

# Unitarian Universalist Church of Tampa

## Policy and Procedure Manual

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### ***00 Preface***

#### **Policy, Procedure, Guideline Naming/Numbering Standard**

UUCT POL 2011-00-0 General

Historically, policies and standards were numbered with no relationship between the numbers and subject areas. To address this perceived weakness and to minimize confusion between historical policies and new or revised ones, and to allow for future expansion, the following procedure is suggested.

##### 1. Naming/Numbering Standard

- Documents will use the following naming/numbering standard “UUCT XXX xxxx-yy-zz”.
- All documents will begin with UUCT representing Unitarian Universalist Church of Tampa
- The next three fields will define if the document is a Policy, Procedure, or Guideline with POL, PRO, GUI, respectively
- Followed by a space where x equals the year the policy was developed/approved
- Followed with a dash (-) where yy equals a number assigned for the range and dash (-) zz represents the version of the document with 01 as the first draft and incrementally increase with each subsequent change. The use of a dash (-) within the number provides a cue that the policy is one within a with a broader area of concern, and that it is a new or revised policy
- For specific Committee documents, the additional name of the Committee will follow the naming standard “UUCT XXX xxxx-yy-zz Committee Name”

Naming/Numbering Standing Table

Range	Area	Description
00-00	Management/ Governance	Includes definitions of policies, procedures, guidelines with naming standards and templates
1-00	Church Committees	Includes the Leadership table, committee definitions, committee procedures or other related documents.

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		Individual committee documents are labeled with the numbering standard and the Committee name.
2-00	Personnel	Includes the Employee Handbook, Position Descriptions, Contracts and LOAs
3-00	Safety	Includes safety related documentation such as the Child and Youth Protection Policy
4-00	Financial	Includes financial documentation such as Accounting procedures, Bequests and Gifts, Committee Spending Policies, Financial Policy, Investment Guidelines, and Purchase Reimbursement
5-00	Operations	Includes documents related to the operations of the church such as Buildings and Grounds Rental, Computer Software Election of the BOT and Replacing a BOT member
6-00	Nondiscrimination	Policies preventing exclusion from church activities based on protected characteristics.
7-00		
8-00		
9-00		
10-00	Appendices	Includes documentation to support policy, procedures and guidelines.

2. Working Definitions – As agreed, August 2009, there are currently four types of written documents that govern how things are done at Church: By-Laws, Policies, Procedures, and Guidelines. (The Articles establish the Church)

### By-Laws

- Bylaws are the legal rules by which the church operates. They:
- take precedence over the other 3
- go to the Board for review, changes and approval prior to presentation to the Congregation

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- require Congregational approval at a duly publicized and attended Annual or Special Congregational Meeting
- are changed, rescinded or expanded relatively slowly
- are filed in the office and online

Policies are the Board's statements of the aims and rules which govern the way Church runs.

While the By-Laws govern these, Policies provide a means of refining the aims of the By-Laws and Church functions on a more immediate, explicit, and more readily changeable basis while still permitting detailed oversight. The Board sets Policies though it may receive policy proposals from any source that wishes or is requested to submit them.

### **Policies:**

- take precedence over the remaining two categories of rules; i.e., over Procedures and Guidelines
- require review and approval by the Board
- some Policies instituted by the Board may include some procedural matters when the Board reasons that they are critical to meeting the policy; e.g., are such that one would not wish them to be changed without Board review
- are filed in the office

Procedures are documents that direct how something should be done. They follow from Policies in taking their goals and direction from Policy and consist of the steps necessary to achieve each stated Policy.

### **Procedures:**

- take precedence over Guidelines
- are procedural and/or organizational statements
- Procedures should be offered to the Board for review and approval if it wishes to do so. The Board can decide to simply accept Procedures without review or approval. However some procedural matters will require Board review and approval and, as such, will be classified as Policy instead of Procedures (see definition of Policy). Examples of procedural matters requiring Board review and approval and which should be brought to the attention of the Board include, but are not limited to, legal matters, funds and safety are filed in the office and online.

Guidelines are instructions for internal use by a group.

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### **Guidelines:**

- are purely concrete procedural items; e.g., where or what day/time to store a particular item. Guidelines state the specific who, what, where, when and/or how by which some of the policy and procedures are carried out on a day-to-day basis
- do not take precedence over Policies or Procedures
- do not require presentation or notification of the Board but are merely agreed upon by the individuals in a Committee or group that need to use them
- are kept in the records of the Committee or group which utilizes them. It is optional to have them filed in the office or online

Policy History No prior policy documentation exists for Naming/Number Standards.

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### ***01 Committees***

#### Committee and Working Group Definitions

UUCT GUI 2006-01-01 Updated 8-27-23

##### **Aesthetics**

Improve the appearance and general aesthetics of the Sanctuary.

##### **Building**

Maintain the structures on Church property and keep them safe for use.

##### **By-laws, Policies, and Procedures**

Maintain the legal documents of the Church and develop new policies and change old ones as needed.

##### **Canvas/ Pledge / Stewardship**

Manage the yearly pledge drive for the church.

##### **Care**

Provide assistance to members in time of need.

##### **Church Council**

Bring all Committee heads together to discuss common goals.

##### **Committee on Ministry**

Provide support for the Minister and guide the ministry of the church.

##### **Communications**

Provide communications of Church programs and information to the congregants. Manage the newsletter, website, and internet groups

##### **Comprehensive Planning**

Provided long range planning structure for the Church.

##### **Concert**

Arranges concerts in the UUCT Dome.

##### **CUUPS**

Provides planning for integration of Pagan activities in the Church

##### **Denomination Affairs**

Integrates UUCT with the larger UU organizations

##### **Directory**

Oversees the creation of the directory for the church

##### **Endowment**

Helps secure, strengthen, and ensure the long-term survival, well-being and mission of the UUCT.

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### **Finance**

Provides bookkeeping and financial oversight for the church.

### **Friendship Dinner**

Coordinates the continuing Friendship Dinner program.

### **Fund Raising**

Creates and coordinates fundraising activities for the Church

### **Green Group**

Works to make sure the Church is ecologically in tune.

### **Grounds**

Provides for a safe and attractive grounds for the church.

### **Interweave**

Coordinating committee for gay, lesbian, bi-sexual, and transgendered UU's and their friends.

### **Healthy Relations**

Works to resolve conflicts, misunderstandings and grievances in accordance with our covenant.

### **Hospitality**

Coordinates and serves food at Church events.

### **Membership**

Develops and maintains membership information and works to make the Church friendly to new members.

### **Men's Group**

A group that meets for dinner and conversation once a month.

### **Music /Choir**

Provides support for the music program at UUCT.

### **Outreach**

Promotes the extension of UUism in the community.

### **Program / Worship**

Works with the Minister to provide weekly services.

### **Re-Entry Screening**

Screens incoming applications for use of church Facilities following church closure.

### **Religious Education**

Responsible for providing religious education for youth and adults.

### **Social Action**

Involves the UUCT in community social issues.

### **Social Activities**

Puts on activities for the UUCT members.

### **Technology**

Provides support to the UUCT office computer users

### **Transylvania Connections**

Maintains a relationship with our Transylvania sister church.



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### **Volunteer**

Coordinates volunteer operation.

### **Young Adults**

Plans events for young UU's and works to integrate them in the Church Community.

### **Young Religious UU's (YRUU)**

The local chapter of the national youth group.

## **Church Leadership Table**

**Current structure:** <https://uutampa.org/who-we-are/organization/>

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### Annual List of Committees Policy

UUCT POL 2022\_01\_01

Type: Policy

Adopted by: Board 05/19/2022

**BACKGROUND:** As the bylaws accepted 10/24/21 require, the Board of Trustees shall determine such Standing and Ad-Hoc Committees as may be necessary or desirable to carry out the Mission and Vision of the Church.

#### **PURPOSE:**

- To maximize flexibility in meeting the congregation's changing needs and endeavors, in tandem with the skills, interests and talents of volunteers,
- To streamline operations by consolidating functional areas,
- To increase communication between the board, congregation, committees, and groups, and
- To make the church's organizational structure accessible, understandable, transparent, and promote its functioning.

#### **POLICY:**

The Board shall formulate and publicize a list of Standing and Ad-Hoc committees for each succeeding fiscal year (Jan-Dec). The board shall annually review committees, subcommittees, task forces, and interest groups; ascertain leadership interest; create and post a list of committees including the functional areas contained therein and leadership thereof.

### Procedure for the Annual List of Committees

UUCT PRO 2022\_01\_01

Type: Procedure

Adopted by: Board 05/19/22

#### **PROCEDURE:**

- 1) In January the Board surveys committee chairs, and subcommittee and interest group leaders regarding their operations, including leadership, membership, what is working, what needs support, the previous year's budget allocated and expended, budget ideas for the coming year, long range needs, and recommendations for optimal function.
- 2) Committee chairs are tasked with gathering the information from any functional groups within their committee (ex: Finance Committee would include Stewardship report).

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- 3) In February the Vice President of the Board calls a meeting of representatives of existing committees, subcommittees, and interest groups.
- 4) In March the Board drafts a list of committees, detailing the subgroups contained therein.
- 5) In April the Board meets with finance/budget representatives, and committee chairs to plan budgetary organization (line-item changes) in conjunction with the revised organizational structure.
- 6) In May the Board finalizes the list and updates the organizational chart on the website,
- 7) In June the board Secretary oversees required updates to any Committee definitions and descriptions in the Policy and Procedure Handbook.

## **Committee Spending Policies**

UUCT POL 2004 01 02

Type: Policy

Adopted by: Board 11/16/2004

1. The UUCT is a non-profit organization and does not pay taxes on purchases. Our Florida sales tax exempt number is 39-22-124499-55C. Please make a note of this number and use it for all purchases. (Copies of the certificate are on file in the office.)
2. Each committee has an operating budget and is expected to work within that amount.
3. All work or repairs with a suspected safety risk or liability will be reviewed by the committee chair and the committee's board liaison. All work or repairs determined to be of such a nature are to be performed by a licensed person (contractor, plumber, electrician, etc.).
4. For all expenditures which will be performed by an outside company (i.e., someone other than a church member), please obtain three (3) price quotes. These quotes should be in writing and detail all work to be performed. The committee chair should make a determination to have the work performed based on the information presented in the quotes.
5. For work to be performed by an outside company, have the company bill the church for the work, attention treasurer.
6. For work to be performed by a church member (or expenses incurred by a church member in relation to the committee) please retain all receipts and fill out a reimbursement request which can be found in the office in a mailbox near the desk.

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Attach all receipts to the reimbursement request. Please be sure to indicate which budget category (or categories) the expenses should be allocated to.

7. Checks are written every two weeks.

## Committee Recruitment

UUCT PRO 2020

Approved by Board: September 17, 2020

Type: Policy & Procedure

### **Recruitment P & P for UUCT Standing & Ad-hoc Committee Members**

#### **Statement of Need:**

To have an inclusive consistent process for congregants' involvement in the work of the church. Committee service benefits from reasonable leadership terms (that avoid burnout), enthusiastic involvement, and readily available training. Our current Bylaws (updated 2011) stipulate appointment of committee chairs by the board president with board approval for Ad-Hoc, Standing and Special committees (Article VII, Section 1), but do not address how committee members are chosen. The purpose of this policy and procedure is to standardize that process.

#### **Policy:**

UUCT encourages committee involvement by all congregants by providing quarterly updated information on volunteer opportunities, a transparent process of recruitment, consideration of all applicants regardless of race, creed, etc, and training as needed.

#### **(EEOC) Compliance:**

Any search should be open to all applicants irrespective of race, ethnicity, religion or gender preference who have no moral or ethical objection to our church principles and endeavors and are willing to do work that will help maintain and contribute to advancing its community, mission and vision.

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### **Procedure:**

- 1) A committee chairperson is appointed by the board of trustees and provided with a copy of the committee chair position description, and the committee description/charter.
- 2) The chairperson reports the number of additional members required to carry out the work of the committee. There must be at least 2 members on every committee.\*
- 3) The chairperson invites congregants to join the committee.
- 4) Any seats not filled by invitation within a month will be reported to the (BOT Secretary) as an open volunteer opportunity.
- 5) The (BOT Secretary) will advertise the opportunity by all means at their disposal (newsletter, weekly blast, order of service, pulpit announcement, email list)
- 6) Applicants will be chosen by the chairperson on a first come, first served basis until all the positions are filled.
- 7) Applicants will be provided a period of training as determined by the chairperson.
- 8) If an applicant is turned away for any reason other than "all seats are filled", a written explanation will be provided by the chairperson to the applicant, and copied to (the BOT president)
- 9) If after the period of training, the committee member is unable to contribute to the work of the committee as determined by the chairperson, the committee member will be given a written explanation, and a trial period for improvement.
- 10) Open seats should be reported and advertised quarterly (on the 1st of Feb., May, Aug., Nov.)

### **State Law Application:**

Subsection 3 stipulates 2 or more members  
617.0825 Committees.—

[leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0600-0699/0617/0617.html](http://leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0600-0699/0617/0617.html)

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### Procedures for Committee Communications

UUCT PRO 2010-01-01

Type: Procedure

Adopted by Board 10/2010 Rev 10/13

#### I. Goals:

- The purpose of these procedures is to establish and maintain lines of communication between the Board of Trustees (BOT) and all committees and interest groups within the church.

#### II. Communication Procedures:

- Each church committee or interest group is to be grouped with related committees into one of the following Councils: Operations, Beloved Community, Worship, Finance, Community Action, and Religious Exploration. Each Council is to be assigned a BOT liaison, to be reassigned any time a member steps down from the BOT. Exceptions are paid church Staff, covenant groups in the Small Groups Ministry program, and the Committee on Ministry, whose point of contact is the Minister and not a BOT liaison.
- The function of a BOT liaison is to provide a point of contact for committee chairs, assist them in being successful, and inform them of the activities of the BOT and church at large. The President is exempt from liaison responsibilities, and the Secretary and Treasurer are automatically assigned to the Communications and Finance units, respectively.
- A Church Leadership Table summarizing this communication structure is to be posted on the church website and kept updated by the BOT Secretary (via the Communications Committee), to facilitate communications among church members.

III. Definitions of church groups. These definitions are meant to clarify the church leadership structure and do not supercede existing bylaw definitions (e.g., “standing committee”, “ad hoc committee”).

- *Committees:* defined as being essential for normal church operations, these groups are formed by the BOT as directed by the By-laws or according to the needs of the Church. The chair of each committee, who must be a church member, is appointed

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by the BOT President and approved by the BOT. Each committee liaises with the BOT Liaison for its Reporting Unit (as described below). Committees should have defined responsibilities and Mission Statements and should provide regular (minimum biannual) reports to their BOT liaisons. Committees may be empowered to represent the church to the larger community. Committees with associated sub-committees and interest groups will be referred to here as “umbrella committees”, and chairs of these committees will liaise with their associated sub-committees and interest groups.

- *Sub-committees*: groups that fulfill a specific responsibility of a larger umbrella committee. Sub-committees do not liaise directly with a BOT member, but instead liaise with the chair of their umbrella committee. Thus there is no requirement for sub-committees to submit reports to the BOT (unless requested by the chair of their umbrella committee) or to write mission statements.
- *Task Force*: formed by the BOT to complete a discrete task, task forces are temporary committees set to dissolve upon completion of their task. Task forces are expected to submit regular reports to the BOT but are not assigned BOT liaisons.
- *Interest Groups*: these groups are organized around a shared interest or characteristic (e.g., age) of the group members. They do not necessarily covenant with each other, nor are they restricted in size. Although it is important for the church to include healthy Interest groups, they are not necessary for normal church operations and require minimal oversight. Thus there is no requirement for Interest groups to submit reports to the BOT or write mission statements (though the latter are encouraged). As with sub-committees, the point of contact for interest group leaders will be the chair of an umbrella committee.
- *Small Groups (or “Chalice Circles” or “Covenant groups”)*: As part of the Small Group Ministry program, these groups are mentored and often founded by the Minister, who acts as their point of contact (rather than a BOT liaison). They require that members covenant with one another and are limited in size to approximately 10 members. There are two types of small groups – spiritual and affinity. Spiritual Small Groups focus on a set curriculum with a set purpose; Affinity Small Groups are less structured and center around a common interest of the participants.

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### IV. Responsibilities of a BOT liaison to his or her reporting unit:

- Provide a point of contact for committees in the reporting unit, when committee chairs have questions or requests for the BOT.
- Inform the rest of the BOT about important activities of committees in the reporting unit.
- Inform committees in the reporting unit about church activities and BOT decisions.
- Provide a minimum of biannual (twice per year) reports to the rest of the BOT about the status and needs of the committees in the reporting unit.
- Mentor committees in the reporting unit and assist them in being successful. This should include encouraging or working with each committee to develop a Mission Statement. This should NOT include telling chairs how to run their committees.
- Work with the members of the committee in question, and if necessary the Leadership Development committee, to find a replacement when a committee chair steps down.
- Make recommendations to the Board to dissolve or de-list committees that have outlived their usefulness to the church (e.g., when a committee has no chair for an extended period).
- Board liaisons are NOT expected to attend committee meetings or to take charge of a committee when the current chair steps down. Chairs of umbrella committees have similar responsibilities towards their associated sub-committees and interest groups, except for developing mission statements (which are encouraged but not required for sub-committees and interest groups). Liaison reports should be considered minimum communication requirements with the BOT, and additional communications among committees and church leaders are encouraged.

## Communications Committee

UUCT PRO 2016-08-01

Approved by Board: August, 2016

Type: Policy

**PURPOSE:** To encourage communication that reflects the Mission and Vision Statements of the members of the Unitarian Universalist Church of Tampa (UUCT), and to ensure effective systems that can:

- Provide timely information about activities, events and programs within the church and in the larger community;



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- Welcome members, friends, visitors and the public to participate in UUCT activities;
- Allow coordination of activities and external publicity;
- Encourage open, respectful communication among individuals in the church;
- Provide information about events and activities that fit with UU values.

### Type Procedure

1. **Definition: Communication** is defined as any means of conveying information among people and groups in the congregation or about the church to the larger community.

1. **Internal communication** has a primary audience of members, friends, visitors and potential members. Media may include: Order of Service; email lists; bulletin boards; posters and other communication within the church.
2. **External communication** is targeted to the larger community and its Media include: the newsletter; websites; social media, news releases; interviews with news media on behalf of the church; advertising; written communication on UU Church of Tampa letterhead; banners, posters or displays using UU Church of Tampa name; and other communication publicly representing UU Church of Tampa.
3. **Internal/external communication.** Some other communication Media may be defined as both internal and external.
4. **Content.** All communication should reflect Unitarian Universalist values; provide correct and approved information about UU Church of Tampa ministry, business and activities; provide information about and welcome interested individuals to the UUCT; and/or encourage action in keeping with our covenant, mission and UU principles.
5. **Nonpartisan communication.** Church communication media may not be used for partisan political messages unless approved by the Board of Trustees or adopted by a vote of the congregation.
6. **Spokespersons.** External communication regarding church policies and positions shall be made only by authorized spokespersons consistent with the bylaws of the UUCT. Authorized persons are the Minister, the President of the Board of Trustees, and individuals authorized by the board.

1. **Communications Planning** will be used to evaluate each communications activity to ensure the communication tools are used most effectively and efficiently and accomplish the objectives with positive results.

1. **Purpose** - what is the reason for this communication and what goals do you hope to accomplish ?
2. **Appropriate** - does this fit with the mission and goals of UUCT ? Does it fit with overall Unitarian Universalist principles? Examine the possibility for both positive and negative impacts, both on the church and the wider community.

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3. **Audience** - who are the primary, secondary, and peripheral audience to which this communication is intended ?
4. **Media** - what is the most effective, reasonable and feasible media that should be used to accomplish these objectives ?
  1. Newspaper
  2. Website
  3. Social Media
  4. Posters
  5. Postal Mailing
  6. E-mail
  7. Newspapers
  8. Television
  9. Radio
  10. Event Ticket sales
  11. other...
5. **Resources** - What are the resources and skills needed to accomplish the stated objectives, be sure to identify both people resources, technical resources and financial resources needed for the identified objective? Clearly identify specific assigned responsibilities and ensure each person understand their assigned responsibility.
6. **Timing and Frequency** - what is the timing and frequency for this specific communications objective. Is it one-time or recurring? Be sure to identify target dates and allow necessary lead-time for preparation considering potential roadblocks and other negative factors.
7. **Effectiveness** - develop techniques to measure effectiveness each of these communication tools and projects. Establish when and how to measure their effectiveness, at the end of some specific time period, at the end of a campaign, and apply and evaluate such effectiveness. Make modifications, improvements, or sunset those communications activities which do not meet the desired objectives.

### 3. RESPONSIBILITIES:

1. **Board:** The board is responsible for appointing the chair of the Communication Committee, providing a liaison to the committee, and approving all policies and procedures.
2. **Minister:** The minister will serve as a spokesperson for the church, provide direct communication to members, and approve use of the minister's work product. Minister's work product will be considered to be everything that would be considered the minister's property by standards usual and customary in UU congregations. The minister shall serve as an ad hoc member of the committee.

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3. **Church administrator:** The church office assistant will conduct communication activities and work with committee members as approved by the Minister; the church administrator will be notified about all pertinent information.
4. **Communication Committee.** The Communication Committee is charged by the Board of Trustees with the responsibility of managing communication in all forms. The Committee shall determine what types of communication are required to accomplish the purposes stated in herein. The committee will ensure that each vehicle functions in accordance with the Mission, Values and Covenant of UUCT and in accordance with best practices of the vehicle. Specific responsibilities include:
  - **Newsletter:** producing a newsletter as appropriate. The newsletter manager/editor is responsible for collecting and editing content of the newsletter and distribution.
  - **Online Communication:** managing the UUCT's presence on the internet, including websites, social media or other internet graphic and video media such as YouTube.
  - **Content and design:** ensuring content of newsletter, website, social media, bulletin boards and other communication Media have specific relevance for members of UU Church of Tampa or affiliated groups; periodically reviewing content and design and implementing changes as needed.
  - **Space allocation:** developing guidelines for priorities for use of space in communication, including space for news about board action, ministry and social responsibility opportunities, lifespan religious education and committee information.
  - **Staff:** maintaining policies and procedures for each media and job descriptions for the manager; reviewing annual performance of communication committee Media and members.
  - **Coordination:** serving as a clearinghouse for external communication that represent UUCT or groups and activities associated with UUCT. Assisting other groups, which may be approved to publicize activities that fit within guidelines.

### Type: **GUIDELINES AND PROCEDURES**

1. The committee shall maintain guidelines and procedures for the areas of responsibility as defined in this policy, update them as necessary, and make them available to the congregation.
- 1.2 As appropriate, the Communication Committee chair shall appoint managers for each vehicle who will be responsible for editing and updating content.

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**1.3** The committee will perform an annual review of each vehicle.

**1.4** The committee will report to the board quarterly on the status of communication.

**2. POLICIES & PROCEDURES FOR EACH COMMUNICATION VEHICLE will be maintained and updated annually:**

- Newsletter
- Website
- Membership Directory
- Email lists
- Social Media
- Audio-visual (photography and videography)
- Others as needed

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### 02 Personnel

## **Employee Handbook**

UUCT GUI 2004\_02\_01

Type: Handbook

Adopted by: Board 12/16/2004

Personnel Liaison Function

UUCT POL 2004 02 01

Type: Policy

Adopted by: Board 8/19/2004

The Board of Trustees will appoint one of its members to be a liaison between church employees and their supervisors. The appointee will help mediate disputes and clear up misunderstandings between the parties. Either party may approach the liaison and request assistance.

If the liaison is unable to resolve the issue, it will be his/her responsibility to bring the issue to the Board of Trustees for final resolution.

The President of the Board of Trustees appoints the liaison for a term of one year.

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### Performance Evaluations

UUCT PRO 2005 02 01

Policy Type: Board

21, 2005

Adopted by: Board: April

The performance evaluation cycle is driven by the fiscal year of the UUCT. All performance evaluations will be held between the beginning of October and the end of November so that any possible raises can be considered in the budget for the following year that is set during the December meeting of the BOT. Because of this, raises for employees hired after July first of that year will not be considered until October-December of the following year.

The performance evaluation will be conducted by the Supervisor using the BOT approved Performance Evaluation Form. The employee will receive performance reviews at about four months and six months after the beginning of employment, and annually thereafter between the beginning of October and the end of November.

During the annual budgeting process the supervisor of the employee will submit a request for a budget item in an amount calculated to enable employees to receive raises during the next budget year if funding allows.

#### PROCEDURE

- A. Upon completion of annual performance evaluations for their employees, supervisors will present the completed evaluations to the BOT along with recommended pay changes.
- B. The employee will be given a copy of the completed Performance Evaluation Form, and the original will be retained in the employee's personnel file that will be stored in a secure file.
- C. When the budget is finalized, the supervisor will meet with the employee to discuss the pay change (if any).
- D. A copy of this policy is to be given to every prospective employee or staff member before s/he signs a contract or otherwise agrees to paid work for UUCT.**

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Employee Remediation and Termination

UUCT PRO 2005\_02\_01

Policy Type: Board

2005

Adopted by Board: April 21,

Attempts to resolve employee disputes or disciplinary problems should begin with the employee's immediate supervisor before escalating to higher levels. Both parties should use the Board of Trustees (BOT) designated Personnel Liaison to attempt to solve problems before they reach the stage of remediation. Except for actions or behaviors that are grounds for immediate termination (see section 2E below), employees of six or more months of service with UUCT will not be terminated unless the following has occurred:

1. A supervisor has given the employee at least one written reprimand concerning behavior or job function that would be cause for termination of employment with UUCT, and
2. The employee has been given a period of up to two (2) months to correct the deficiency, depending on the nature of the problem and a decision has been made that the improvement is not satisfactory by their supervisor, and
3. The BOT approves of the termination.

### PROCEDURE

1. Warnings
  - a. Verbal consultation: Verbal consultation is done for minor infractions and will be conducted in person by the supervisor in private.
  - b. Written warnings: Written warnings will be used for the infractions listed below:
    - i. An overall "Marginal" or "Unsatisfactory" performance evaluation.
    - ii. An unauthorized or unexcused absence.
    - iii. Repeated lateness.
    - iv. Willful violation of UUCT policy.
    - v. Violation of work or safety rules.
    - vi. Personal characteristics or behavior deemed inappropriate to the work situation by the Minister or staff supervisor.

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2. Documenting a performance deficiency: The written warning should state in detail the reason for the warning, the necessary corrective action, and a time limit for remediation, and have a space for the employee to respond or rebut the warning. The written warning must be reviewed with the employee, and the employee must sign it that he/she has received the warning. If the employee refuses to sign the immediate supervisor will make a notation that the warning was read to the employee and she/he refused to sign it. A copy of the warning will be given to the employee, a copy sent to the BOT and the original placed in the employee's personnel file.
3. Suspension: In addition to the written warning, in cases deemed by the supervisor and/or the Personnel Liaison to be extreme, the BOT may suspend the employee without pay for a period not to exceed one week.
4. Involuntary termination with notice: Involuntary termination can happen in the following situations:
  - a. At any time during the employee's first six (6) months he/she may be terminated by the BOT on the advice of the Minister and/or the Personnel Liaison. He/she will not receive severance pay or other benefits
  - b. After the six months probationary period is over, if an employee has been given at least one written warning about a specific action or behavior and remediation has not taken place within the time allotted, the Minister and the Personnel Liaison may recommend to the BOT that the employee be terminated. If the BOT agrees, he/she will be terminated and not receive severance pay or other benefits.
  - c. If, because of a reduction in membership or restructuring, certain positions are eliminated, the employees holding those positions shall be considered to be terminated because of reduction in force.
5. Termination without notice: The following will result in termination without warning or advance notice regardless of length of employment. He/she will not receive severance pay or other benefits.
  - a. Gross negligence or willful damage to UUCT, its member's, friend's or guest's property.
  - b. Possession of a weapon on UUCT property. If there is a question of whether the object should be a weapon the BOT will make the decision (jackknife, etc.).
  - c. Intoxication, drinking or possession of alcoholic beverages on the job.
  - d. Being under the influence of narcotics, use of narcotics, or possession or solicitation of narcotics while on the job.



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- e. Gambling on UUCT property.
  - f. Absence without authorization for two or more workdays unless it is determined that the employee was unable to apply for authorization due to illness or similar unavoidable external cause.
  - g. Disclosure of confidential UUCT, its member's, friend's or guest's information.
  - h. Assaulting or fighting on UUCT property, on or off duty.
  - i. Conviction of a felony or serious misdemeanor.
  - j. Willful falsification of UUCT's, its members', friends, or guests' records. These include employment application, payroll information, financial, insurance, or other church records.
  - k. Unauthorized absence from work beyond a granted leave of absence period unless it is determined that the employee was unable to apply for authorization due to illness or similar unavoidable external cause.
  - l. Taking unauthorized employment while on a leave of absence.
  - m. Theft of UUCT, its member's, friend's or guest's property.
  - n. Sexual harassment.
6. A copy of this policy is to be given to every prospective employee or staff member before s/he signs a contract or otherwise agrees to paid work for UUCT.

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### Filling Vacant Positions

UUCT PRO 2008\_02\_01

Type: Procedure

Adopted by Board: 11/20/2008

#### Employee Search

After the Board of Trustees (BOT) approves instigating a candidate search, the BOT and supervisor for that position review the existing job description or develop a job description — including possible salary range — if such a description is not already in existence.

The BOT appoints an *ad hoc* Search Committee —size and structure determined by the BOT — to perform the search. [In certain circumstances, and only with a majority vote of the Board members, the BOT may streamline the filling of a vacant position by direct appointment, but this method is discouraged.]

Using input from the Finance Committee, the BOT approves an advertising budget and a salary range.

The Search Committee creates selection criteria and a recruitment plan. Recruitment begins within UUCT and UUA sources (for example, the church website, newsletter, personal contacts within the congregation, UUA publications) and, if 3 suitable candidates are not found within these sources, the search extends outside our church community.

The Search Committee and the position supervisor select the top three candidates, using the developed criteria. An assigned member of the BOT, the Minister or position supervisor, and either the Search Committee as a whole or a representative of this committee interview these three candidates.

Once the finalist is selected, the Search Committee Chairperson or designate presents the finalist's qualifications to the BOT for approval. The BOT, on approving the finalist, determines the content of the final offer of employment, including duties, salary, reviews, and benefits.

#### Employment Application

The Search Committee prepares an 'Application for Employment' to be filled out by all candidates. The Search Committee designs this application – or updates an existing application - and the BOT approves the application before the search begins.

All candidates complete the approved application before proceeding further in the hiring process.

The application includes permission from the applicant to do any background checks judged necessary, including driving record and credit history. The Search Committee checks all employment references for at least the past five years of employment history or for the period of the applicant's work history, if less than five years. The

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Committee makes other background checks, such as drug, police checks, driving record and credit history, as it judges appropriate, for the final candidate.

### **OFFER LETTER**

Following satisfactory completion of the above procedures and approvals, the BOT mails two copies of an offer letter and copies of applicable portions of personnel policies to the chosen candidate. The offer letter shall include the statement, "I have read the enclosed letter and policies and agree to the terms and conditions contained therein", a signature line, and a place for filling in the date the letter is signed. The letter must state that the candidate will return a signed and dated copy to the church office. The president of the BOT signs both letters before mailing. Upon receipt of this letter in the office, office staff creates a new personnel file for the new employee and places the letter within that file. A stamped and addressed envelope should be included with the letter. The candidate retains the other copy.

**PERSONNEL ACTION NOTICE FORM:** For each new employee, office staff will place a Personnel Action Notice form, with the new employee's information, in the employee's personnel file. This form documents any employee change, such as employment, paid leave, vacation, illness, address change, salary increase, leave of absence, and termination.

**W-4 AND OTHER FEDERAL FORMS:** The employee completes these forms at the beginning of employment, and at other times as needed; Copies are kept in the employee's personnel file and by UUCT, as needed for tax purposes.

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### Hiring Staff

UUCT PRO 2008-02-01

Type: Procedure

Adopted by Board: 11/20/2008

The UUCT Board of Directors (Board) determines the need for filling a specific position and the salary range for the position.

A position description, approved by the Board, expresses the qualifications for each staff position. The Board reviews position descriptions every 5 years, unless a need arises for an earlier review. The Board will task *ad hoc* groups to write new position descriptions or revise existing descriptions.

Appointment of an *ad hoc* selection committee (Committee) by the Board begins the hiring process. The Committee initiates and completes the hiring procedure described in "Procedure for Filling Vacant Positions." The Committee provides monthly reports about the search to the Board and Minister.

The Committee presents written candidate recommendations to the Board and the Minister.

The Board makes the hiring decision from the Committee's recommendations and extends the offer of employment to the selected individual.

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### ***03 Safety***

#### **Healthy Relations Committee**

UUCT POL 2020

Type: Policy & Procedure

Adopted by Board: 8/20/20

Changed name to Healthy Relation and updated: 10/15/20

Revised 8/27/23

#### **STATEMENT OF PURPOSE**

The name of this committee will be: Healthy Relations Committee (HRC). The Healthy Relations Committee will serve as a resource for resolving, when needed, church-related relationship problems. The HRC will help church community members address conflicts and grievances arising at UUCT.

#### **CHARTER (SCOPE OF WORK)**

Categories of Relations:

Between individuals

Between individuals and committee members

Between individuals and board members

Between board members (member to member)

Between individuals and staff (including minister)

Between board and staff

Between staff and staff

(Note: Minister/staff relation process included in Minister's Letter of Agreement)

#### **POLICY**

The Healthy Relations Committee will facilitate resolution of any issues referred to it in accordance with UU principles, policies, procedures, and covenants.

The HRC will be comprised of 3-5 congregation members who have been trained in conflict resolution. The HRC may choose additional mediators and process observers who can maintain a neutral position, as needed. Board members are excluded from serving in order to avoid potential conflicts of interest arising from their positions.

The Committee's process will be additionally supported by the presence of at least one "process observer" whose sole responsibility will be to monitor for objectivity and fairness in the process.

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The HRC will hold at least one face to face meeting annually, but essentially will convene solely on an as-needed basis to hear grievances. The Committee's work will remain confidential to safeguard all parties involved.

### **PROCEDURE**

The Agreement on Right Relations, UUCT Covenant(s), and the existence of the Healthy Relations policy will:

- Be distributed to all individuals attending a new member orientation
- Be included in Healthy Relations training as part of leadership training
- Be the topic of a periodic Sunday Service
- Be included in the Policy and Procedure manual displayed on the UUCT website.
- Be available in hard copy at the Church's office.
- Be supported by and work in conjunction with Safety Policies.

### **QUALIFICATIONS, SELECTION, AND TERM OF HRC MEMBERS**

Members of the HRC will:

- Be a member of UUCT
- Follow the Agreement of Right Relations and UUCT Covenant
- Commit to nonreactive listening and respectful dialog
- Have experience in conflict resolution or be willing to learn
- Excuse themselves from any conflict to which they have a personal connection
- Be willing to sign a confidentiality agreement

The Chairperson of the Healthy Relations Committee (HRC) will be appointed by the Board of Trustees after consultation with the Nominating Committee. The chairperson of the HRC is responsible for recruiting the remaining members of the committee.

The members' names and the committee's contact information will be made available to the congregation on the church website

Each member of the HRC will serve for up to, but not more than, two years, with a maximum of two terms.

### **ACCESS TO CONFLICT RESOLUTION PROCESS**

Any member of the church community may contact the Healthy Relations Committee to discuss their issue and access the Committee's services.

### **CONFLICT RESOLUTION PROCESS**

When support is requested by an individual or group, the HRC can:

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1. Work with the person to help clarify their goal for the process.
2. Help the person(s) formulate their concerns through listening and reflection.
3. Assist the person(s) to prepare to talk directly, if possible, to other parties.
4. Provide coaching to all parties regarding healthy communication practices.
5. Support individuals in working through conflict.
6. Strive to help those involved in conflict accept mutual responsibility for working through differences constructively.
7. Support individuals in maintaining cooperative intentions.
8. Serve as observers/facilitators/mediators of a discussion if both parties agree.
9. Clarify the covenant, right relations agreement, policy or procedure and help apply it to the situation at hand.
10. Hold a debriefing of the process after completion.
11. Make recommendations to the board as needed.

Complaints involving abuse or harassment of any type should be brought to the attention of the Minister, the DRE, and/or the President of the Board of Trustees who can in turn refer them to the HRC, if the problem falls within the scope of the HRC's responsibilities.

The Healthy Relations Committee will adhere to these guidelines:

1. Information concerning the alleged incident(s) that led to notification of the HRC will be systematically collected from all the concerned parties by HRC member(s) and documented before any action is taken.
2. Further documentation would include the complaint, the resolution, and any recommendations. All documentation developed in the course of investigating and resolving allegations will be kept confidential.
3. Members of the HRC will inform the Board of Trustees of its findings and any recommendations as to any forthcoming action necessary.
4. The President of the Board of Trustees will be responsible for determining access to any documentation and for ensuring its security.
5. Documentation shall be filed in the church's safe in the main office.

### RELATED POLICIES AND DOCUMENTS

Agreement on Right Relations

[https://docs.google.com/document/d/1PXfb-92Jh\\_e72bEOpaop1-86qOXoEtIL-T2ltxfw9D0/edit](https://docs.google.com/document/d/1PXfb-92Jh_e72bEOpaop1-86qOXoEtIL-T2ltxfw9D0/edit)

GENERAL SAFETY: Management of Disruptive, Offensive, and Dangerous Behavior

[https://docs.google.com/document/d/1r0Zd6YrLrtBqwWcZV-Cr5a-wMy3nNe\\_MuCh1o9Yui8s/edit](https://docs.google.com/document/d/1r0Zd6YrLrtBqwWcZV-Cr5a-wMy3nNe_MuCh1o9Yui8s/edit)

CHILD AND YOUTH PROTECTION POLICIES AND PROCEDURES

[https://docs.google.com/document/d/1ZLiQrL2V\\_MMInFGQoHLJUbQl8-WEhDpMO-xpXyFS2M0/edit](https://docs.google.com/document/d/1ZLiQrL2V_MMInFGQoHLJUbQl8-WEhDpMO-xpXyFS2M0/edit)

Personnel Liaison Function

[https://docs.google.com/document/d/1f\\_C8d\\_8g4LXZgGOKJRej18fuxF7PXacOv4MxjZztuiY/edit](https://docs.google.com/document/d/1f_C8d_8g4LXZgGOKJRej18fuxF7PXacOv4MxjZztuiY/edit)

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### **Agreement on Right Relations**

UUCT GUI 2009 03 01

No formal Adoption

#### **Agreement on Right Relations**

All meetings related to UUCT business or activities should start with a reading of this agreement.

If you have a problem with me, come to me (privately).

If I have a problem with you, I'll come to you (privately).

If someone has a problem with me and comes to you, send them to me. (I'll do the same for you.)

If someone consistently will not come to me, say to them, "Let's go the person you are at odds with together. I am sure he/she will see us about this." ((I will do the same for you.))

Please do not interpret me – I would rather you ask me what I meant. On matters that are unclear, do not feel pressure to interpret my feelings or thoughts – I would rather you ask me.

I will be careful how I interpret you and if I am unclear, I will ask you what you meant.

If something was given to you "in confidence," don't tell me.

I do not read unsigned letters, notes, or emails.

Please do not hint to me, hoping I will understand your need to know what you intend me to hear – I prefer you to say exactly what you mean.

I will not hint to you, hoping you will understand my need or know what I meant you to hear – I will try to say exactly what I mean.



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### Child and Youth Protection Manual

UUCT POL 2007 03 02

Type: Manual ■ UUCT POL 2007 03 01 Child and Youth Protection Manual.pdf

Adopted by Board: 07/19/2007, Revised 5/23/2022

## CHILD AND YOUTH PROTECTION POLICIES AND PROCEDURES

Issued: May 2006 Revised: July 19 2007 Section 8 approved: August 16 2007, Revised May 23, 2022

### Policies Preface

The Unitarian Universalist Church of Tampa adopts the following policies, to be collectively known as Child and Youth Protection Policies, to promote the safety of children and youth as well as that of the staff and volunteers who serve them with respect to health, protection from abuse and harassment, and privacy. Prevention is our major goal. However, when an incident does occur our response will fall within the areas of truth and protection against further harm.

### Policies

#### Policy 1 – Program Administration

- A. The Program shall consist of the Child & Youth Protection Policies and Procedures and their implementation.
- B. There will be evaluations of the program and improvements will be made based upon these evaluations as judged appropriate.
- C. Incidents covered by this policy will be documented. Unless otherwise specified, information regarding incidents will be kept confidential and communications controlled in order to protect all the parties involved.

#### Policy 2 – Staff and Volunteer Selection; Agreements and Training; Visitor Regulations

- A. Every prospective staff member and volunteer for activities involving contact with minors will be evaluated for their suitability and capability to work with our minors.
- B. Parents, staff and volunteers shall agree to adhere to the Program.
- C. The Policies and Procedures for children and youth protection will be available for staff,

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volunteer and parent reference.

- D. Appropriate training will be provided.
- E. Visitors will be governed by the relevant procedures

### **Policy 3 – Safety & Health Protection**

- A. Parents must register their children by completing applications for each minor, including information that can be used in an emergency and about any special needs or restrictions so that it can be kept available.
- B. There will be Procedures regarding arrival and release of children to and from RE classes or events.
- C. First aid kits and emergency evacuation maps will be available.
- D. Fire drills will be held at determined intervals.
- E. Facility inspections to find and correct safety and health hazards and to meet insurance and regulatory standards will be performed.

### **Policy 4 – Travel Safety Protection**

- A. Drivers will meet qualifications to transport minors and parents will be required to provide written approval for their minor to be transported and to attend the event.
- B. Information concerning each minor that can be used in an emergency and about any special needs or restrictions will be obtained and kept available.
- C. Need for additional special rules required for the trip will be determined.
- D. All minors will be trained on any applicable rules.

### **Policy 5 – Physical, Emotional and Sexual Abuse Protection**

- A. Behavioral policy and procedures will be consistent with Unitarian Universalist Principles and will serve to promote the safety of minors from abuse and harassment.
- B. There will be supervision of minors during religious education, trips, overnight and other church events.

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C. There will be Procedures governing publication of pictures and names of minors.

### Policy 6 – Convicted Sex Offenders & Violent Criminals

A. Convicted sex offenders and violent criminals (CSO/VC) will have their status made known and reviewed so as to determine what restrictions to set on the CSO/VC.

### Policy 7 – High Risk Individual Protection

A. Anyone who has reason to believe that someone is an actual or potential danger to minors will inform the UUCT Minister or a member of the Board so that an investigation can take place to determine if this seems to be the case.

B. If such a determination is made, a decision will be made as to the status of that individual and any other actions that might seem appropriate.

### Policy 8 – Incident Management and Report

A. Immediate care will be given to minors who are affected by an accident or by a health or by an abuse incident, including seeking professional treatment if needed.

B. A written incident report will be filed and the parents and such authorities as required or needed will be notified.

C. Each incident will be evaluated by the DRE or BoT and such authorities as are appropriate.

### Policy 9 – Ineligibility of Designated Individual

A. If an individual herein designated to be responsible for a particular task is restricted in some manner from carrying it out due to some form of physical or other incapacitation, the person, if able, shall suggest a substitute and the highest ranking Board Officer available will ultimately make a decision regarding the substitute.

B. If an individual herein designated to be responsible for a particular task is restricted in some manner from carrying it out due to a conflict of interest, the highest ranking Board officer available shall ensure that there is an appropriate transfer of responsibility.

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### **Procedures**

#### **Procedure 1 - Program Administration**

For the sections that follow, in the absence of a DRE and/or Minister, the program will be administered by the Board of Trustees (BoT) or their designee.

##### **A. Program Implementation**

1. The UUCT Director of Religious Education (DRE) shall assume primary responsibility for the implementation of the Program but can delegate responsibility to others while remaining in a supervisory role.
2. The UUCT Religious Education Committee shall resolve any conflicts that may arise between the DRE and others concerning the implementation of the Program.
3. If an acceptable resolution cannot be achieved for resolving conflict, then mediation shall be implemented by the Minister. In the absence of a Minister, mediation shall be implemented by the Healthy Relations Committee in consultation with the BoT.
4. Parents shall be encouraged to take an active role in the implementation of the Program.
5. The UUCT Minister may assume overall lead responsibility for the Program when the DRE is unable to do so or is the subject of an incident investigation. If the UUCT Minister is unable to assume this responsibility or other Program responsibilities, then applicable church policies addressing succession or, in their absence, decision of the Board of Trustees shall govern. The same will apply to the Program responsibilities of the DRE.
6. A copy of the Program's Policies and Procedures shall be maintained in the church for reference by parents, staff members, volunteers, the RE Committee and others. The DRE will let each individual know the location of this copy.

##### **B. Program Assessment and Improvement**

1. The DRE shall provide advance notification to the RE Committee, the Minister and the Board of the date, objectives and manner of assessment. The DRE will provide a summary of the findings and recommendations for improvement arising from this annual assessment in an annual report to the UUCT Board of Trustees. Annual assessments will include review of the content and adherence to the Procedures of

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the Program, including applications, screening, agreements, maintenance of up-to-date information (child, parent/guardian, staff and volunteer), provision of information (child, parent/guardian, staff and volunteer), as well as other issues.

2. The DRE shall periodically spot check compliance by children, staff, volunteers and parents with Program Policies and Procedures and report the results in the appropriate monthly report to the Board.
3. Parents, staff and volunteers shall assist one another by recognizing situations where the Program may not be properly implemented and provide feedback to the DRE and/or RE Committee in order to help address specific concerns or potential improvements. Recommendations for changes in Policies and Procedures should be made as judged appropriate.
4. If concerns about implementation of changes to the Program cannot be mutually resolved by the above, a mediation process shall be followed. Mediation will be led by the Minister or, if judged inappropriate, by someone appointed by the Board.

### **C. Program Development and Approval**

1. Revisions to these Policies and Procedures will be those developed by or presented to the DRE and Religion Education Committee (REC).
2. Revisions to the Policies and Procedures will be submitted for possible revision and for approval to the UUCT Board of Trustees.
3. Parents shall sign an agreement to abide by the Policies and Procedures developed for the Program and to take appropriate actions to ensure compliance by their minors. A summary of the Program's Policies and Procedures shall be made available to each family for self-study and each family will be told where the entire document can be made available.

### **D. Documentation, Confidentiality, and Communication**

1. Documents related to incidents identified by the DRE or substitute shall be maintained in locked file cabinets for a period of at least 3 years. Access to the documents shall be on a need-to-know basis as determined by the DRE and/or UUCT Minister with the exception that the Board by majority vote can designate that someone have access to this information and can ask for a report back to the Board.
2. The details of a specific accusation or complaint shall be treated in complete confidence with only a need-to-know basis for their release. The DRE and /or

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UUCT Minister shall determine the timing and extent of disclosure of information unless directed otherwise by law enforcement or other government agencies with the exception that the Board by majority vote can designate someone to have access to this information and can ask for a report back to the Board.

3. Communication with the public, (e.g., the media), on specific incidents shall be managed by the UUCT Minister or, if judged inappropriate, by a person selected by the Board. This individual may appoint a Communication Team to provide support or assume communication responsibility. The Board will approve the Team and be kept apprised of these efforts and may provide input if it wishes.

### Procedure 2 - Staff and Volunteer Selection, Agreements and Training; Visitor Regulations

- A. Every person being considered for a staff or volunteer position working with our children and youth will be evaluated to assess their suitability and capability to work with our minors by the DRE.

1. Each individual will be asked to complete a disclosure statement (including names of spouses, relatives and partners in the congregation) and a summary of his/her qualifications. Individuals will also be asked to complete an application providing details to help determine their suitability and acceptability to work with our minors, including the names of references and a release to perform formal Background checks. The disclosure statement will include a request to list and provide a description of all criminal convictions (except for minor traffic violations and those convictions which by law they need not disclose) and any self-knowledge, accusations, or convictions of sexual abuse by the applicant or a statement denying these. This disclosure statement should be signed by the applicant.

2. Additional background check may be performed on each individual to the extent and in the manner determined by the DRE except that all staff will necessarily undergo a formal Background check.

3. Each volunteer shall have been known by the DRE, congregation, and/or minister for a minimum of 6 months before they may begin their work. Exceptions can be made by the DRE for volunteers provided that the individual shall always be accompanied by an unrelated/non-partner church member of at least 12 months who has been approved for that role by the DRE. All volunteers and staff shall be approved by the DRE.

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- B. The DRE shall perform an evaluation of each approved individual, staff and volunteer, to determine how they may best work with children and youth, as well as to determine if limits need to be applied to their interaction with minors.
- C. A summary of the Program's Policies and Procedures shall be made available to each staff member and volunteer for self-study and they will be informed where a complete version can be reviewed.
- D. After receiving and reading copies of the documents, individuals approved to help with our minors will sign an agreement to a code of ethics and sign an agreement stating that they understand and will comply with the Children and Youth Protection Policies and Procedures as well as any limitations applied to their interactions with minors.
- E. The DRE shall provide Program training to staff and volunteers as needed, based on their specific areas of responsibility.
- F. Visitors wishing to observe church classes or events will also be exempted from these requirements provided that they are escorted by an approved staff member or volunteer.

### **Procedure 3 - Safety & Health Protection**

- A. Parents shall complete an annual registration application for each minor, including emergency contacts (including family, guardians, and health care providers), special needs and restrictions as well as other key information (e.g., emotional, developmental or psychological issues) including such other items as identified by the DRE. Registration shall occur for each child on or before the initial day of visit and at the beginning of every church activities year.
- B. Non-member parents will sign a statement that they support the principles of UUCT,
- C. Attendance shall be recorded for each RE event and the record kept on file for at least a year.
- D. Parents shall advise the DRE of any concerns associated with their child. Together, they will work out a plan to address these issues and will advise teachers and youth advisors so that they can be proactive in fulfilling the plan.
- E. Parents are responsible for the delivery of their minors to RE classes and events as well as for obtaining their minors at the conclusion of RE classes and events.
- F. First aid kits shall be available to staff /volunteers in convenient, defined locations. Maps showing the escape routes shall be posted in key locations so that each group knows

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what exit to take and where they are to assemble afterwards.

- G. Fire drills shall be held at least annually but no less often than required by law and conducted by the DRE.
- H. A yearly inspection of the church buildings and grounds shall be done by the Buildings and Grounds Chair to assure that the physical surroundings are in compliance with the Program and any applicable insurance company and regulatory requirements.
- I. Staff, volunteers, minors and their parents or guardians shall be reminded by the DRE to review established safety and health Procedures at the beginning of each school year and as needed throughout the year. Staff, volunteers and minors shall adhere to established safety and health rules, which shall be posted.

### **Procedure 4 – Travel Safety Protection**

- A. Drivers transporting minors shall: have a valid driver's license; have active automotive liability insurance; and be qualified to operate the vehicle that they will drive. The DRE may perform motor vehicle record searches as needed to assess the driver's ability to safely transport our minors. Drivers will be considered volunteers. They will be subject to the same qualifications and constraints and have filled out the same forms and signed the same agreements as other volunteers.
- B. Drivers shall be of age 25 years or more. Drivers shall obey all traffic laws. All vehicles must contain one working seatbelt for each passenger.
- C. No adult may transport an unrelated child alone, in a vehicle without specific parental permission.
- D. For each trip, parents/guardians must give permission for the trip, and complete a religious education program child and youth participation release and authorization for emergency medical treatment form, including insurance information, list of allergies, special diet instructions, and prescribed medications.
- E. The DRE shall determine special child and youth protection rules, if any, for each trip and advise all drivers, staff and volunteers who will accompany the minors.
- F. Drivers, staff members and volunteers accompanying minors shall follow Procedures and any special child and youth protection rules for managing minors when traveling and during trips, including keeping emergency contact information provided by the parents with the leaders responsible for the specific minors.



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- G. Drivers, staff members and volunteers accompanying minors shall not smoke or drink alcohol in the hours before or during the time they accompany minors. All adults and minors attending a trip must stay with the group unless given specific permission from an adult advisor and any sponsor of the event. No tobacco products, alcohol, illegal drugs, weapons or fireworks are allowed. Community breaking behaviors, such as sexual activity, destructive actions or attitudes are prohibited.

### Procedure 5 - Physical, Emotional and Sexual Abuse Protection

- A. Rules for dealing with minors include the following:
1. Corporal punishment shall never be used to discipline a minor.
  2. Staff, volunteers and minors shall never emotionally harass any minor or adult, or threaten or imply physical, verbal or sexual action, even in jest.
- B. Anyone accused of abuse or anyone who repeatedly harasses a minor shall be treated as though they are a High Risk Individual until the DRE and the Minister have completed their evaluation, which may include investigations by law enforcement, other government agencies and/or insurance authorities.
- C. Publication of pictures of a minor as well as listing their names and/or other pertinent information, (e.g., phone numbers), shall only be permitted with the approval of the DRE and within the specific limitations for the minor requested by their parents.

### Procedure 6 - Convicted Sex Offenders & Violent Criminals

- A. Convicted Sex Offenders and/or Violent Criminals (CSO/VC) shall make their status known to the Minister (in all references to the Minister, if the Minister is not available the President or another member of the Board of Trustees will substitute until the Minister is available). Anyone in the congregation who knows of a CSO/VC who does not seem to have been identified as such to the congregation shall notify the UUCT Minister.
- B. Until it is judged by the Board that the resources necessary to provide sufficient safety and supervision that allow for a change in Policy and Procedure, the UUCT will deny all Convicted Sex Offenders or Violent Criminals access to UUCT property, functions and membership.
- C. In such cases, the Minister will inform the CSO/VC of the corresponding UUCT procedures regarding CSO/VC. In particular, the UUCT Minister will inform the CSO/VC

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that his/her identity and history as an CSO/VC will be shared with the congregation, that he/she is not to return and is denied access to all UUCT property, functions and membership. Notification of this decision to the CSO/VO shall include written notification from the Minister and Board President. The Minister will then inform the congregation by letter or other appropriate means.

- D. Anyone shall advise the UUCT Minister or, if the Minister is unavailable, an officer of the Board, if they have reason to believe that a CSO/VC has attempted to access minors on Church property or Church functions or otherwise disregarded the limits on CSO/VC's activity.
- E. Should a CSO/VC be judged to have failed to adhere to the limits set upon his/her association with UUCT, the Minister and the Board will consider whether other measures, including but not limited to police notification and applying for a court injunction, are to be adopted.

### Procedure 7 – High Risk Individuals

- A. The Minister and DRE, collectively, shall ensure that those who they believe could be a possible threat to our minors are not on the list of approved staff and volunteers maintained by the DRE and are not allowed access to minors. This should include children if they have been known to repeatedly harass a minor. Anyone who knows of a Known Offender in the congregation, or otherwise has reason to believe that an individual should not be in contact with minors, shall advise the UUCT Minister or, if the Minister is unavailable, an officer of the Board.
- B. Individuals who have had no criminal conviction but who have been identified as possible risks for contact with minors or those accused of behaving inappropriately with a minor will be temporarily assigned the category of High Risk Individual until a complete investigation, including a Background check, has been made. The Minister and DRE with a member of the church community appointed by the Board will constitute a Committee to discreetly investigate the High Risk Individual to determine if there is a reason to assume that a risk exists. Procedures and responses for this investigation are described below in the section listed as Procedure 8 - Conduct of Investigations and Responses.
- C. While this decision is being made, the High Risk Individual shall be informed that he/ she is not to have communication or any other contact with minors except for the minimum required by attendance at adult Church functions and then only when in the immediate presence of a group of unrelated adults. These restrictions are to remain until further review of their status has been completed and a decision about that status reached by the

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Committee. Notification of this decision to the High Risk Individual shall include written notification from the Minister and Board President. And, at least to the extent required by law, the appropriate authorities will be notified. See Procedure 8 - Conduct of Investigations and Responses.

- D. If the Committee decides that the individual is not a risk, the individual will be allowed to assume whatever role in the church he/she would like. Notification of this decision to the Individual shall include written notification from the Minister and Board President.
- E. If the Committee cannot reach a clear conclusion but remains with a concern judged as serious, the individual will be told that because of the resources necessary to provide adequate safety and supervision, the individual is not to return and that UUCT denies the person access to all UUCT property, functions and membership. Notification of this decision to the High Risk Individual shall include written notification from the Minister and Board President. And, at least to the extent required by law, the appropriate authorities will be notified.
- F. If it is concluded by the Committee that the individual is a significant risk, the High Risk Individual will be denied access to UUCT property, functions and membership. The High Risk Individual will be contacted by the UUCT Minister who will convey this decision and tell the High Risk Individual that because of the resources necessary to provide adequate safety and supervision, the individual is not to return and that UUCT denies the person access to all UUCT property, functions and membership. The individual will also be told that the UUCT Minister will inform the congregation of his/her being determined to be a High Risk Individual. Notification of this decision to the High Risk Individual shall include written notification from the Minister and Board President. The Minister will then inform the congregation by letter or other appropriate means. And, at least to the extent required by law, the appropriate authorities will be notified.
- G. Anyone who has reason to believe that a High Risk Individual has attempted to access children or otherwise disregarded rules that limit their access and activities shall advise the UUCT Minister or, if the Minister is unavailable, an officer of the Board.
- H. Should a High Risk Individual be judged to have failed to adhere to the limits set upon his/her association with UUCT, the Minister and the Board will consider whether other measures, including but not limited to police notification and applying for a court injunction, are to be adopted.

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### Procedure 8- Conduct of Investigations and Responses

A) Investigations and decision making as well as responses to challenges to investigations, conclusions or restrictions made in accordance with this Child and Youth Protection Policies and Procedures shall be governed by these Child and Youth Protection Policies and Procedures and otherwise by the General Safety Policies and Procedures.

### Procedure 9 - Incident Management and Report

A. In all accidents, health and abuse incidents, the leaders responsible for the minor shall immediately advise the DRE.

B. To the best of their ability, responsible leaders shall perform first aid and provide emotional support to the affected minor until further help arrives.

C. In cases of an accident, the DRE shall determine if professional help is required beyond the first aid that can be administered at the time. The medical and/or dental contacts on the minor's application shall be notified. In cases where no contact is provided, the DRE may choose the appropriate medical or dental professionals.

D. The parents will be contacted as soon as possible in cases of accidents, illnesses or incidents of abuse. Other staff and volunteers not directly associated with the incident shall be advised, on a need-to-know basis, that an incident has occurred and what steps are being taken to address it. The DRE will take the lead in notifying parents and such authorities as required or needed unless expediency dictates otherwise.

E. The DRE, with the assistance of the UUCT Minister and other available Church resources, shall provide emotional and spiritual support, as well as provide guidance on available counseling services, to the affected minor, leaders, other minors and parents.

F. All incidents shall be documented by the DRE. An incident report shall be developed for all accidents, health and abuse incidents.

G. Any accidents, health and abuse incidents shall be reported to the UUCT Minister, the UUCT Board President, and other appropriate parties (e.g., including the insurance company and government authorities).

H. The DRE shall investigate the cause of any accident, health or abuse incident and provide recommendations for resolving any outstanding issues associated with it. The results shall be documented and provided to all receiving the incident report. The evaluation may be supplemented or performed in entirety by government and insurance company representatives as defined by law and insurance policy instructions. Lessons learned will be used to revise existing Policies and Procedures.

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### CHILD AND YOUTH PROTECTION PROGRAM DEFINITIONS

1. **Parent** – a natural or adoptive parent or legal guardian of a child or youth.
2. **Staff** – any person hired by the church to work with children and/or youth.
3. **Volunteer** – any non-paid person who works with our children and/or youth.
4. **Leader** – any individual approved by the DRE to be responsible for children and/or youth.
5. **Child** – typically, any minor below the age of 12.
6. **Youth** – typically, any minor between, and including, the ages of 12 and 17, or any minor who is still in high school.
7. **Minor** – both children and youth collectively (when child or youth is noted in lieu of minor, the policy only applies to them and not the other).
8. **Travel** – any church activity away from church property.
9. **Serious Accident or Illness** – one that requires medical or dental care.
10. **Known Offender** – an individual who has been convicted of child abuse, reckless endangerment of a minor, or other related offenses.
11. **Publication** – documents sent through the mail, or similar delivery service; printed in newspapers, or other similar documents; or posted to a web site or sent via email.
12. **Harassment** – verbal or non-verbal abuse or ridicule, offensive physical contact, displaying or distributing pornographic or offensive materials, attempted or actual intimate physical contact, demanding favors (sexual or otherwise), or hazing.

### Related forms and materials:

1. Code of Ethics for working with children and youth
2. Religious Education Teacher Covenant
3. UUCT Safety Policy, Fire Drill/Field Trip Procedure
4. Copy of Required Field Trip Permission Form
5. Registration Form for Students
6. Application for volunteers and staff to work with children and youth
7. Religious Education Program Child and Youth Participation Release and Authorization for Emergency Medical Treatment Form

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### **Management of Disruptive, Offensive, and Dangerous Behavior**

UUCT POL 2009\_03\_01

Type: Policy

Adopted by Board: 2009

#### **PREFACE**

Our church community is founded upon trust and trust in turn requires security and mutual respect. There could be times when the behavior of an individual violates these requirements and leads others to respond:

- Threats (actual or perceived) to the safety of an adult or child.
- Harassment, abuse or disturbing misbehavior, actual or perceived, whether verbal, sexual, physical or emotional, by any person, including to self
- Interference, in any way, with church activities,
- Diminishing the sense of safety and security at the church or its functions
- Damaging church or individual assets (actual or threatened) while on UUCT church property or at UUCT activities.
- Sabotage behavior (more subtle and behind the scenes, but also a form of disruptive behavior) potentially or actually leading to any of the above

For purposes of this policy, disruptive, dangerous or offensive behavior encompasses any and all instances of the behaviors (actual or threatened) listed above and described below.

#### **POLICY**

- A. Any person who believes that one of the above conditions is occurring must inform the Minister, the President of the Board of Trustees, or a member of the Board
- B. Whenever there is a threat to any person's physical and/or emotional well-being or freedom to express his or her beliefs or opinions safely, the source of this threat must be addressed firmly and promptly, even if this requires the expulsion of the offending person or persons. The Unitarian Universalist Church of Tampa 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. When disruptive, offensive or dangerous behavior threatens or actually compromises the health of this congregation, security must be the priority.
- C. We are a caring community where mutual respect prevails. We believe in the democratic process in human relations. Each committee or organizational unit is encouraged to adopt and agree to ground

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rules for their meetings or events. (See attachment: Agreement on Right Relations.) When some participants in these meetings/events do not follow the ground rules, this policy will apply. Disruptive, offensive, or dangerous behavior does not need to be tolerated by any individual or group.

- D. In some situations, immediate action is warranted and should be taken. It is appropriate to call the sheriff to remove a person exhibiting violent, coercive or destructive behavior. Any person or persons who feel that there is a sufficiently threatening or dangerous circumstance may call the sheriff on behalf of the safety of any individual or that of property.

## PROCEDURE

### Conduct of Evaluation and Response

- A. This policy and its procedure may be used in conjunction with other UUCT safety policies and procedures, when applicable.
- B. If disruptive, offensive, or dangerous behavior has been judged to occur or to be a threat and an immediate response appears to be required, any church leader or person present will respond as follows.
1. Tell the person(s) that they must stop now. There will be no arguing or discussion now.
  2. Ask the person(s) to agree to submit to mediation.
  3. Have one person walk away with each disputant.
  4. When necessary, suspend the meeting or event until such time it can be safely resumed.
  5. Tell those judged by others to have been involved in the behavior, irrespective of whether they seemed to be perpetrators or not, to leave the UUCT property or the UUCT event.
  6. If these actions are judged insufficient for the situation or further assistance is required, local law enforcement may be called. If any of these actions are undertaken without the Minister present, the Minister and the President of the Board or other available member of the Board must be notified immediately or as soon as possible. In turn the members of the Board should be notified.
- C. Resolution of the issue:

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1. As situations thought to involve actual or potentially disruptive, dangerous or offensive behavior are identified, they will be referred to the Minister, the President, and the members of the Board of Trustees. They will consider the following:
  - Dangerousness — is the individual perceived to be the source of a threat to person or property?
  - Disruptiveness — how much interference with church functions has there been or may occur in the future?
  - Offensiveness — how likely is it that prospective or existing members will be driven away or curtail their involvement with the Church? Will members and visitors feel safe to return without fear of witnessing or suffering from some form of abuse or harassment.
2. If the Minister, the President or the Board think an immediate decision is necessary, a decision can be made to deny any person access to the Church property and events for such time as deemed advisable.
3. If the Minister, the President or the Board determine that sufficiently dangerous, disruptive and/or offensive behavior has occurred, the Minister and President or the Board will ask the Conflict Advisory Team to investigate. If no Team is in place or if a change in its makeup is judged advisable, the Minister and President or the Board will appoint an ad hoc Conflict Advisory Team to address the issue. Unless unavailable or inappropriate, the Conflict Advisory Team will include but need not be limited to the Minister, a member of the Board of Trustees, and a member of the Committee on Ministry.
4. While not required, recommended training for Conflict Advisory Team members includes initial training and an annual refresher course. 'Just in Time' training may include a review of the initial training and a briefing on the issue. Members of the Board of Trustees, Committee on Ministry and other key leaders, as identified by the Minister or President, will be encouraged to attend the training. As circumstances permit, the Conflict Advisory Team will be trained by a skilled facilitator within the congregation or from the District.
5. The Conflict Advisory Team will follow any Board approved procedures in the UUCT's general safety policies and procedures relating to the conduct of investigations and responses but is otherwise to use its own procedures to hear about the problem by collecting information about and relevant to the disruptive, offensive or dangerous behavior. The Team will collect information and conduct hearings as soon as possible.
6. The Team will determine if there is a Church issue that needs intervention.
7. If mediation is judged appropriate by the Conflict Advisory Team and the disputants agree to mediation, the Conflict Advisory Team will form a mediating team from some of its own members or others of their choosing, as approved by the Board.



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8. The Mediators will follow any Board approved UUCT general safety policies and procedures relating to the conduct of investigations and responses but are otherwise to use their own procedures. They will obtain information gathered by the Conflict Advisory Team and contact the disputants so as to invite them to discuss the issues.

9. If the disputants do not agree to mediation or the resultant recommendations of the Mediators, the Conflict Advisory Team will offer its conclusions and make recommendations to the Minister and Board of Trustees whose decision will be binding on all parties. If the problem is resolved the mediators will make a report to the Board.

D. If there has been a conclusion on the part of the Conflict Advisory Team that disruptive, offensive, or dangerous behavior has taken place and mediation has been judged inappropriate, been refused or has been unsuccessful, the Team will advise the Minister and the Board of Trustees as to its recommendation for any additional steps. To aid in its evaluation of the problem and in the formulation of its recommendation, the conflict advisory team will consider the following:

- Dangerousness — is the individual the source of a threat or perceived threat to persons or property?
- Disruptiveness — how much interference with Church functions has there been or may occur in the future?
- Offensiveness — how likely is it that prospective or existing members will be driven away or curtail their involvement with the Church? Will members and visitors feel safe to return without fear of witnessing or suffering from some form of abuse or harassment.
- Does the behavior violate UU Principles?

To determine the necessary response, the following are relevant:

- Causes — why has the problem occurred? Is there a conflict between the individual and others in the church? Is it due to a professionally-diagnosed condition of mental illness? Is it promoted by an asymmetrical relationship or a violation of boundaries?
- History — what is the frequency and degree of such behavior in the past in our church or other settings?
- Probability of change — how likely is it that the problem behavior will diminish in the future?

E. The Conflict Advisory Team will report their findings and recommendations to the Minister and the Board, who will determine the appropriate actions to be taken in accord with, but not limited to, any Board approved procedures in the UUCT's general safety policies and procedures relating to the conduct of investigations and responses.

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Actions may include, but are not limited to, any one or any combination of the following:

- Counseling the involved person(s) by the minister and / or president or other appropriate person.
- Inviting a conflict resolution team to work with the involved individual(s).
- Referring the person to mental health resources.
- Asking the person(s) with the problem behavior to sign and adhere to a behavioral contract.
- Informing the person that he/she cannot attend specific UUCT functions
- Revoking the individual's membership in the UUCT.
- Banning the individual from all UUCT activities and all UUCT property.

The individual will be personally notified of the actions to be taken and the Minister will send the individual a letter outlining the conditions of the actions.

- F. A follow-up letter, detailing what if any steps can be taken before the offending person or persons can return to particular UUCT activities or to the property, will be sent by the Minister to the offending party or parties within seven (7) days of the occurrence. The Minister will determine the content of the letter and ask the Board for its approval.
- G. Individuals may appeal the actions by submitting a letter to the Board. The Board, in conjunction with the Minister, after input from the Conflict Advisory Team, will evaluate the appeal request and make a final disposition, by majority vote of the Board.
- H. The District Executive Director will be notified as soon as possible when a situation involving disruptive, offensive, or dangerous behavior requiring restriction of an individual's relationship to the UUCT.
- I. A copy of this policy will be provided to the Board of Trustees, the Committee on Ministry, and the Church Council annually.
- J. In the above Policy and Procedure, Minister refers to the Settled Minister, Interim Minister, or any Board of Trustees member acting in the absence of the Minister or, lacking this, otherwise available.

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### Re-Entry Screening Committee Policy

UUCT POL 2021\_03\_01

Type: Reopening Policy

Adopted by Board: 4-15-2021

**Background:** In March of 2020 the campus was closed in response to the global pandemic presented by the virus known as covid-19. A Safe Re-Entry to Church (SRC) ad-hoc committee was formed in May of 2020 to oversee covid-19 post-quarantine protocols. The SRC committee submitted recommendations which the board accepted as living guidelines in Feb. of 2021 and the committee disbanded. The report was shared with committee chairs and the congregation. A Re-Entry Screening Committee (RSC) is formed to screen incoming applications for use of church buildings and grounds, using the living guidelines.

**Purpose:** The purpose of this policy is to communicate the alignment of campus reopening goals with the church's mission statement: *We are a faith community that values caring, learning, and acting on our Unitarian Universalist principles.*

**Policy:**

We will strive to be inclusive as we gradually open the campus to activities.

We will adopt an evidence based decision making approach.

These living guidelines will be revised taking into account scientific and public health national and international recommendations from the Centers for Disease Control and Prevention (CDC) and/or World Health Organization (WHO) and/or the Unitarian Universalist Association (UUA)

These living guidelines as accepted by the Board of Trustees shall be considered Policy. The board delegates the authority to the committee to make the decisions necessary for the safe reopening of the church and make changes to the guidelines as needed. The Board shall be notified of any changes and permit revision or reversal.

We will be transparent with the congregation and consider all input.

**Procedure and Related Documents:**

[SRC Report - 02.2021.docx](#)

[SRC Report - Appendix 02.2021.docx](#)

[Re-Entry Screening Committee Description \(Draft 3-30-21\)](#)

[Re-Entry Screening Chair Description](#)

[UUCT POL 2008\\_04\\_03 Buildings and Grounds Use Policy](#)

[UUCT PRO 2011\\_04\\_02 Buildings and Grounds Usage Procedures](#)

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### ***04 Financial***

#### **Financial Policy Guidelines**

UUCT GUI 1999 04 01

Type: Guideline

Adopted by: Board 8/19/99

The following financial policies are to be used as guidelines in the conduct of church business.

##### **Cash Policy**

All cash must flow through the UUCT Treasurer, whether as a pass-through account or otherwise. If funds are intended for the exclusive use of a sanctioned group, the Treasurer will issue a church check for the proceeds.

##### **Special Donations Accounts**

The Board of Trustees will review requests of establishment of “special” accounts and approve such accounts prior to the Pledge Secretary and the Treasurer setting up such special accounts in the books of the church.

##### **Earmarking of Pledges for Capital Improvements**

Donors may contribute money to a specific capital item, but this donation will not be credited against their annual pledge. It may be established as a Special Account.

##### **Special Collections**

Special collections must be approved by the Board of Trustees in advance.

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### **Acceptance of Bequests and Gifts**

UUCT POL 1987 04 01

Type: Policy/Procedure  
10/12/87

Adopted by: Board

Members and friends are encouraged to make gifts to the Church in support of the Church's programs and activities, for the material and aesthetic enrichment of the Church's buildings and grounds, and to provide a living memorial to loved ones, the community and the values of our Unitarian Universalist tradition.

- A. All gifts to the church of any kind shall become the property of the church, to be used, sold, transferred or maintained in the manner deemed appropriate by the board, unless otherwise stipulated to by the Board at the time the gift is made.
- B. At the donor's request, a statement shall be provided to the donor by the President or Secretary of the board acknowledging receipt of the gift; but no representation or estimate of the monetary value of the gift shall be made by the Board.
- C. Any conditions placed upon receipt or use of any gift by a donor, including any memorial attribution or maintenance, should be clearly stated to the Board in writing by the donor and stipulated to by the Board at the time the gift is made.

It is the intent of this policy to assure the maximum appropriate use of gifts to the Church and to assure that the use of such gifts fit in with established aesthetic criteria and other patterns, practices and policies of the Church and the Board. Due respect for the feelings, desires and intent of donors shall be exercised to the maximum extent possible.

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### **Purchases Made On Behalf of the Church**

UUCT POL 1987 04 01

Type: Policy/Procedure

10/12/87

Adopted by: Board

1. Reimbursement for purchases of materials, equipment, services or other expenses within previously authorized budget limits will only be made after receipt(s) have been submitted to the Treasurer along with the reimbursement forms (forms located in the Treasurer's box in the Office).
2. Purchases of materials, equipment, services or other expenses beyond previously authorized budget limits should be submitted to the Board through the Board Committee Liaison for approval prior to purchase.
  - i. Where delay for such approval would curtail appropriate use or result in additional expense, purchase may be provisionally approved by the Board Committee Liaison pending subsequent approval by the Board. This practice should be used sparingly.
  - ii. Where there is any question about approval, the President should be asked to poll the Board informally prior to purchase. This may be done by telephone.
3. Unbudgeted Capital Purchases should be made only with prior Board approval. Any such purchase made prior to Board approval should be made only with the clear understanding that the board may subsequently NOT APPROVE such purchase, and the expense will then be considered a gift to the Church or returned to the purchaser at the purchaser's option.
4. Reimbursement for all purchases under B. and C. above will only be made after receipt(s) have been submitted to the Treasurer along with the reimbursement forms (forms located in the Treasurer's box in the Office), and cannot be reimbursed until approved by the Board.

The intent of this policy statement is to insure appropriate and timely reimbursement of Church members for expenses incurred on behalf of the Church and in the process of

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carrying out Church business and activities. It is not intended to curtail, inconvenience, or prevent any appropriate programming and activities; and shall be carried out in that spirit.

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### **Endowment Committee**

UUCT POL 2008 04 01 - updated 11/15/2018

Type: Policy

Adopted by: Board 11/15/2018

The purpose of the Unitarian Universalist Church of Tampa (UUCT) Endowment Fund is to help secure, strengthen, and extend the long-term survival and mission of the UUCT.

#### **1. Endowment Committee**

- a. The Endowment Committee shall supervise the UUCT Endowment Fund. This committee will operate as a regular committee within the existing UUCT corporate structure.
- b. The Endowment Committee will administer the Endowment Fund with fiscal prudence in its investments and distributions with the aim of preserving and increasing its principal.
- c. Members of the Endowment Committee shall not be held liable for any losses which may be incurred by the invested assets of the Fund except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any transactions with the Fund in which he/she has financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the Fund.

#### **2. Endowment Fund Holdings and Investments**

- a. Contributions to the Endowment Fund must be approved by the UUCT Board as well as the Endowment Committee.
- b. Contributions must be made in accord with the UUCT Endowment Fund policies and procedures as well as UUCT By-laws, Policies and Procedures.
- c. The UUCT Treasurer will inform the chair of the Endowment Committee when gifts to the Fund are received, including the amount and nature of the



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contribution and the name of the donor (unless anonymous). The amount shall remain undisclosed to the congregation or the public unless the donor authorizes it.

- d. The Endowment Committee shall determine the investments of the Endowment Fund unless formally instructed otherwise in writing from the Board.
- e. All investment assets of the Endowment Fund shall be held in accounts separate from other accounts of the UUCT. “
- f. Endowment funds held in bank accounts can be merged with other UUCT funds along with any interest gained but these are to be recorded separately as Endowment funds by the UUCT Treasurer in all reports that include those funds.

### **3. Endowment Fund Disbursements**

- a. The UUCT Board will receive recommendations from the Endowment Committee for approval of an annual amount of the Endowment Fund that might be disbursed by the Board each year. In its recommendation, the Endowment Committee will give consideration to the growth of the Endowment Fund as well as the current needs of UUCT. The UUCT Board will be the ultimate determiner of that amount.
- b. The Board will be responsible for allocating the disbursed funds and will do so in accord with the By-laws and Policies of the UUCT.
- c. The Board will notify the Endowment Committee of its decisions regarding such disbursements and their allocation. After each year end, the Board will notify the Endowment Fund of any year's end so that the Endowment Committee can include them in its recommendations to the Board for the next year's Endowment disbursement.
- d. In the case of a dire emergency or legal constraint, if the Board is unable to act, such members of the Board's Executive Committee as are available will withdraw funds from the Endowment as judged necessary. To the extent possible, this will be done with the approval of a majority at a called meeting of the Congregation.

## **Endowment Committee Procedures**

UUCT POL 2008 04 01 - updated 11/15/2018

Type: Procedure

Adopted by: Board 11/15/2018

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### **1. Committee Structure and Operations**

- a. The UUCT Board of Trustees (BOT) shall appoint the Chair of the Endowment Committee annually or if there is a vacancy. If this is not done, any existing Chair shall, if willing, remain in that role.
  - i. The Chair shall, as soon as possible, enlist at least two others as additional committee members with the intention that they serve for renewable three-year, staggered terms.
  - ii. If a member of the Endowment Committee becomes unable to continue to serve or resigns, the Chair shall appoint a substitute to fill out the remaining un-expired term of that member.
- b. Duties of Committee Members (including the Chair):
  - i. Invest and supervise the UUCT Endowment Fund (the Fund)
  - ii. Inform the UUCT BOT of the amount recommended as available from the Fund for UUCT use each year
  - iii. Develop plans to encourage the Congregation to contribute to the Fund.
  - iv. Review these Endowment Committee Procedures, preferably annually and revise as necessary.

### **2. Endowment Fund Investments**

- a. The Endowment Committee shall determine the investment of the Endowment Fund assets at its meetings and by majority vote.
- b. Interest and dividends generated by the Endowment Fund will be classified as income during the year received but as principal in succeeding years. Capital gains *and losses* acquired by the Fund will be considered to be a change in the Fund's principal.

### **3. Endowment Fund Disbursements**

- a. The available amount recommended for payout from the Fund shall be determined by the Endowment Committee by or as soon after the end of January of each year as feasible and communicated to the UUCT Board while taking into account any past disbursements of Endowment that the Board has not spent.
- b. In its recommendation, the Endowment Committee will give consideration to the growth of the Endowment Fund as well as the current needs of UUCT.

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- c. The Endowment Committee will submit a budget for any projected annual expenses during the preceding September.

#### **4. Endowment Fund Additions**

- a. Contributions to the Endowment Fund will only be accepted in the form of money, stocks and bonds. All exceptions will require prior approval by the UUCT BOT.
- b. Contributions may be made as memorial gifts, bequests, charitable gift annuities, gifts or in any other format.
- c. Endowment funds including any cash investment gains will be held in bank accounts separate from other UUCT funds. The Treasurer will keep a separate record and make separate report of the Endowment Funds in the UUCT accounts as well as keep the Committee informed as to its amount.

#### **5. Promotion of the Endowment Fund**

- a. The Committee shall promote the Endowment Fund through reports to the congregation, notices in the UUCT's publications, website, e-mailings, special mailings, workshops or any other appropriate methods.
- b. Information about the Endowment Fund shall be made available on the church's website.

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### **Use of Restricted Donations**

UUCT POL 2008 04 01

Type: Policy

Adopted by: Board 03/20/2008

A Restricted Donation given to the Church for designated purposes will often not be specific as to the intended use of the money, but does specify the general type of usage; e.g., for building funds, for art, for grounds, for capital items and will be accounted for as part or all of a Restricted Fund with the same stipulations for its use.

The Board of Trustees has the general responsibility for the specific dispersal and use of the monies in these Funds.

The Board of Trustees has instituted a cap of \$10,000 as a maximum that will be used from any such Restricted Fund without bringing the matter to a General Meeting of the Congregation.

Any changes in this policy must be posted and advertised at a General Meeting of the Congregation.

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### **Financial Policy**

UUCT POL 2008\_04\_02

Type: Policy/Guideline

Adopted by: Board 12-16-08

The following financial policies are to be used as guidelines in the conduct of church business.

#### **Cash Policy**

All cash must flow through the UUCT Treasurer, whether as a pass-through account or otherwise. If funds are intended for the exclusive use of a sanctioned group, the Treasurer will issue a church check for the proceeds.

#### **Special Donations Accounts**

The Board of Trustees will review requests of establishment of “special” accounts and approve such accounts prior to the Pledge Secretary and the Treasurer setting up such special accounts in the books of the church.

#### **Memorial Gifts**

Gifts received in the name of or on behalf of individuals will, unless specified by the giver, be added to the Church Endowment funds and the name of the individual will be added to the list of donors. The Board may make exceptions to this policy by directing some or all of the unspecified, donated funds to other uses on a case-by-case basis.

#### **Earmarking of Pledges for Capital Improvements**

Donors may contribute money to a specific capital item, but this donation will not be credited against their annual pledge. It may be established as a Special Account.

#### **Fundraising**

All monies collected on Church property at meetings of Church or outside groups, whether by sales, as contributions or other means are to be collected by a Church member and revert to the Church’s general funds. Exceptions will be in accord with statements in other UUCT Policies or Procedures or can be granted by special agreement of the UUCT Board of Trustees.

#### **Special Collections**

Special collections must be approved by the Board of Trustees in advance.

#### **Funds Policy**

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All funds received by the Church shall be in the form of cash, checks, credit cards or negotiable securities. Any exceptions must have prior approval of the Board of Trustees.

### **Negotiable Securities**

Members wishing to make contributions in the form of negotiable securities should contact the Church Treasurer so that they may be provided with correct account information so as to insure funds or negotiable securities are correctly transferred to the Church's accounts. The member needs to notify the treasurer at the time that they have confirmed that the transfer has been executed and has been deposited into the church's investment account.

Contributions in the form of negotiable securities shall be credited to the member's pledge as of the date they are sold and the sum is in the Church's bank or investment account. It is the intent that the negotiable security will be sold on the same date the church is notified by the donor or at the earliest possible date.

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### **Internal Accounting Security Procedures**

UUCT PRO 2008 04 01      Revised 2023 12 21

Type: Policy/Procedure      Adopted by: Board, Finance Committee Date unknown

1. The Treasurer must be an officer of the Board of Trustees.
2. The bookkeeping function may be performed by the Treasurer, another Board member, or a member of the Finance Committee or outside accounting firm.
3. Whoever performs the bookkeeping functions (check writing, recording keeping, financial reporting, payroll records, IRS reports, etc.) will not be a check signer.
4. Check signers must be officers of the Board.
5. No check signer will have access to blank checks or prepare checks for signature.
6. After the individual appointed as Bookkeeper prepares the checks to pay bills, payroll, etc., the checks and invoices will be submitted to a check signer for review and signature.
7. The check signer will review each invoice for validity, initial and date each invoice (with the date of the review), and then sign the check for the approved invoice.
8. All blank checks must be accounted for by the bookkeeper and the check signer. Spoiled checks must be voided and recorded in a voided checks log by the Bookkeeper. A check signer will periodically destroy the voided checks and certify them as destroyed in the voided check log.
9. All checks will be written in consecutive numerical order, with the exception of handwritten check which may be written on blank checks which are wasted during the computer printing process.
10. Valuable and negotiable papers will be maintained in a bank safe deposit box. The Treasurer/Bookkeeper shall have custody of the keys to the safe deposit box, but will not have access to the box. The signatories having access should be the same Board officers with check signing authority. The signatories will have to sign the keys out from the Treasurer/Bookkeeper whenever access is needed to the box.
11. Cash and checks received by the Church at the Sunday Offertory and at all fundraising events will be counted by two Church members and the totals will be recorded on a cash receipt statement and signed and dated by both individuals. Neither of these individuals may be the Pledge Secretary or the person who is assigned to make the bank deposit, nor may they be the Treasurer/Bookkeeper. The cash and checks and one copy of the cash receipt statement will be turned over to the Pledge Secretary for recording and deposit in

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the bank. The duplicate copy of the cash receipt statement will be given to the Treasurer/Bookkeeper.

12. The Pledge Secretary or individual assigned to make the bank deposit (may not be the Treasurer/Bookkeeper) shall prepare the deposit slip, make the deposit, and give the Treasurer/Bookkeeper the bank deposit receipts at the end of each month.
13. The Pledge Secretary will give the Treasurer the deposit record for the entire month, which indicates the weekly income according to the chart of accounts.
14. All signatories, plus the Treasurer/Bookkeeper, and Pledge Secretary shall be bonded, the expense to be borne by the Congregation.

Note: All the above-mentioned positions of responsibility are unpaid, volunteer positions.



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### **Financial Oversight of the Treasurer**

UUCT PRO 2008\_04\_01

Type: Guideline

Adopted by: Finance Committee 6/16/2008

Purpose: This document outlines the steps taken by the Finance Committee to provide checks and balances to the Unitarian Universalist Church of Tampa Treasurer. The Finance Committee has instituted a number of procedures in addition to the policies currently in place: Internal Accounting Security Procedures and Financial Policy 99-001.

Procedures:

Monthly a member of the Finance Committee will sit with the Treasurer and reconcile the accounts with cash balances.

Monthly the Treasurer will provide the Finance Committee with a financial accounting of the previous month and will provide whatever backup the Committee requires.

Weekly or bi-weekly a member of the Finance Committee will review the online activity for unusual transactions and for expected activity (movement of cash to savings, payment of employment taxes, etc.).

The Finance Committee will continue to separate the accounting of the income (through the Pledge Secretary and the Servant Keeper system) and the payments (by the Treasurer using the QuickBooks system).

The Finance Committee will institute a feature that allows the bank used for checking to send an email out every time an on-line check is written. This email will be sent to, or be accessed by, only the Finance Committee.

Other measures will be added to this guideline as needed.

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### **Facilities Use and Rental Policy**

UUCT POL 2008 04/05 03

Type: Policy

Approved by BOT 05-23-07 Rev 07-09-2011, Rev 10-19-23

#### **INTENT:**

The overall intent of this policy is to provide a process for utilizing the Facilities of UUCT for church-related activities and to provide rental income.

Because we are a religious organization of people who embrace shared principles and who hold to a declared mission and vision, UUCT reserves the right to refuse rental to entities for reasons including but not limited to violation of our UUCT principles, mission, and vision.

#### **PRIORITIES FOR USE OF CHURCH SPACE:**

- 1- Ministry Functions
  - A. Worship
  - B. Religious Education
  - C. Church Board Meetings
  - D. Members rites of passage
  - E. Other Church and affiliated organization events
- 2- Church members' private events
- 3- Non Church groups, individuals, and organizations.

#### **FACILITIES USE AND RENTAL POLICY**

1. The Board of Trustees (BOT) or its designee has the authority to approve, deny, or revoke any use of the Facilities.
2. The BOT has the authority to reallocate space.

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3. The BOT has the authority to prioritize facilities' use by groups whose intentions and purposes it finds to be in sympathy with the principles of our faith and the vision of our church.
4. Use of all church facilities by UUCT committees, groups, or individual(s) shall be arranged through the Office Assistant, and no reservation shall be considered firm until it has been posted on the church office's master calendar.
5. The Office Assistant shall not schedule rentals on the master calendar until receipt of the signed contract with the required deposit.
6. Non-members, except as noted in number 7 below, will be charged a rental fee.
7. Members and their immediate families (spouses, legally responsible significant others, children, and parents) will not be charged a rental fee for weddings, memorial services, or other rites of passage, but they will be responsible for obtaining a key or arranging for a church member to open and close if they do not have a key (see Key Usage below).
8. Members and their immediate families will be charged one half the Normal Rental Fee (listed in the current Fee Schedule for Rentals) for private functions. However, if the event includes a fee, charge, or sales to those who attend, number 10 below will apply, and must be BOT approved.
9. For UUCT functions such as meetings of the Church's committees/teams, small groups, affinity groups, religious-education functions and other Church functions, any fees collected shall go to the UUCT's general funds and any expenses incurred repaid by the UUCT Treasurer or designee.
10. Other than BOT-approved Church fundraising or other events, any individual or organization that charges or collects money for any other purpose for or at an event in church must be BOT approved. One and a half times the Normal Rental Fee will be charged.

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11. For non-member functions, a church member qualified as a Site Manager shall be present for the duration of the event to have the building opened and securely closed by the assigned Site Manager.

12. All users must abide by each building's legal maximum occupancy as determined by the fire department.

13. No smoking or open flames are permitted inside any church building.

14. Advertisements for events or programs at the facility shall refer to the facility as the UU Church of Tampa. The Board or its designee must approve all such advertising.

15. The Fee Schedule for Rentals will be approved by the Board of Trustees or by the Finance Committee with notification of the Board without the need for a formal change in Policy and Procedures.

### FACILITIES USE FEE SCHEDULE 2023 FOR RENTALS:

#### 16. **INSURANCE RENTAL REQUIREMENTS:**

16.1. Groups sponsored by a member of the UUCT and functioning in a manner compatible with UUCT principles are considered a part of the ministry activities of UUCT and are covered by Church liability insurance, at the discretion of the Board of Trustees.

16.2. Renters other than groups sponsored by a member of the UUCT and functioning in a manner compatible with UUCT principles must show proof of liability insurance and complete a waiver agreeing to hold UUCT harmless, as verified by the Office Assistant or Board designee.

16.3. A Certificate of Insurance (COI) in the amount of \$1M/\$3M liability is required to cover the day of a special event. The COI must name the Unitarian Universalist Church of Tampa as "Additional Insured" and be submitted to the UUCT 30 days before the event. Any renter entering into an agreement fewer than 30 days prior to the event must submit proof of such liability insurance before the agreement is formalized.

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### **Facilities Use Procedure**

UUCT PRO 2011 04/05 03

1. Groups and individuals shall submit applications for use of buildings and grounds to the Office Assistant.
2. The application should include the nature of the event(s); the name, address, and contact information of the organization and person(s) responsible for the events or activities; and of the applicant's designated person-in-charge (day of the event); and the date(s) of the events or activities, their frequency, and the beginning and end times. The application should include which building(s) rooms, grounds, and equipment are needed. The application must indicate whether the event includes a donation, charge, sales or fundraising, and the recipient(s).
3. The Office Assistant shall post UUCT functions on the church calendar.
4. Any proposed use of the Church facilities, other than UUCT functions and activities, shall be referred to the BOT or its designee for approval. Approval shall consider the nature of the function, the Church schedule, and the priorities for use of church space as defined in the policy of facilities use and rental.
5. The Office Assistant or Board Secretary will schedule the event so that it does not conflict with regular or newly scheduled UUCT functions.
6. All reservations for use of the Church facilities shall be scheduled on the Church Master Calendar. Only the Office Assistant or Board Secretary shall place rentals or non-UUCT functions and activities on the calendar. Until the reservation has been placed on the Master Calendar in the church office, the space is not reserved.
7. The Office Assistant shall not enter rentals on the Church Master Calendar until the following rental requirements are met:

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- a. The signed application and agreement has been received, including a statement as to any money to be collected in conjunction with the event, its purpose, and intended recipient(s).
  - b. Payment of the required deposit has been made by cash, check, credit card, debit card, money order, or e-check.
8. Scheduling of and any fees to the minister related to an event are not covered by this policy and must be arranged with the minister directly.
9. The Office Assistant will confirm the availability of a church member qualified as a Site Manager for non-member events.
10. The Site Manager will be available throughout the event at the church. The site manager is responsible to:
  - Open the buildings; adjust the air conditioning/heat, lighting, and sound.
  - Greet and direct caterers and vendors.
  - Supervise set-up and clean-up of tables and chairs.
  - Address problems that arise in the building(s).
  - Confirm satisfactory clean-up at the end of the event.
  - Set the alarm and lock the buildings.

**Site Manager is not responsible for:**

  - Setting up or taking down tables and chairs
  - Clean-up
11. The Site Manager shall supervise removal and replacement of religious items such as the chalice, banners, and other potentially damageable items. Non-member renters are not to move or replace such items. The wall hanging in back of the podium may not be removed.
12. Use of the kitchen shall be within restrictions set by the Fire Marshall.

## Procedure for Key Use

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1. When a Church member reserves the facilities, a key may be obtained from the Office Assistant and returned the next working day after the event. The Office Assistant will instruct the Church member how to use the alarm system.
2. Non-member groups shall not be provided with a key or the alarm code.

## Facilities Rental Fee Schedule

Type: Policy

Approved by Board: 02-15-07 REV. 10-19-23

### **FEE SCHEDULE** FACILITIES USE FEE SCHEDULE 2023 FOR RENTALS:

1. As stated in the Facilities Use Fee Schedule, the deposit (to cover performance and damage) must accompany the signed contract to reserve space. This deposit is refundable up to 30 (thirty) days in advance of the event in case of cancellation. The deposit shall be returned if the renter restores the church to its pre-event status and if no other fees remain unpaid. If the event is canceled at any time before the event, any rental fees that have been paid will be refunded.
2. The Rental Fee must be paid at least 30 (thirty) days before the event. If the event is booked less than 30 days before the event, full payment is due at that time, along with the deposit. Reservation will be confirmed when the full payment is received.
3. Additional facility set-up, use, shut-down time beyond that included in the rental agreement shall be charged at an hourly rate and deducted from the deposit.
4. The Rental Fee includes use of the kitchen in the building being rented.
5. Equipment Usage Fees will be charged for use of audio, audiovisual, or other equipment and must be paid at least 30 (thirty) days before the event.

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6. Any additional fees due to the Church that could not be predicted shall be paid within a week after the amount is determined and the renter is notified.

### **EXEMPTIONS**

1. No fee is charged for events approved as Church fundraisers. But to the extent that the fundraiser brings in a profit above expenses, UUCT is entitled to the entire profit. The terms of such arrangements can differ from this at the discretion of the Board.
2. No fee is charged if the use furthers UUCT's affirmation of UUCT principles and if paying the fee would produce a financial hardship. The decision to grant this exemption is made by the President of the Board or the President's designee with the consent of any two other Board members, using this policy as a guide.



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### ***05 Operations***

#### **Childcare Policy**

UUCT POL 1992 05 01

Type: Policy/Procedure

Rev September 2013

Adopted by Board: 1/1/1992

Childcare will be made available on an as-needed basis as determined by parental signup in advance of an event. Parents must indicate, when they sign up for an activity, their need for childcare. If no one has signed up for child care within one week of the event, childcare will not be available. If childcare is not available, the requesting parties will be notified when the determination is made.

#### **1. CHILDCARE FOR CHURCH BUSINESS AND RELIGIOUS EVENTS**

- a. Included in the Board of Trustees budget is money for childcare for business to include congregational meetings, conversations with the board.
- b. Included in the Board of Trustees budget is money for child care for regularly scheduled board meetings.

#### **2. CHILDCARE FOR ALL CHURCH EVENTS**

All committees or groups holding events at the church are expected to attempt to make child care available for those events. Family and multi-generational events are exempt.

- a. Each committee chair or group sponsoring an event is responsible for obtaining the list of caregivers from the office administration and arranging for caregivers at least two weeks prior to an event.
- b. The committee or group sponsoring the event will publicize the availability of childcare and provide for signup.
- c. No sitter will be asked to care for more than 8 children. If more are signed up, there must be additional caregivers.

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- d. Availability of childcare will be publicized in the Domelight and should be included in the committee's (or sponsoring group's) announcement of the event.
- e. This policy includes those events held at the church, but does not to include those held at private homes.
- f. Snacks may be provided by the sponsoring group.
- g. A list will be compiled and regularly updated that will include those willing to work as paid caregivers.

### **3. COMPENSATIONS FOR CHILDCARE**

- a. The cost of childcare will depend on the experience of the provider.
- b. Parents who utilize childcare should be asked if they are willing (and able) to pay some stipend toward their child's care.

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### **UUCT Computer Software**

UUCT POL 2005 05 01

Type: Policy

Adopted by Board: 3/17/05

In order to operate legally and to control computer system performance, any software used on UUCT computers must be owned by the church. This includes operating system software as well as any application software used on the computer for church business. No “loaned” or copied software should be on any church computer except for evaluation purposes.

The installation disks and manuals (if any) must be stored in the Church office along with verification that the software was purchased or donated. The Information Technology Committee should create and maintain a list of approved, purchased software available for church computers.

The download (copying from the internet) and installation or update of all programs must be made in conjunction with and the knowledge of the Technical Support people (identified by the Information Technology Committee). No new program software will be downloaded without the permission of the Minister or the Vice President of the Board of Trustees after input from the Information Technology Committee. Download and installation of updates must be approved by the Technical Support people. The purchase of new software or updates must be approved by the Business Owner (Minister and Board Appointed trustee) after funding is secured.

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### Email Accounts

UUCT PRO 2019-05-01

Type: Procedure  
11/21/2019

Adopted by Board:

There are three types of email accounts in the @uutampa.org domain: inbox accounts, forwarding accounts, and mailing lists. When an individual is given an account in our domain, they will be given a forwarding account unless one of the following conditions apply:

1. An individual user (not a group) needs to be able to send emails using an official @uutampa.org email address. These users will receive an inbox account and a password to access their inbox.
2. The messages passing through that account need to be permanently archived for legal reasons (eg. the Board of Trustees). These users will receive an inbox account but will not receive the password to their inbox and instead receive a forwarder to send any emails received to the personal email account of their choice.
3. The account is designed for a group of people to communicate among each other without sending mail outside of the group. In this case, a mailing list will be created, and all users who require access will be added to that mailing list. The administrator of that mailing list will be given the appropriate password in order to manage its members.
4. The email account is linked to another church IT service, such as Servant Keeper. In this case an account of the appropriate type will be created and the user will receive the password.

Any user given the password to an inbox account or mailing list must agree to and sign the User Account Policy.

Annually, a trustee charged with IT account maintenance will change all passwords to all email accounts, and notify users when this occurs, providing them with the new password if they require it. At the same time, the trustee charged with IT account maintenance will make an effort to contact those responsible for the account, and if (1) they receive no response or (2) the account holder confirms that the account is no longer in use, then that account will be deleted.

The Board of Trustees will provide a regularly updated directory to be kept in the church office, of all active inbox and forwarding accounts. Additionally, email accounts to leadership and major committees, teams, and task forces will be posted on the church website.

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### **Password Storage**

UUCT PRO 2019-05-01

Type: Procedure

Adopted by Board: 11/21/2019

A "User Account Master List" document containing the login credentials to the IT accounts used by the church will be stored securely, and shared only with a Trustee designated to maintain this list, the President of the Board of Trustees, and the office assistant. If needed, an additional person may be designated by the Board of Trustees. Any person with access to this document must agree to and sign the Password Storage Policy.

If the list of people who have access to this document changes, then any person who leaves is still bound by the Password Storage Policy.

### **User Account Policy**

UUCT POL 2019-05-01

Type: Policy

Adopted by Board: 11/21/2019

Staff and volunteers of the Unitarian Universalist Church of Tampa must access a variety of Information Technology (IT) resources, including computers, data storage systems, and other accounts. Passwords are a key part of our strategy to make sure those IT resources and the data they contain are secure and access is limited.

Anyone who has access to any of those resources is responsible for protecting their log-in information. The purpose of this policy is to make sure all UUCT resources and data receive adequate password protection. The policy covers all employees and volunteers who are responsible for one or more account or have access to any resource that requires a password.

### **Acceptable Use**

- These systems are to be used conducting church business and are not for personal use.
- E-mail other IT systems are maintained by UUCT in order to facilitate its mission. Therefore, all messages sent, received, composed, and/or stored on these systems are property of the UUCT and are subject to inspection and review at the church's discretion.
- UUCT reserves the right to access UUCT email and data storage accounts at any time. Therefore, outgoing messages must not indicate to the recipient that their incoming message will be confidential or private. The existence of a password on a system is not intended to indicate that messages will remain private.

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- Be aware that even when a message has been erased, it still might be possible to retrieve it from a backup system. Therefore, do not rely on the erasure of messages to assume a message has remained private.
- Information on UUCT technology accounts is to be accessed only by the intended recipient and by others at the direct request of the intended recipient. However, UUCT reserves the right to access messages on each system at any time. Any attempt by persons other than the above to access messages will constitute a serious violation of church policy.
- Messages on UUCT technology systems are subject to the same policies regarding harassment and discrimination as are any other workplace communications. Offensive language or harassment of discriminatory nature in such messages will not be tolerated. Report any offensive messages to the Board of Trustees or the Committee on Shared Ministry.

### Protecting Passwords

- Everyone who needs access to a system will be given a password. These passwords will change regularly and users will be notified when this occurs.
- Never share their passwords with anyone else in the company, including co-workers, managers, administrative assistants, etc., except by a direct request from the Board of Trustees
- Never share their passwords with any outside parties, including those claiming to be representatives of a business partner with a legitimate need to access a system, except by a direct request from the Board of Trustees.
- Never allow a person to use your account. Don't log in to your account for another person to use. If they need to access a system, they must request their own password.
- Take steps to avoid phishing scams and other attempts by hackers to steal passwords and other sensitive information.
- Refrain from writing passwords down and keeping them at their workstations. Passwords should not be stored on any shared information storage system, including any shared Google Drive.
- Should there be any doubt as to the security of a password or IT system, you must notify the appropriate persons as soon as possible to receive a new password.

I understand and agree to the conditions stated in this policy.

Signed: \_\_\_\_\_

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

Name: \_\_\_\_\_

Account: \_\_\_\_\_

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### Password Storage Policy

UUCT POL 2019-05-01

Type: Policy

Adopted by Board: 11/21/2019

Staff and volunteers of the Unitarian Universalist Church of Tampa must access a variety of Information Technology (IT) resources, including computers, data storage systems, and other accounts. Passwords are a key part of our strategy to make sure those IT resources and the data they contain are secure and access is limited.

Anyone who has access to any of those resources is responsible for protecting their log-in information. The purpose of this policy is to make sure all UUCT resources and data receive adequate password protection. The policy covers all employees and volunteers who have access to the church User Account Master List of login credentials.

- These systems are to be used conducting church business and are not for personal use.
- Access to the User Account Master List does not imply authorization to access the accounts to which the passwords belong. Do not use these credentials to access accounts you would not otherwise be authorized to access, unless granted specific and limited permission by the Board of Trustees.
- Do not provide login credentials for an account to anyone other than the authorized user of that account without specific permission from the Board of Trustees.
- A person with access to the User Account Master List has the ability to access, delete, or alter the content of any user account in the church. Do not store the User Account Master List in a manner that would leave it accessible to others.
- User access is critical to the function of the church. When user account credentials are changed for any reason, the associated user must be informed as soon as possible.
- Avoid making unnecessary copies of the User Account Master List. Any copies made are to be destroyed when you no longer have access to the User Account Master List (for example when you leave the Board of Trustees).

I understand and agree to the conditions stated in this policy.

Signed: \_\_\_\_\_

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

Name: \_\_\_\_\_

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### Replacing Trustees Who Resign

UUCT POL 2005 05 01

Type: Procedure

Adopted by: Board, Committee 5/19/2005

#### Goals

- Have replacement Board member elected by Board at the first BOT meeting after resignation.
- Have replacement Board member able to serve starting the meeting they are elected (if possible), assuming there is a consensus.
- Find a person who is qualified, deserving, truly interested in serving and who is compatible with the current BOT.

#### Definition

- Executive Committee- an Ad Hoc group set up by the UUCT President starting in September of 2003 consisting of the Board officers, namely President, Vice President, Treasurer, Secretary, and the Minister. The functional purpose of the Executive Committee has been to advise the President in general and to help the President establish each month's BOT meeting agenda in particular.

#### Process

- President receives written resignation (e-mail is acceptable if verified by phone or in person).
- President sends an e-mail to all BOT members (including Minister) asking for suggestions for replacement.
- President prepares a list of 5 to 7 names from the suggestions received.
- President calls a special meeting of the Executive Committee (unless a regular meeting is conveniently scheduled) to review the list of names and establish first, second, and third recommendations.
- President contacts the entire BOT by phone or email to see if there is any issue with the ranking of the three persons. This process goes on until the President has been in contact with each BOT member.
- After receiving consensus of the Board, President contacts first person on list and determines if they are willing to serve- pending the official vote of the BOT at the next scheduled meeting. The person is invited to attend the next scheduled meeting. If the Board acts favorably, the new Board member is seated.
- If the first person is not willing to serve, the President shall call the second (and so forth).



# Unitarian Universalist Church of Tampa

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### Election of Board Officers

UUCT POL 2006 05 01

Type: Policy

Adopted by Board: 02/21/2006

The Board of Trustees of the Unitarian Universalist Church of Tampa are required by By-laws to elect four officers (President, Vice-President, Secretary, Treasurer) for one year terms. The operative parts of the By-laws are:

#### ARTICLE VI- BOARD OF TRUSTEES

##### Section 2. Term of Trustees

- d. The newly election Trustees shall take office on September 1 following their election.

#### ARTICLE VII- OFFICERS

##### Section 1. Officers

.... At the first Board meeting following election of new Board members, the Board will elect the Officers from among themselves for one year terms.

The Board of Trustees understands the language in the By-laws be such to allow newly elected members to have an opportunity to stand for an office and vote for the officers of the Board upon which they serve. Therefore, the phrase "At the first Board meeting following election of new Board members" is hereby taken to mean the first Board meeting of the newly constituted Board of Trustees which is the September meeting following the election in May.

\*\*\*\*\*

**POSITION DESCRIPTIONS:** Last Reviewed: June 2006 Note: *Italic portions quoted from UUCT By-laws When this document and the By-laws differ, the By-laws remain the controlling document.*

### Position: President, Board of Trustees

#### Reporting to:

Accountable to the congregation, the Trustee is afforded direction by other members of the Board and by the Minister.

#### Purpose of Position:

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The President leads the Board of Trustees in its duties to support and grow the Church. The President helps train Board members and works to make sure that the Board works as a harmonious whole for the benefit of the Church.

### **Responsibilities:**

- *Preside at all Congregational and Board meetings.*
- *Appoint all Committee chairpersons, subject to Board approval, prior to the beginning of the new Activities Year, (except the Nominating Committee, which is elected by the Board).*
- *Appoint all Committee chairpersons, subject to Board approval, as vacancies occur during the year.*
- *Be an ex-officio member of all Committees.*
- *Perform all other duties normal to the office of President or as designated by the Board.*
- *Review and sign checks for the Church (a Florida Not-for-Profit Corporation).*

### **Qualifications:**

A member of the Church and a Board member who has served at least one year on the Board. Leadership, organizational, and motivational abilities are necessary.

### **Parameters:**

#### **Time Required:**

Two to three hours monthly for Board meeting, two hours monthly for Executive Board meeting, six to ten hours monthly for preparation and assignments. Two full weekend days during the year for retreats. Other special meetings as required.

#### **When Performed:**

Board meeting is the third Thursday of each month. The retreats are generally in the fall and the spring.

#### **Length of Commitment:**

Elected to a one year term by the Board. *(At the first Board meeting following installation of new Board members in September, the Board will elect the Officers from among themselves for one year terms.)*

#### **Training Provided:**

Background information is provided by the previous President. General training is on the job with assistance from the Minister and other Board members. Leadership training available from the district.

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### Position: Vice President, Board of Trustees

#### Reporting to:

Accountable to the congregation, the Trustee is afforded direction by the President of the Board of Trustees and by the other members of the Board.

#### Purpose of Position:

The Vice President is the second-in-charge of the Board of Trustees. The Vice President, in addition to Board duties, serves as the President's counsel and stands in for the President if needed.

#### Responsibilities:

- *Preside at all meetings of the Congregation and Board in the President's absence or inability to preside.*
- *Chair the Church Council*
- *Perform all other duties as designated by the President or the Board.*
- Review and sign checks for the Church (a Florida Not-for-Profit Corporation).

#### Qualifications:

The Vice President must be organized, motivated, and decisive. The Vice President is strongly encouraged to run for President in the following election.

#### Parameters:

##### Time Required:

Two to three hours monthly for Board meeting, two hours monthly for Executive Board meeting, six to ten hours monthly for preparation and assignments. Two full weekend days during the year for retreats. Other special meetings as required.

##### When Performed:

Board meeting is the third Thursday of each month. The retreats are generally in the fall and the spring.

##### Length of Commitment:

Elected to a one year term by the Board. *(At the first Board meeting following installation of new Board members in September, the Board will elect the Officers from among themselves for one year terms.)*

##### Training Provided:

Background information is provided by the previous Vice President. General training is on the job with assistance from the President and other Board members. Leadership training available from the district.

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### Position: Secretary, Board of Trustees

#### Reporting to:

Accountable to the congregation, the Trustee is afforded direction by the President of the Board of Trustees and by the other members of the Board.

#### Purpose of Position:

The Secretary has overall responsibility for the documentation of Board business. The Secretary creates and maintains records of Board meetings and works with the Board and Committees to create and maintain the policies, procedures, and guidelines of the Church.

#### Responsibilities:

- *Record the Minutes of all meetings of the Congregation and Board (or oversee the performance of this function by a Recording Secretary appointed by the Board). See Training Provided (below) for Robert's Rules of Order regarding meeting minutes.*
- *Oversee the publication of the Minutes and their distribution to all Board Members.*
- *Maintain the original Minutes of each meeting of the Congregation and the Board in the Minutes book.*
- *Oversee the maintenance of Committee reports and the currency of Committee membership lists. Maintain current descriptions of all Committee functions.*
- *Carry on all official Board correspondence as directed by the President*
- *Provide signature for all documents requiring the Secretary's signature or certification.*
- *Oversee the maintenance of an official documents file, which shall include the Church's Charter, By-laws, and Board meeting minutes and resolutions and maintain a duplicate set which shall be available for review by all Members.*
- *Ensure new Board members receive copies of*
  - *The current By-laws.*
  - *Minutes of the last twelve (12) Board meetings.*
  - *Perform such other duties as designated by the President or Board.*
- Be a member of the By-laws, Policy and Procedure Committee.
- Keep and update the Board calendar for use by the Board of Trustees.
- Keep up-to-date information available for use by the Board of Trustees (Board website, on-line documentation, etc.)
- Review and sign checks for the Church (a Florida Not-for-Profit Corporation).
- Announce open committee seats and volunteer service positions on a quarterly basis using all available means of communication. (on the 1st of Feb., May, Aug., Nov.) *(added 2020 per Committee Recruitment Policy and Procedure)*

#### Qualifications:

The ability to record minutes, organize documentation, and distribute information.

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### Parameters:

#### Time Required:

Two to three hours monthly for Board meeting, two hours monthly for Executive Board meeting, six to ten hours monthly for preparation and assignments. Two full weekend days during the year for retreats. Other special meetings as required.

#### When Performed:

Board meeting is the third Thursday of each month. The retreats are generally in the fall and the spring.

#### Length of Commitment:

Elected to a one year term by the Board. *(At the first Board meeting following installation of new Board members in September, the Board will elect the Officers from among themselves for one year terms.)*

#### Training Provided:

Background information is provided by the previous Secretary. General training is on the job with assistance from the President and other Board members. Leadership training available from the district.

Reference for guidelines in developing meeting minutes:

[Meeting Minutes According to Robert's Rules of Order](#)

## Position: Treasurer, Board of Trustees

### Reporting to:

Accountable to the congregation, the Trustee is afforded direction by the President of the Board of Trustees and by the other members of the Board.

### Purpose of Position:

The Treasurer is responsible for the financial activities of the Church. The Treasurer handles or monitors all the transactions involving money for the Church.

### Responsibilities:

- *Be custodian of all Church funds and securities.*
- *Maintain records on all Church accounts in a manner consistent with generally accepted accounting standards.*
- *Present written reports, in the form of the Income Statement and Balance Sheet, at all regular meetings of the Congregation and Board.*
- *Oversee the disbursement of funds for authorized purposes from bank accounts designated by the*

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*Board. Maintain current signature cards for said accounts.*

- *Oversee the preparation and filing of all financial and tax reports required by the UUA and government agencies.*
- *Submit all financial accounts and records to an independent auditor, selected by the Board, to perform an audit as may be required.*
- *Be a member of the Finance Committee.*

### **Qualifications:**

The Treasurer must have a good sense for figures, a desire to document financial transactions and the ability to work with financial software.

### **Parameters:**

#### **Time Required:**

Two to three hours monthly for Board meeting, two hours monthly for Executive Board meeting, six to ten hours monthly for preparation and assignments. Two full weekend days during the year for retreats. Other special meetings as required.

#### **When Performed:**

Board meeting is the third Thursday of each month. The retreats are generally in the fall and the spring.

#### **Length of Commitment:**

Elected to a one year term by the Board. *(At the first Board meeting following installation of new Board members in September, the Board will elect the Officers from among themselves for one year terms.)*

#### **Training Provided:**

Background information is provided by the previous Treasurer. General training is on the job with assistance from the President and other Board members. Leadership training available from the district.

## **Position: Church Trustee (Member of the Board of Trustees)**

### **Reporting to:**

Accountable to the congregation, the Trustee is afforded direction by the President of the Board of Trustees and the other members of the Board.

### **Purpose of Position:**

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The Trustee serves as one of the responsible parties for ensuring the continuance and growth of the Church. The Trustee is a Board member of a Florida Not-for-Profit corporation.

### **Responsibilities:**

- *To provide a place for the holding of regular worship services and such other facilities as the Church may decide.*
- *To ensure the services of a Minister, subject to the provisions of Article X of these by-laws.*
- *To provide a program of Religious Education.*
- *To approve the chairperson of the Committees responsible for the general program of the Church.*
- *To receive and act upon requests and reports from the Minister, Committees, and Church Members and to consider requests from other persons in matters requiring official Church action.*
- *To care for the property, finances, and all other business affairs of the Church.*
- *In consultation with the Minister, select, determine salaries, supervise, and discharge Church employees.*
- *To act for and in behalf of the Church between meetings of the Membership of that body.*
- *Serve as a liaison to UUCT Committees (and other working groups) and provide information and direction to and from the Board.*
- *Other duties as determined.*

### **Qualifications:**

Membership in the Church, leadership ability, the desire to serve, and a sense of humor.

### **Parameters:**

### **Time Required:**

Two to three hours monthly for Board meeting, four to six hours monthly for preparation and assignments. Two full weekend days during the year for retreats. Other special meetings as required. When Performed:

Board meeting is the third Thursday of each month. The retreats are generally in the fall and the spring. Length of Commitment:

Elected to a three year term by the Congregation at a meeting in May. The term begins the following September.

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### Training Provided:

There are two training sessions during the summer after election. In addition a Binder of relevant information will be supplied. A current Board member will work with the new member as a temporary mentor. Other leadership training available from the district.

### Liaison Responsibilities

As a Liaison to a committee council, a Board Trustee has several identifiable tasks and some important social engineering to do.

The Liaison should:

- gather information about the activities of the committees he/she is responsible for;
- report back to the Board on significant items;
- be the advocate for his/her committees to the Board;
- provide information to the committees on Board action and Church direction.
- provide assistance during the Budgeting process.

The Liaison should also:

- meet with his/her committee leaders as a group to help them understand their relationship with each other;
- encourage the committee leaders to solve their problems among themselves if possible;
- encourage the committee leaders to see the importance of their work;
- provide leadership and create a small group-like experience with the committee leaders.

The Liaison has an opportunity to work with, understand, and love the people in their charge.

*Last Reviewed: October 2013*

*Note: Italic portions quoted from UUCT By-laws. When this document and the By-laws differ, the By-laws remain the controlling document.*



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### Memorial Garden

UUCT POL 2008 05 01

Type: Policy, Procedure    Procedure updated 2023 12 21

#### Policy:

The Unitarian Universalist Church of Tampa has an established Memorial Garden.

1. Memorial Garden Committee: this committee will administer to the Memorial Garden Including, but not limited to, the memorialization of individuals in the Garden and its maintenance.
2. Eligibility for Memorialization: Current and former Members are eligible for memorialization if they have voiced such a wish or their families wish it. Non-members and family of members are eligible to be considered for Memorialization though neither guaranteed memorialization or if approved, not necessarily memorialized on an equivalent basis to that of Members.
3. Financial arrangements: The estate, family and/or a sponsor will pay for the memorialization in the amount that the Memorial Garden Committee considers necessary to cover the expenses involved. Such funds will be entered into a separate account category in the UUCT financial accounts so that they may be used for Memorial Garden expenses..

#### Procedure:

1. The chair of the Memorial Garden Committee will be appointed by the UUCT Board President and in turn will select members for the Committee.
2. Eligibility for Memorialization: Decisions regarding whether an individual can be memorialized in the UUCT Memorial Garden will be made by the Memorial Garden Committee though appeal of that decision can be made to the Board of Trustees.
3. Current and former Members of the UUCT will be memorialized with a stone approved by the Memorial Committee. Non-members and family of members who are to be memorialized will have a marker of such type as meets the current policy of the Memorial Garden Committee and which has been approved by the Committee.
4. The Committee refer all changes that need to be in the extent or location of the Memorial Garden to the UUCT Board of Trustees and take such other land use planning as has occurred or is in process into account.
5. The Committee will try to develop a fee schedule, reviewable yearly for memorialization. In the absence of such a schedule, the Committee will set a fee for individual cases.

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### **Policy for Electronic Notification of Congregational Meeting**

UUCT POL 2011-05-01

Type: Policy

#### **1. General**

Historically, communications to announce congregational meetings have been in accordance with the bylaws and made by announcement at two Sunday services in advance of the meeting and written notification no less than 10 days before the meeting. This policy is to extend the announcement of meetings to include electronic notification.

#### **2. Bylaw compliance**

- a. Notification of congregational meetings must be in compliance with UUCT Bylaws.
- b. An annual meeting will be held on the first Sunday in May of each year
- c. Additional meetings will be held as required and must follow the same process
- d. Announcements will be made at two Sunday services in advance of the meeting date
- e. Written/electronic notification will be sent no less than 10 days prior to the meeting
- f. Written notification will be via postal service unless electronic notification has been agreed

#### **3. Responsibility**

The written notification of congregational meetings is the responsibility of the Board of Trustee Secretary.

#### **4. Agreement to receive electronic notification**

Each member will be required to fill out an "Agreement to Receive Electronic Notification" form that will include a section for their email and a phone number for secondary contact should the email return.

- a. The "Agreement to Receive Electronic Notification" form will be maintained by the BOT Secretary and a hard copy kept in the church office.
- b. Frequency of renewal
  - i. Upon request by the member

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- ii. In the event of the rejection of the email address
  - iii. Membership lapse or resignation
- 5. Maintenance of electronic addresses
  - a. Email addresses will be updated one month prior to congregational meetings
  - b. Bounced or returned emails will be researched and follow up made within a week
- 6. Attachments or Addendums to Meeting Notice . Any attachment or addendum to accompany meeting notices.

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### Image Use

UUCT POL 2014 05 01

Type: Policy

Adopted by: Board and Communications Committee: August 2014

Purpose: UUCT is its people. Promoting the UUCT's spirit of warmth, family, fellowship, inclusiveness, and community is critical for our community to prosper and to grow. Therefore, photographers and videographers, "UUCT" volunteers or staff, may be filming and/or photographing in the church buildings or on the grounds.

1. Permission to use photography or videography during church services will be obtained from the Chair, Worship/Program committee prior to the services. When appropriate the Chair will consult with the minister. All other uses require permission from the Chair, Communication committee.
2. By entering the church buildings and grounds, individuals consent to and authorize UUCT to photograph them, make sound recordings of them and use such photographs and/or recordings for any purpose including but not limited to marketing publications, training documents and UU related websites.
3. Individuals who do not want to be filmed or photographed should let the photographer know and every effort will be made to accommodate them.
4. This policy will be posted in all UUCT buildings and on the UUCT website, provided to new members at the time of joining, and published at least once a year in the church Newsletter. Whenever photographs or videos

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will be made at an event, a brief but clear statement of the policy will be included in all notices or ads regarding the event.

5. The UUCT will not knowingly use an image that would be embarrassing, objectionable or hurtful to anyone in the image.
6. The UUCT will gladly remove any image upon request.
7. The UUCT cannot control images posted to places that are not under the control of UUCT staff or designated volunteers.
8. Individuals (minors and adults) in photographs on website or other publications will not be identified by name, except for those receiving awards or recognition or professional photos provided by speakers or church officers.
9. No photographs or videos of any child of UUCT shall be used in any communication unless the appropriate waiver has been signed by parent or guardian. The Director of Religious Exploration shall be responsible for developing the waiver, obtaining signatures and keeping same. The DRE shall also maintain a list of children whose likenesses and/or names are not to appear and make the list available to those responsible for photography and videography.
10. Copyright Policy: Unless otherwise indicated, photographs and videos published by UUCT are the property of the UUCT and its photographers and may not be used for any purpose (including but not limited to:

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downloading, printing, distributing, linking) without permission from the UUCT.

11. This policy may be changed at any time by the UUCT Board of Trustees.

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### Membership Reporting Procedure

UUCT PRO 2007 05 02

Type: Procedure

Adopted by Board, Membership Committee: 09/20/2007

*Updated to v. 02 on 03/19/21 to reflect changes in UUA APF assessment based upon a % of annual expenditures, formally based upon membership numbers.*

This procedure provides for the accounting, reporting, and support of membership in the UUCT.

1. Following the yearly membership contribution Drive (the Pledge/Canvas/or equivalent) Committee will provide a list to the Chair of the Membership Committee and the Drive Secretary with the following information:
  - a. Persons who pledged or contributed to support the Church with financial support,
  - b. Persons who are unable to pledge or contribute because of hardship,
  - c. Persons who did not respond to the membership contribution drive,
  - d. Persons who indicated that they did not want to be associated with the Church.
2. In December, the Membership Committee, working with the Drive Secretary, will send out the By-laws-Required notice to those who did not respond to the Drive asking them if they wish to pledge, contribute, or to be removed from the Church membership list. Based on the responses, or lack thereof, the Membership Committee may follow up with phone calls at their discretion.
3. In January, the Membership Chair, the Drive Secretary and the Minister or the board's designee will meet and create a list containing the following information:
  - a. Members in good standing (Pledging/Contributing Members),
  - b. Purge list (members being removed with reason if it is known),
  - c. Members in need of waiving of pledge due to financial hardship,
  - d. Non-member pledgers and contributors.
4. In January the final list is given to the Board of Trustees and questions about specific members and the need for waiving of financial responsibility will be discussed. The Board will then officially affirm the deletion of names from the membership list and confirm the membership numbers to be reported to the UUA.



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5. In February, the office administrator will send the membership count electronically to UUA.

## Electronic Notification of Congregational Meeting Procedure

UUCT PRO 2011-05-01

Type: Procedure

### 1. General

- a. This document is to identify procedures for implementation and maintenance of electronic notification. It will be necessary for Constant Contact to be updated with membership information since it will be the method for sending email notification.

### 2. Agreement to Receive Electronic Notification form

- a. Format of the signature form will be as follows:
- b. Signature below indicates agreement to receive electronic notice of annual meeting or special meetings of the Church which may be called by the President, or by the Board, on their own initiative, or by the Secretary when requested in writing by five or more Members of the Church.

Name	Signature	Email	Phone Number
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### 3. Acquiring and maintaining email list

BOT Secretary will request updated membership list from the Pledge Secretary every March following update of the official membership list submitted to the UUA.

Servant keeper will need a field for those who agree to receive electronic notification. The report will be exported into Constant Contact for members who elect to be notified electronically. This process must be completed by mid-April so that Bylaw requirements are met.

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**Note:** The Pledge Secretary will then need to print labels for only those voting members who will continue to receive postal mail notification.

#### **4. Congregational Notice**

BOT Secretary will send Communication chair the official notice, agenda and all pertinent documents three weeks prior to annual or special congregational meetings.

- a. Congregational letter needs to be set up in Constant Contact and emailed to the current voting member distribution list 10 days prior to the meeting.
- b. The BOT Secretary needs to be notified within 24 hours of any bounced email.
- c. The BOT Secretary, or designee, will follow up on the bounced email addresses by phone. The two options are to correct the email address and resend or postal mail notification. Both Servant Keeper and Constant Contact representative should be notified to correct the email address.

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### **Approval for Changes to Campus Plan**

UUCT PRO 2014 05 02

Type: Procedure

Adopted by Board and Planning Committee: January 2014

Purpose: The Campus Plan adopted by the Congregation in 2001 was superseded by an endorsement of a modified plan in December 2008 during the construction of the Education Building. We are currently operating with no approved campus plan.

A planning effort to develop a new campus plan will start when the Board of Trustees, the Minister, and the Congregation determine that a plan is necessary.

In the interim in order to allow improvements and additions to the grounds and buildings it is necessary to provide a procedure that allows a thoughtful review of proposals that diverge from the 2001 Plan.

When a proposal comes to the Board's attention concerning a change to the grounds or building layouts it will be reviewed by the Board of Trustees and then passed on to the Planning Committee. The Planning Committee will review the request and determine if the proposed change will fit current usage plan.

The Board will work with the Planning Committee to determine the desired deliverables. The Planning Committee will then provide the Board of Trustees with a recommendation concerning the proposal. The Board will then decide.

### **Service Animal Policy**

UUCT POL 2016 05 01

Type: Policy/Procedure

Adopted by Board: 09/16/2016

In concert with the Americans with Disabilities Act (ADA), Unitarian Universalist Church of Tampa (UUCT) defines service animals as animals that are individually trained and certified to do work or perform tasks for people with disabilities.

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No animals other than service animals are allowed in UUCT facilities during services or events. If, on the first visit, it is not clear that the animal is a certified service animal, greeters and ushers may ask if the animal is a service animal because of a disability, or what work or task has the animal been trained to perform.

UUCT expects service animals and their handlers to meet the following expectations:

Service animals shall remain with their handlers while on campus. Service animals should not sit on church furniture. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal at all times through voice, signal, or other effective controls. Service animals should not whine, bark, grumble, growl or make other noises. An exception may be if the whining is an alert, such as to notify a handler who is experiencing a panic attack or a drop in blood sugar.

The Minister, greeters and ushers, and the Board of Trustees may make exceptions to this policy to accommodate unique events and situations.

The person may be asked to remove the animal from the premises if the service animal is not housebroken, is out of control or if the handler/owner does not take effective action to control the service animal.

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### ***06 Nondiscrimination***

UUCT POL 2019 09 19

Type: Policy

Adopted by Board: 9/19/2019

1. The Unitarian Universalist Church of Tampa declares and affirms its special responsibility to promote the full participation of persons in all of its and their activities and in the full range of human endeavor. To this end, membership and participation in church activities must not be limited to any person on the basis of racialized identity, ethnicity, gender expression, gender identity, sex, disability, affectional or sexual orientation, family and relationship structures, language, citizenship status, economic status, or national origin and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed.
2. Membership and participation in church activities must not be limited to any person on the basis of age except as limited by law or by the bylaws of the church.
3. The church must make any reasonable accommodation to provide fair access to church activities to people with disabilities.