible source of funding has been explored. This effort should include, but not be limited to, borrowing from our own UUFH reserve funds, special fund raising events and securing loans from individual members and/or institutions;

BE IT RESOLVED that any unallocated bequests diverted from the UUFH Endowment Fund can be used only for the stated emergency need;

BE IT RESOLVED that this policy be read to the Board of Trustees prior to a vote allocating any such bequests other than to the UUFH Endowment Fund.

FINANCE/BUDGET COMMITTEE

2005? – Delinquent Member Review (Procedure)

Finance identifies pledgers, members who have not pledged, and those who have not made the minimum contribution.

Pastoral Care & Membership are contacted to see if any relevant information is forthcoming.

Then phone calls are made to inquire about Members' intentions. If response is negative, their membership status is discussed.

If no contact is made, a letter of inquiry as to intent is sent.

Phone and letter results are discussed with Membership Chair, and those who do not want to maintain Member status are dropped.

Others are held as Members until end of June, when another review and round of correspondence is initiated to terminate membership if minimum pledge isn't met. Board/Minister is notified and they consider financial exemptions if requested.

7/15/02 – Payroll Policy: Beginning July 1, 2002, paychecks for employees of the UUFH shall be drafted as follows:

1. All employees will be paid once or twice a month.
2. Monthly-paid employees shall receive paychecks dated the 30th of the month (or 28th of February). Monthly-paid employees shall receive their paychecks on the 30th in the months where that day is not on a weekend day, and on the Friday before the 30th, if the 30th falls on a weekend or holiday.
3. Employees paid twice monthly shall receive their paychecks on the 15th and 30th (or 28th of February). If the 15th or 30th fall on a weekend or holiday, the employee shall receive their paycheck on the Friday before the 15th or 30th.
4. Paychecks at times of vacation/professional days shall be made as follows:

- If a monthly or twice monthly paid employee is taking an earned vacation day or professional development day on a day when paychecks would be received ordinarily, they may request that the payroll check be available for pick up the day before their departure. (Paychecks will still be dated as stated above.)

5. Signed paychecks shall be sealed in a window envelope and placed in the employee's mailbox.

3/18/02 – A line for Stillpoint/Vespers will be funded in the current and upcoming budgets.

5/96 – Change Finance Committee Policy wording to: “The Committee appointed annually by the Board, shall consist of not fewer than five members.”

5/90 – Finance Committee Policy

1. The Finance Committee of the Unitarian Universalist Fellowship of Huntington is a standing committee of six appointed by the Board of Trustees of the Fellowship. The Board will appoint two members each year to a term of three years. Terms will run concurrently with the terms of Board members. The Committee size will not be limited to these appointed members.

2. The Treasurer of the Fellowship shall serve as an ex—officio member of the Committee.

3. The Committee shall have the responsibility for the preparation of the annual operating budget. Such budget shall be submitted to the Board at the Board's Business Meeting prior to the Annual Meeting of the Fellowship.

4. The Committee shall have the responsibility for the operation of the annual every— member canvass. The Committee shall select a Canvass Director and an appropriate kickoff event, providing whatever administrative support may be necessary. The kickoff event shall be held at least six weeks before the Annual Meeting.

5. One goal of the Committee will be to develop long-range financial plans for the Fellowship. In order to meet this responsibility, the Committee will present a five— year financial plan to the Board. Such plan will take into consideration the capital spending and operating budget needs of the Fellowship over the five-year period. This plan is for the Board's information only, and the Board is not required to follow it, but can

consult it when deemed necessary.

6. Investment policy for all non-operating funds for the Fellowship shall be determined by the Board, upon the recommendation of the Committee. Implementation of the over-all investment policy shall be the responsibility of the Committee. The Committee shall not have the authority to expend any funds except for brokerage commissions which may be payable after authorization by the Finance Committee chair and the Treasurer.

7. All fund raising activities of the Fellowship shall be subject to the review and approval of the Finance Committee.

9/88 - Faire start—up expenses approved.

8/88 - Assistant Treasurer approved.

8/88 - Ministers mortgage fund to be received in full within 6 months of contract termination.

5/88 - Long Range Planning Committee started.

8/87 - Special Collections plate only for UUFH causes; individuals may solicit and collect money for worthy causes.

3/86 - Finance Committee to be Board-appointed committee with overlapping terms.

12/85 - Student memberships (high school, college) to have minimum annual dues of \$25.

10/85 - Hospitality to be a line item in operating budget.

10/85 - Kitchen fund established for interest—free loans and gifts designated for kitchen.

12/84 - Caterers must provide own insurance.

10/84 - Not required to pay interest on apartment security deposit.

11/81 - No rentals will be made for private non—member parties.

7/81 - Treasurer, Assistant Treasurer should be bonded.

12/80 - Minimum annual dues for membership set at \$50.

9/80 - All financial business should start with the Finance Committee before the Board.

9/80 - All financial business should start with the Finance Committee before the Board.

(Date unknown) FINANCE CENTER – shall be responsible for all fund-raising activities of the Fellowship. The center shall conduct or have conducted the annual canvass for operating funds during the months preceding the Annual Congregational Meeting. It shall be responsible for solicitation of new members' pledges and for the following up on all pledges to assure payments. It shall be responsible for the coordinating of all other fund-raising activities carried out for the benefit of the Fellowship. The center shall coordinate with the Treasurer in preparing the proposed annual budget for the Board of Trustees to submit to the Congregation at the Annual Congregational Meeting.

FUND RAISERS

2006 Current - FUNDRAISER PROPOSAL FORM

The Finance Committee, to fulfill their responsibility for coordinating all fund-raising activities at the Fellowship, requests completion of this form (and the accompanying budget form) in advance of any proposed fund-raisers. Our expectation is that if proposals are brought to us at least 6 weeks in advance no one will be disappointed. All proposals will be reviewed promptly and timely decisions rendered as to whether a proposed fund-raiser can proceed. Completed forms should be returned to the Finance Mail Box. We appreciate your cooperation.

Committee/Center _____ Date: _____

Type of Fundraiser _____

Purpose of Fundraiser _____

Date and time of Fundraiser _____

Location _____

Do you have any previous experience with this type of fundraiser? If so, what were the results?

Please describe your proposed fundraiser in the space below. Please give us complete details so we may make an informed decision regarding approval.

Do you have a budget for your fundraiser? We would suggest you prepare one using the form the Finance Committee has made available. This will greatly assist us in our decision. Please attach your budget to this approval form.

Is there anything further you would like us to know? If so, use the space below to discuss.

FINANCE REVIEW

Date form reviewed _____ Decision _____
needs to be revised _____ granted _____ denied _____

2006 Current - FUNDRAISER BUDGET FORM

NAME OF FUNDRAISER _____

PROPOSED DATE _____

SPONSORING COMMITTEE/CENTER _____

ANTICIPATED EXPENSES

ANTICIPATED INCOME

Please list all anticipated expenses below. It is important to include all costs and to estimate on the high side.

Please list all anticipated sources of income below, estimating conservatively.

FOOD _____ TICKETS _____

TRANSPORTATION _____ SALES _____

SUPPLIES _____ DONATIONS _____

RENTAL COSTS _____ OTHER REVENUE _____
(Please specify)

OTHER COSTS _____

(Please specify)

TOTAL EXPENSES _____

TOTAL INCOME _____

NET INCOME _____

Submitted by _____

Phone Number _____

11/26/01 – Approves the Scrip Program, GiftCents.

11-19/01 – Accepts a \$27,000 gift and decides to eliminate UUFH dependence on the Faire over a short period of time.

1/98 – Fund Raiser ‘Proposal Form’ established. Form must be received by the Finance Committee no less than six weeks in advance for all proposed fundraisers. Finance has also prepared a simple ‘Fund Raiser Budget Form’ which should accompany the Proposal Form. Beginning on this date, only fund raisers approved by the Finance committee can be held.

11/30/87 –

1. This policy is to apply to Fellowship Groups only. Affiliated and other community groups will follow the procedures in the Policy for Building Use (POLICY ON USE OF FACILITY). This Fundraising Policy does not apply to the nominal amounts (to cover costs) charged Fellowship Members attending meetings, workshops, or retreats sponsored by the Fellowship.
2. Events scheduled for Fellowship socialization and/or community outreach are to be self-supporting. All advertising which mentions dollar amounts is to include the phrase, ‘Donation to Defray Expenses.’ These events are not to be considered fundraisers,
3. The Fellowship will continue to derive its main support from the Annual Pledge Drive. Other support is to be derived from the annual Renaissance Faire and other Fund Raising events authorized by the Finance Committee and approved by the Board of Trustees. Proceeds of all Fundraisers go into the General Operating Fund. Individual Fellowship Groups shall derive their funding solely from this operating fund, and not conduct fundraising on their own.
4. During the planning of any proposed Fundraiser or any social event involving financial expenditure or risk of Fellowship funds, a “Financial Projection Form” must be completed and presented to the Finance Committee for approval.
5. The collections taken during the Worship Services shall be one method of collecting funds, as well as offerings of our guests. Special Collections to obtain funds for any other purpose must have prior approval from the Board of Trustees.

SERVICES AUCTION

HISTORIANS

INVESTMENT COMMITTEE

3/12/01 – The Board endorsed the concept of Socially Responsibly Investing for all UUFH investments. We realize this change neither can nor should be accomplished quickly.

11/15/99 – The following will be added to investment guidelines: Due consideration will be given to socially responsible investing as long as it meets the current investment guidelines as established by the board in January 1997. In addition, consideration will be given to using a portion of our endowment income to further socially responsible community projects.

LONG RANGE PLANNING

11/15/99 – Board charged the Long Ranging Committee as follows:

1. Review the maps and additional printed material that the Fellowship receive in connection with the demographic studies funded by Shelter Roc, and
2. Inform the Board what pertinence the studies have for UUFH.

5/88 - Long Range Planning Committee started.

STEWARDSHIP COUNCIL

TREASURER

4-15-96

Finance Reorganization:

- Treasurer shall chair Finance Council.
- There will be a new standing committee called “Canvass Committee” with two top-notch Canvass Co-Chairs recruited by the Rotation Committee. This will be a two-year rotation with one experienced person, and one ‘learning.’
 - Create new, five-member (four plus Treasurer), Board-appointed Investment Committee charged with reviewing and managing investment portfolio. This committee will need continuity of trusted members. The committee will be set up and report back to the Board with its recommendations as to length of term and rotation.
 - These changes will be tried for one year or two before being incorporated into the by-laws.

1994 approx. - The responsibility of the Treasurer is:

- To review all payables and sign all checks
- To assure that all tasks of the Treasury team are accomplished satisfactorily
 - To participate with the Finance Committee in the preparation of the annual operating budget
 - To oversee the functions of each of the committees comprising the Stewardship Council which includes:
 - Treasury team (bookkeeper 1 whose duties are to pay bills, record keeping, weekly deposits, compute payroll w/holding taxes and benefits, monthly financial reports AND bookkeeper 2 whose duties are to track all debt service, track minister mortgage, audit letters, track investment accounts, budget preparation, pledge records, finance letters, IRS letters). (Remaining finance duties include building use records, insurance, investment accounts – operationally, disability, workmen’s compensation, preparation of 1040s and 1099s.)
 - Finance Committee- responsible for preparation of wish list, approval of and liaison with all fund raisers

- Canvass Committee – responsible for all activities related to the annual and on-going canvasses.
- Endowment Committee – responsible for informing the congregation of the purpose and function of the Endowment Fund and promoting additional contributions to the Fund.
- Investment Committee – responsible for selecting investment opportunities for the long term assets of the Fellowship and then monitoring these investments with consideration for both levels of return and safety
- Report to and advise the Board and the congregation on all matter relating to the financial aspects of congregational activity

The greatest challenge of the Treasurer’s job is the mastery of the full range of the UUFH’s financial activities. There are relatively few ‘tasks’ for the Treasurer and no bookkeeping is expected, but a full understanding is required of everything from the weekly deposit to the operating budget to the best mutual fund in which to invest the Endowment Fund. The Treasurer also must be able to communicate effectively to the Board and the congregation on this entire range of matters.

SUNDAY PROGRAM

6/2/03 – We will continue the 26/26 split with 2 intergenerational services to be included in the SPC count.

6/18/02

Policies:

- SPC will be composed of 9 members, with three members rotating on each year, and three rotating off. Membership on SPC will be for a term of three years. (Three year terms are consistent with our bylaws, as noted in Article VIII, Section 8.1.) After a hiatus of one year, a member will be eligible for another term on SPC.
- Each year, the three new members of SPC will be Board appointed, chosen from a list jointly suggested by the SPC, Cluster Coordinators, Connections Committee, and Board.
- Per the bylaws (Article VIII, Section 8.4), the Cluster Coordinating Council will appoint the SPC chair or co-chairs. This will be done in consultation with SPC.
- SPC’s decision-making will reside with the nine members of SPC. However, if the committee deems necessary, the nine members of SPC may assign tasks to other Fellowship members.
- **SPC is to work under a covenant of conduct. (Alison has suggested one possible covenant.)**
- SPC is to develop and use a set of guidelines for ensuring consistent, quality programs. (Alison has suggested one possible set of guidelines.)

- SPC is to develop a more formal system for gathering feedback periodically from the congregation and use that information in its ongoing work.

Guidelines:

- The Board asks that SPC do some research each year into models of collaborative lay-led worship services at other congregations. By contacting other ministers, other lay leaders, and our own minister, SPC will gather new ideas for consideration.
 - We will work to eliminate the feeling (among some) that the Board and SPC are at cross-purposes.
 - For 2002-03, a transition year, the nine SPC members will be determined as follows: SPC will choose 6 people from its current roster. (Three of those will have one-year terms and three will have two-year terms.) The Board will choose three people from SPC's current roster, and those people will have three-year terms. For subsequent years, the rotation and appointment policies noted above will be followed.
 - Since SPC has already chosen its co-chairs for next year, CCC input will begin in the 2003-04 year.

The Board understands that the policies and guidelines outlined above will require a transition period as you get used to doing things a bit differently. We ask SPC's cooperation as we work through the changes. We also ask you to keep in mind, as the Board does, the overall importance of setting up and following a committee framework that will serve our congregation well, both now and in the future.

3/18/02 – Summer services will be included in the overall split.

4/30/01 – Sunday services will be divided evenly between Beth and SPC. The summer services will be counted in the year, and the new ministerial intern piece will be added later. 26/26 split.

6/20/00 – Sunday Split:

1. The summer services were to remain a separate category from services during the September to June Fellowship year.
2. Beth would be responsible for 20 services during the "regular" year.
3. Sunday Program Center (SPC) would be responsible for 16 services during the "regular" year.
4. There would be 5 institutional services during the "regular" year: 2 RE Intergenerational Sundays, Faire Kick-off Sunday, the actual Sunday of the Faire and Celebration Sunday.
5. SPC would be responsible for all but 3 summer services. Beth would do 2 and Eva 1.

3/16/98 – Decision on Sunday Service split with minister: 17 for Beth, 16 for SPC, 4 Beth plus (shared), 4 institutional. Summer services: Beth – 3, SPC – 8 (including 2 Eva).

2/3/97 - 2 services starting September 1997 @ 9:00 AM and 11:00 AM as a trial until January 1998, when the timing can be "fine tuned" if indicated.

12/85 - Cameras and reporters allowed at Fellowship service as long as UUFH coordinates entire event.

CHOIR COORDINATOR

1990? - GENERAL OPERATING GUIDELINES for the UUFH Choir Center

1. Choir Purpose:
 - A. The purpose of the choir is to assist the Music Director and Assistant Music Director in achieving the goals of the UUFH Choir Center. These include:
 1. enhancing the intended meaning of worship services;
 2. achieving a high standard of musical quality;
 3. providing opportunities for artistic development and fulfillment to listeners, performers, lyricists and composers in the UUFH congregation;
 4. providing musical training experience for UUFH young people;
 5. preserving and developing the UU musical heritage
 6. enhancing UUFH's reputation, attracting new members and supplementing UUFH income.

II. Choir Center Organization and General Procedures:

- A. The membership of the Choir Center shall include all members of the choir. The choir Center shall have designated offices and such committees as the office holders or members shall find useful or necessary. The office holders shall meet together regularly at generally announced, scheduled, open meetings. Decisions and plans regarding choir activities should be proposed at such meetings and should be committed to writing and approved by consensus during such a meeting and not subsequent to it. Such proposals should then be presented to the members of the choir for approval. Amendments to such decisions and plans should only be made by the same process.
- B. Special agents or coordinators for specific activities may be named, by consensus and with their voluntary consent, even as ad-hoc committees may be formed to address specific concerns or activities. Activities, decisions and plans regarding the choir made by any committee or agent of the Choir Center must be reported in written form and made available to all choir members.
- C. The offices of the Choir Center shall include:
 1. The Music Director, in conjunction with the officers listed below,

is responsible for musical and artistic decisions. The Music Director is responsible for the policies of the UUFH choir and for GENERAL OPERATING GUIDLINES for the UUFH Choir Center

II. Choir Center Organization and General Procedures (cont'd.)

C. The offices of the Choir Center

1. Its budgeting and administration. The Music Director shall set up and coordinate a Fellowship music program and organization in accordance with the goals stated above. Recognizing that the spontaneity of members, who wish to contribute to these goals for the good of the Fellowship, should be encouraged, the Music Director shall be receptive to such spontaneity and help\ guide and nourish it. Therefore, it is expected that much musical activity may be delegated by the Music Director. The Music Director is, nevertheless, ultimately responsible for quality of the music and the reputation of the Fellowship as represented by its music.

2. The Assistant Music Director is responsible in sharing in the musical and administrative duties of the UUFH choir as delegated by the Music Director and to serve as acting Music Director when the Music Director is unavailable. The Assistant Music Director shall also assist the Music Director by serving as a conduit of ideas and concerns of members of the choir.

3. The Choir Center Chair is responsible for the following administrative tasks

- a. chairing or facilitating the choir's Centers Night meetings, special business meetings, retreats as needed after consultation with the Music Director and Assistant Music Director;
- b. soliciting volunteers to fill vacancies in the offices of Choir Center Chair, Social Chair, Librarian and Secretary. Vacancies shall be announced publicly before individuals are approached. Terms of these offices shall be one Fellowship year and office holders may succeed themselves. Each June, the following year's officers will be announced;
- c. representing the choir at Cabinet meetings, and
- d. reserving calendar space after consulting with the Music Director and Assistant Music Director.
- e. The Choir Center Chair shall also assist the Music
- f. Director by serving as a conduit of ideas and concerns of members of the choir.
- g. To facilitate these duties, the Choir Center Chair shall participate in the processes of: planning Sunday program music as needed and supplying the Fellowship Secretary with the musical information for Sunday programs, and budgeting. The Choir Center Chair will be informed in timely fashion of expenditures and other budgetary developments

throughout the year so that he or she can be a resource for such information at any meeting.

2. The Social Chair is responsible for maintaining the phone chain, membership and birthday lists, coordinating care-share activities within the choir, and organizing refreshments for all parties and events.
3. The Librarian is responsible for maintaining and cataloging choir music, distributing and collecting music at rehearsals, etc., and maintaining the choir room.
4. The Secretary is responsible for maintaining historical (Sunday programs, concert programs, etc.) and business (meeting minutes, financial records, guidelines, etc.) records of the Choir Center and also any outside correspondence.

III. Specific Procedures:

- A. Such specific procedures of an ongoing nature as the Choir Center may see fit to adopt shall be committed to writing, approved by consensus, formally adopted, and entered below. The organization, updating and maintenance of these rules of procedure shall be the responsibility of the Secretary of the Choir Center.

4/24/1984 –

1. To present a request to the Board of Trustees, UUFH that choir be given Center status with representation on the Cabinet.
2. That the choir have a coordinator who would represent it on the Cabinet and serve as liaison with the program center.
3. That a librarian be formally named to have responsibility for all choir music.
4. That section leaders convey communications from the music director or coordinator to the members of their sections.
5. That a resource committee work with the music director to explore music resources for future programs.
6. That tenure shall be for one UUFH calendar year.

COFFEE TIME COORDINATOR

2003? – SUNDAY COFFEE SERVICE GUIDELINES

Please bring one gallon of whole milk.

Allow 30 minutes for one person working steadily to set up completely.

Please be mindful of the kitchen noise level once services begin, particularly if children's services are being held in the Social Hall.

SETUP

Borrow the set of pantry keys and set of cabinet keys hanging on the side of the mailboxes outside the office by the Administrative bathroom.

There are measuring cups on the left as you enter the pantry. Extra full cans of coffee is stored in the bottom locked cabinets on the right and side in the pantry.

Set up pots. Each black coffeepot will need approximately 3 ½ cups of coffee for 60 cups of coffee, with one pot for regular and one for decaf. Use proportionately less coffee for smaller batches. Begin with cold water, using the measurements on the side of the pots. The silver pot is only for hot water for tea.

Plug two pots in the outlets to the right of the counter as you face out of the kitchen, and one pot in the outlet on the left, to avoid tripping a circuit breaker. Hang the hot water sign on the silver pot, and set out the regular and decaf labels which are kept in the top right hand drawer of the counter. Two of the pots have a manual on/off switch which should be on. Those pots also have a light which indicates when the coffee is ready. To test whether the pots are perking listen for appropriate noises.

Put a tablecloth, sugar dispensers, two cups of stirrers, the wicker basket holding teabags and sweeteners, two empty bowls for trash, and lots of little napkins on a table set up near the door to the maintenance room. Have ready two clean carafes for filling with milk at the end of the service.

Put trays of coffee mugs on the counter, making sure that there are both brown and blue mugs.

Place table cloths on the two small tables in the Gallery for those who need to be seated during coffee hour.

Make sure that all three pots are heating before you leave them unattended. Check that there is a note attached to the door of the microwave that warns not to use it during services or else the circuit breaker will trip.

If coffee is being served in the Main Hall:

Please set up everything except the heating pots and cold milk before the service begins on the back ledge. Tea bags, sugar, napkins, trash bowls, etc., can be transferred to the side ledge immediately after service. Place a note on the burgundy cart that says “Please be sure to return this cart so that it can be used to move the coffee pots. Thank you.”

Toward the end of the service, transfer the hot pots to the cart at the outside of the kitchen counter. This will avoid pushing the cart over the bump at the kitchen door. Wait behind the closed Main Hall door until the service is finished, then bring in the pots. Three scrap carpet pieces are next to the freezer to place on the floor in front of the pots to collect drips. Move the milk, carafes, sugar, etc. to the side ledge.

CLEANUP

The dishwasher is extremely fast and does a great job. It can't handle any solids, however, not even coffee grounds, so rinse the dishes and silverware well. Instructions for the dishwasher are on the door. Use about a third of a scoop of commercial dishwasher soap which is in a can to the left of the dishwasher. Coffee pots are not to be immersed in water. They should be cleaned without soap, using plain hot water.

Everything should go back into the labeled cabinets and drawers where it came from. Drain the dishwasher, turn it off, and leave the door open. Lock the pantry cabinets and pantry door. Return the keys. Launder the used tablecloths and return them at your earliest convenience.

MUSIC COMMITTEE

NORTH WALL

SOUND/RECORDING

2/3/03 - UUFH does not lend A/V electronic equipment out of the building.

USHERS

WILL HENDRIE BOOK STALL

GENERAL

5/04 - POLICY REGARDING UNACCEPTABLE BEHAVIORS

The UUFH strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. 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. To the degree the disruptive behavior compromises the health of this congregation, our actions as people of faith must reflect this emphasis on security. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.

There may be times when the disruptive behavior of an individual within the fellowship building may lead to concerns about one or more of the following:

1. Perceived threats to the safety of any adult or child;
2. Actions or behaviors that can be construed as sexual harassment or sexual abuse
3. The disruption of fellowship activities;
4. An individual's behavior threatens the congregation's well-being, and diminishes the congregation's appeal to current and potential members.

The following shall be the policy of UUFH in dealing with these issues:

1. If an immediate response is required, this will be undertaken by the Board President, if available, and/or the leader of the group involved. This may include asking the offending person or persons to leave or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required the Police Department may be called. If the offending behavior is potentially criminal, it shall be reported to law

enforcement authorities. Any time any of these actions are undertaken without the Board President being present, both the Board President and the Minister must be notified. A follow-up letter detailing what steps must be taken before returning to the activities involved will be sent by the Board President to the offending party or parties.

2. Situations not requiring an immediate response will be referred to the Committee on Congregational Ministry. The COCM will respond in terms of their own judgment observing the following:

a.) COCM will respond to problems as they arise. There will be no attempt to define "acceptable" behavior in advance.

b.) The committee will meet as soon as practically possible and formulate a recommendation to the Board of Trustees citing details of the offending behavior. If relevant, the committee may meet with the person to solicit that person's views.

3.) Based on the committee's report, the Board shall determine what action should be taken. This may range from a reprimand, to censure, to expulsion from the fellowship whereby the offending individual is permanently excluded from the UUFH premises and all fellowship activities

4.) The decision of the Board of Trustees will be conveyed to the offending party either verbally or in writing with an appropriate explanation for the Board's decision.

9/86 – Office - Only two people may write on the calendar; others fill out form.

12/85 - Cameras and reporters allowed at Fellowship service as long as UUFH coordinates entire event.

Suggested Guidelines: For Those Who's Behavior May Be Disruptive To The Fellowship

1. To protect the Fellowship community.

2. To help the individual participate in the Fellowship productively and with dignity.

Principles:

1. Separate the person from the behavior. There are not unacceptable people, there are unacceptable behaviors.

2. Avoid bending the rules to fit the demands of this person; we all are subject to the same standards and expectations.

3. Avoid alibis; if a person's behavior is inappropriate, be honest about that.

5/13/91 - POLICY IN SUPPORT OF INCREASED PRODUCTION OF RECYCLED PAPER PRODUCTS (May 13, 1991)

WHEREAS Unitarian Universalists, as declared in Principles and Purposes, share a common concern about the quality of our environment,

WHEREAS a ton of paper made from 100% wastepaper, rather than from virgin fiber, saves 17 trees, 4100 kwh energy (enough to power an average home for six months),

700 gallons of water, 3 cubic yards of landfill space and reduces air—polluting effluents 74% and water pollution 35%, **

WHEREAS disposal of paper waste and all garbage is a problem assuming monumental proportion on Long Island,

THEREFORE BE IT RESOLVED that congruent with our Principles, that wherever practical, recycled paper products be used exclusively in Fellowship operations.

MISCELLANEOUS

3/16/98 – Decision to do high-quality publication of mothers and daughters curriculum, *Woman to Woman* (working title).

5/19/04 – LIAC phone line, at no cost to UUFH, was approved.