

Unitarian Universalist Fellowship of Durango

Board Policies

Approved by the Board of Trustees: June 13, 2017

SECTION A – Board Governance

The Board of Trustees of the Unitarian Universalist Fellowship of Durango is the governing entity of the fellowship whose responsibility is to serve the long-term mission of the fellowship. The Board works collaboratively with the staff and other lay leaders to carry out their work within a framework of clearly articulated roles, accountability, and decision-making authority.

A-1 ROLE OF THE BOARD

The Board of Trustees primarily governs by:

- Discerning and articulating the mission and vision of ministry
- Assuring the development and implementation of a plan with goals to achieve the mission
- Evaluating progress toward the achievement of those goals
- Creating written policies to define and delegate the work of staff, leaders and members who carry out the mission and plan goals
- Monitoring and being accountable for its own work
- Collaborating with staff and lay leaders to achieve the mission of the fellowship

The Board's duty of care requires oversight of the fellowship's human and material resources to ensure they are used for the benefit of its mission. The Board fulfills this duty by monitoring information received through reports from the staff and Board committees, and by evaluating ministry work on behalf of the mission. The purpose of evaluation is to foster excellence in ministry work.

A-1.1 (R) Board Covenant

The Board of Trustees annually develops and enters into a covenant to honor its commitment to serve the mission of the fellowship for the benefit of its members and the wider world. The covenant of mutual expectations articulates the promises that Board members make including:

- Faithfully attending Board meetings and being on time
- Arriving prepared for meetings by having thoughtfully read materials in advance
- Participating fully and respectfully in Board meetings
- Responsibly sharing the work of the Board
- Communicating as needed and with discretion and with one voice about its work

A-1.2 (R) Board Officers

Officers of the Board of Trustees shall be elected as required by the Congregational Bylaws, to include: President, Vice-President, Secretary, Treasurer, Associate Treasurer, and at least one member at large. A description of specific responsibilities of each office shall guide the work of the officer and shall be periodically reviewed and updated.

In addition to the duties defined in the bylaws, the officers have the following responsibilities:

- The President prepares the Board's agenda, facilitates or arranges for facilitation of Board meetings, and collaborates with the Minister to ensure productive partnership between Board and staff.
- The Vice President assists and substitutes for the Board President upon request.
- The Secretary ensures the safety and accuracy of Board records, including minutes and Board policies. In addition, the Secretary sees that the minutes and Board policies are available for members' review, stored electronically, and hard copies filed in the fellowship office.
- The Treasurer works with staff and Finance Committee leaders as part of financial oversight responsibilities.

A-1.3 (R) Vision and Mission Planning

In collaboration with the Minister, the Board assures that there is ongoing planning and development of work documents to communicate the vision, mission, goals and objectives of the fellowship and its ministry. Plans include strategic directions that describe the most important results the Board intends to achieve through the fellowship's ministry and a process and timeline for achieving those results.

A-1.4 (R) Monitoring

Monitoring reports are distributed to Board members in advance of each monthly meeting. Reports are typically on the consent agenda, but may be placed on the discussion agenda when they require Board action or raise issues of compliance with Board policy. Reports are to include:

- Staff reports provided by the minister to the Board. Reports focus on progress of established ministry priorities and compliance with Board policies;
- Monthly financial statements provided by the Treasurer and Finance Committee which show overall financial performance compared to budget and highlight significant financial or operational issues. Reports are filed and made available to any member of the fellowship who wishes to see them; and
- Quarterly financial statements provided by the Finance Committee which show the overall financial position of the fellowship. These include a complete balance sheet and funds statement, detailed statement of operations, and a statement of cash flows.

A-1.5 (R) Board and Minister Evaluation

Evaluation of progress toward goals and priorities is expected to be part of an ongoing culture of conversation between the Board members and the Minister. However, at least once a year Board members and the Minister will more formally evaluate together their own and one another's contributions to the mission.

The performance evaluation is to be based on the duties and responsibilities of the Board and the Minister, the overall working relationship that exists between the Minister and the Board, and the key annual goals/objectives established in the ministry vision. The Board and the Minister will review together their respective contributions to the fulfillment of the prior year's ministry vision, emphasizing concrete actions to continually improve performance. A written record will be kept of the shared evaluation.

A-1.6 (R) Triennial Performance Review

Every three years the Board and the Minister together appoint an ad hoc Review Committee of three members held in high esteem by the fellowship and mutually acceptable to the Board and Minister. The Review Committee develops a performance review process and timeline in consultation with the Minister. The performance review process will include input from the leadership teams, committees, and Board to assess the contributions of the Minister and the congregation in forwarding our mission and the goals identified in the Ministry Agreement.

The goals of the evaluation are:

- To call attention to the mutual, relational nature of ministry and the respective responsibilities of all, including the congregation, who contribute to its success;
- To consider how we are doing and identify what is needed from each other and/or from outside resources to better accomplish our mission;
- To help the Minister and the congregation to remain motivated, creative, and flexible; and
- To recognize and celebrate our accomplishments toward achieving our mission.

The Review Committee will provide the Board a written report summarizing findings, key insights, and any recommendations, together with any written comments the Minister chooses to include. A summary of the performance review report will be available to the members.

A-1.6 (E) Ministry Agreement

This document will serve as a Ministry Agreement between the Reverend Katie Kandarian-Morris, hereinafter the "Minister," and the Unitarian Universalist Fellowship of Durango, hereinafter the "Congregation."

I. INTENTION

The intention of this agreement is to set forth the responsibilities and obligations of the Minister and the Congregation as we seek to dwell together in peace, to seek knowledge in freedom and to serve human need. It is recognized that no matter how carefully this Covenant is written and observed, the relationship between the Congregation and the Minister must be grounded in open communication, mutual trust, good faith, and open and fair process on both sides.

II. EXPECTATIONS

Shared Leadership

The Minister and the Congregation share responsibility for the leadership and ministry of the Congregation. Achievement and maintenance of this collaborative relationship must likewise be shared. It is a relationship of discovery, of both self and other, in a context of mutuality.

The Congregation looks to its Minister for spiritual leadership and initiative, for assistance in setting and articulating its vision, and for professional and inspired performance, and oversight of the Congregation's programs in collaboration with the Board of Trustees and the Congregation's committees and teams.

Pulpit and Worship Services

It is a basic premise of this Congregation that the pulpit is free and untrammelled. The Minister is expected to express his/her values, views, and commitments without fear or favor.

The Minister will be free of Sunday service responsibilities once per month.

The Minister will be responsible for all worship services, including seasonal celebrations and rites of passage, such as weddings, child dedications, and funerals and memorial services except those for which the Sunday Services Committee assumes responsibility.

Services To Persons

The Minister will serve members in their needs for pastoral care, including crisis intervention and visitation of the homebound, sick, dying, and bereaved, both directly and in conjunction with the Congregation's own pastoral care program. The Minister will maintain awareness of her/his own limitations, and will refer members for professional counseling and other specialized services as appropriate.

The Minister will provide ceremonial services and counsel to members of the Congregation without fee or honorarium. When such services are provided to non-members, such fee or honorarium may be set by and is the property of the Minister.

Relationship To Board And Committees

The Minister will be an ex officio member without vote of the Board of Trustees. The Minister will report to the Board at its regular meeting, bringing to its attention

specific concerns as they arise.

The Minister will be an ex officio member without vote of all committees and task forces except the Nominating Committee and Ministerial Search Committee. The Minister will confer at least annually with each committee on how best to assist it. Attendance by the Minister at most committee meetings is welcome but not expected.

Community Activities

The Minister is encouraged to act in the community beyond the Congregation on behalf of liberal religious values, and to inform the Congregation of such action through periodic reports. The Minister is authorized to initiate public statements on behalf of the Congregation on issues within the policies or positions of the UUA or this Congregation.

Relationship To Church Staff

The Minister is chief of staff for all UUFD staff and ministry teams. The Minister participates in annual staff evaluations and recommends personnel actions to the Board of Trustees. The Board and Minister will jointly decide on hiring, discharging, and changing compensation of church staff.

Days Off

The Minister will maintain one day per week free of all Congregational responsibilities and one additional day devoted to study and writing wherein the Minister shall be available only for emergencies.

Assessment Of The Ministry

An assessment of the work of the Minister and the ministry of the Congregation as a system will be conducted every three to five years by the Committee on Ministry or a team established by the board as part of a periodic review and renewal of the leadership and ministry of the Congregation.

Minister and Congregational Conduct

The conduct of the Minister and the Congregation will be in accordance with the Code of Professional Practice and Guidelines for the Conduct of Ministry of the Unitarian Universalist Ministers Association.

III. COMPENSATION, PROFESSIONAL EXPENSES, AND BENEFITS

Salary and Housing Allowance

The Congregation will provide to the Minister an annual Salary and Housing (S&H) Allowance of \$ 65,317. Salary and Housing shall be payable monthly on or before the last business day of each month, beginning on July 1, 2016. In lieu of employer's FICA, 7.65% of S&H, will be payable separately directly to the Minister monthly. Annual total FICA is \$ 4,997.

Professional and Out-of-Pocket Expenses

The Congregation will reimburse the Minister for professional and Out-of-Pocket Expenses up to \$ 9,000 annually. These reimbursements are payable by request of the Minister. These include, but are not limited to, travel, automobile mileage, lodging, meals, incidentals, conference registration, entertainment, pulpit gowns, books, periodicals, dues, office equipment such as computers, and other continuing education events. It shall be the practice of the Congregation to reimburse such expenses at the maximum rate allowed by the tax laws.

Benefits

The Congregation will provide to the Minister the following benefits:

- A retirement plan contribution will be made on the due date to the UUA Retirement Plan of 10% of S&H for a total of \$ 6,532
- Long-term disability and group life insurance premium of \$ 1,155
- Health and Dental allowance totaling \$2,500 to be paid bi-annually in December and June.

Annual Review of Compensation

The Board of Trustees and Finance Committee shall review the Minister's Salary and Housing Allowance annually taking into consideration such factors as merit in meeting or exceeding expectations, increases in the cost of living, changes in the cost of benefits, and the financial means of the Congregation.

Annual Leave

The Minister will be relieved of all responsibilities and may be absent from the area for a total of eight weeks per year. Four of these weeks will be taken as vacation. During vacation, should an emergency arise requiring the Minister's return, all costs of such return will be borne by the Congregation.

Four of these weeks will be taken as study leave. During study leave, should an emergency arise requiring the Minister's return, all costs of such return will be borne by the Minister.

Denominational Service and Continuing Education

With the specific approval of the Board of Trustees, the Minister may be relieved of all responsibilities and absent from the area for up to four Sundays annually, inclusive of General Assembly, for participation in UUMA chapter, Mountain Desert District, and Unitarian Universalist Association functions and continuing education.

Sick, Medical, Disability and Family Leaves

Sick Leave

The Minister shall be credited with 10 sick days per calendar year each January 1, and with sick days on a prorated basis at the beginning of the initial partial year. Up to 10 days of accrued sick leave may be carried forward each year, but in no case may the balance exceed 20 days. Sick leave may be used for the minister's illness or for the illness of a member of the

minister's immediate family.

Extended Medical Leave

Should the minister's illness, injury, or disabling condition continue after all accrued sick and vacation leave has been exhausted, the congregation shall place the minister on "Extended Medical Leave." Extended Medical Leave shall not extend beyond the earlier of either the commencement of long-term disability benefits or 90 days following the exhaustion of all sick and vacation leave. Vacation leave does not accrue during this period. During Extended Medical Leave, the congregation shall continue to pay all employee insurance premiums (health, dental, life, retirement, and long term disability) as otherwise provided by this Agreement, and no less than 75 percent of the minister's salary and housing allowance. If the minister recovers and is able to return to work full-time before the earlier of the 90-day period of Extended Medical Leave or the commencement of long term disability benefits, the congregation shall retroactively pay the minister at 100 percent of salary and housing. [see 4.1 for consequent termination]

Disability Leave

In the event the minister is approved for long-term disability benefits, the congregation will deem the minister actively at work and continue to pay the life insurance premium for an additional six months of transitional disability leave in accordance with the premium waiver provisions of the Group Life Insurance contract. Unless otherwise agreed to by both the congregation and the minister, salary and housing shall not be paid during disability leave.

Family Medical Leave

After serving for at least twelve months, the minister may take up to twelve weeks of unpaid leave to care for a family member (child, spouse/partner, or parent) with a serious health condition. Unpaid leave should be extended only after all sick and vacation leave has been used. During periods of unpaid leave, the congregation will continue paying premiums for life and long term disability insurance.

Sabbatical Leave

The Minister shall use sabbatical leave for study, education, writing, meditation, and other forms of professional and religious growth. Sabbatical leave accrues at the rate of one month per year of service, including previous service as Developmental Minister, with leave to be taken after four but before seven years of service. No more than six months of sabbatical leave may be used within any twelve-month period. The dates of the sabbatical plan must be approved by the Board of Trustees at least one year in advance.

The Congregation will continue full salary, housing allowance, and benefits during sabbatical leave. Professional expenses may be adjusted.

Every fiscal year, the Congregation will consider sequestering funds for use in funding the Congregation's additional expenses during the Minister's sabbatical. This sabbatical fund is the property of the Congregation.

In the event of the Minister's resignation, termination, or retirement, unused sabbatical leave is not compensable.

The Minister agrees not to resign from full-time service to the Congregation for a minimum of one year following the end of each sabbatical leave.

The Congregation agrees to take no action on ministerial tenure during a sabbatical leave.

Intellectual Property

All notes, research, sermons, and other products of the minister's work shall be the sole property of the minister.

IV. DISPUTE AND TERMINATION

The term of this agreement is indefinite. It will continue until the Minister provides the Congregation with at least ninety days' notice of intent to resign or retire, or until the Congregation provides the Minister with at least ninety days' notice of intent to dismiss, or until the long-term disability or death of the Minister.

Any dispute concerning the interpretation or performance of this Agreement or its validity or termination shall be solely and finally resolved by arbitration before, and under procedural rules established by a tribunal consisting of one Unitarian Universalist minister appointed by the Minister, one Unitarian Universalist minister appointed by the Congregation's Trustees, and a third individual appointed by the first two arbitrators. The tribunal shall operate under procedural rules developed by the Unitarian Universalist Association's Ministries and Faith Development staff group.

In the absence of a specific provision in the bylaws, a decision to dismiss the Minister shall be by majority vote of all members of the congregation present and eligible to vote at a meeting called for that purpose at which a quorum is present.

In the event that the minister's resignation is negotiated, salary, housing allowance, and benefits will continue for one month per year of service up to twelve months from the date of dismissal, or until the Minister has begun service in another position, if sooner.

The Minister may be dismissed with less than ninety days' notice, and without the severance payments described in Section 4.1 of this Agreement, if the Minister

- is convicted of a felony;
- has her ministerial fellowship with the UUA terminated or suspended;
- is found by the governing committee of the Congregation to have engaged in physically or sexually abusive acts toward a member of the Congregation, a

- Congregation employee, or a child; or
- is found by the governing committee of the Congregation to have grossly neglected her ministerial responsibilities under this agreement and/or to have engaged in activities that bring the Congregation and/or Unitarian Universalism into disrepute in the community.

V. AMENDMENT

The terms of this Agreement may be changed by mutual consent of the Minister and the Board of Trustees, except that increases in Total Cost of Ministry, and changes in sabbatical and termination provisions require the approval of a majority of the Congregation.

This Agreement will be reviewed at least every three years.

This Agreement is subject to the laws of the State of Colorado and the bylaws of the Congregation. It has been drawn, offered, and accepted in the spirit of the Principles and Purposes of the Unitarian Universalist Association.

VI. OFFER

This Agreement represents an official offer to the Reverend Katie Kandarian-Morris when the calling of said Minister is approved by the Congregation and accepted by the Minister and shall become final upon the occurrence of all the following events:

- acceptance of this offer by the Minister
- calling of the minister by the Congregation
- acceptance by the Minister of the call.

Date Offer Approved: March 1, 2016

For the Congregation: Teresa Jordan (signature on original document), President

Date Offer Accepted: March 6, 2016

By: Katie Kandarian-Morris (signature on original document), Minister

Date Call Extended: March 6, 2016

For the Congregation: Teresa Jordan (signature on original document), President

Date Call Accepted: March 6, 2016

By: Katie Kandarian-Morris (signature on original document), Minister

A-1.7 (R) Annual Budget and Financial Review

The Treasurer and Finance Committee advise and assist the Board on financial matters. Using data from budget requests submitted for the next fiscal year, the Board develops and submits a proposed operating budget to the fellowship for approval at the annual business meeting. Proposed budgets will be based on the mission and strategic plan currently in effect and the ministry vision. The Board assures that expenditures do not exceed the total budget or deviate materially from established priorities. Upon approval of the budget by the congregation, the funds

are authorized to be expended during the fiscal year. In accordance with the bylaws, the Board arranges for an annual financial review. During the next fiscal year the Board reviews that report, makes it available to the members, and considers actions to follow up on any recommendations made in the report.

A-2 GIFT ACCEPTANCE

The Unitarian Universalist Fellowship of Durango solicits and accepts gifts to fund its activities and fulfill its mission. The Board controls and is responsible for receiving and acknowledging all gifts to the fellowship. The solicitation of gifts shall not personally benefit any Board Trustee or the Board's designee in gift solicitation. Gifts will not be accepted that

- Would result in the fellowship violating its bylaws or applicable state or federal laws and/or regulations,
- Would result in the fellowship losing its status as a tax-exempt organization,
- Are too difficult or too expensive to administer in relation to their value,
- Would result in any unacceptable consequences for the fellowship including harm to its reputation, or
- Are for purposes outside of the fellowship's mission.

Cross reference: A-5 Conflicts of Interest

A-2.1 (R) Donor Protection

All prospective donors are urged to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.

A-2.2 (R) Gift Review Process

An *ad hoc* Gift Committee, comprised of the combined memberships of the Finance and Stewardship Committees, shall be established to review all proposed gifts to UUFD. The Gift Committee shall consider acceptance or refusal of a gift in a form other than cash or marketable securities, and make a recommendation to the Board to accept or reject the gift.

A-2.3 (R) Gift Acceptance Considerations

Restricted and Unrestricted Gifts

UUFD encourages its donors to make unrestricted gifts to the fellowship. Unrestricted gifts provide UUFD the greatest flexibility to direct resources where they are most needed at any particular time. For that reason, unrestricted gifts are always preferred. UUFD accepts restricted gifts as follows:

- **Purpose-Restricted Gifts:** UUFD will accept gifts restricted as to the purpose for which they can be used when they support activities included in the annual budget or for purposes specified in a special campaign. Gifts for other purposes must be reviewed and approved by the Board.

- **Permanently Restricted Gifts:** The minimum amount for permanently-restricted gifts is \$2500, and such gifts must be reviewed and approved by the Board. Gifts to the Endowment will be invested with the fellowship's other endowment funds and overseen by the Gift Committee. Amounts will be disbursed from the Endowment in accordance with the donor's restrictions, if any, and with Endowment Fund spending policy, which may change from time to time. As with other gifts, disbursements from the Endowment may be unrestricted or purpose-restricted.

Types of Gifts

A. Gifts of Cash

Cash is acceptable in any form. Checks shall be made payable to "Unitarian Universalist Fellowship of Durango" or "UUFD" and shall be delivered to the Office Administrator in the UUFD administrative office, 419 San Juan Drive, Durango CO 81301

B. Gifts of Securities

- Marketable securities shall be transferred to the fellowship's brokerage account which is managed by the Treasurer. Contact the Treasurer for specific instructions. All marketable securities shall be sold upon receipt. UUFD will send the donor an acknowledgment of the gift valued on the day the securities are received.
- Securities for which there is no active market, including not only debt and equity positions in non-publicly traded companies but also interests in LLPs and LLCs or other ownership forms, may be accepted subject to review by the Gift Committee and approval by the Board.

Gifts must be reviewed prior to acceptance to determine that:

- there are no restrictions on the security that would prevent UUFD from ultimately converting those assets to cash,
- the security is marketable,
- the security will not generate any undesirable tax or other financial consequences for the fellowship, and
- the gift transaction does not involve tax or other financial planning in which UUFD would not wish to participate.
- If potential problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of the gift. The final recommendation to accept or reject closely-held securities shall be made by the Gift Committee and approved by the Board, with the advice of legal counsel when necessary. Every reasonable effort will be made to sell non-marketable securities as quickly as possible. Valuation of the securities is the responsibility of the

donor. However UUFD reserves the right to refuse the gift if it disagrees with the valuation, or to request a second valuation, after which it reserves the right to continue to refuse the gift.

C. Gifts of Real Estate

Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Valuation of the gift is the responsibility of the donor. Prior to acceptance of real estate, UUFD shall require an initial environmental review of the property to ensure that the property has no environmental damage. In the event that the initial inspection reveals a potential problem, the fellowship shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall generally be an expense of the donor. When appropriate, a title binder shall be obtained by UUFD prior to the acceptance of the real property gift. The cost of this title binder shall generally be an expense of the donor. Prior to acceptance of the real property, the gift shall be reviewed by the Gift Committee and approved by the Board. Criteria for acceptance of the property shall include:

- Is the property useful for the purposes of the fellowship?
- Is the property marketable?
- Are there any restrictions, reservations, easements, or other limitations associated with the property?
- Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, associated with the property?
- Does the environmental audit reflect that the property is not damaged?

D. Gifts of Tangible Property

All other gifts of tangible personal property shall be examined in light of the following criteria:

- Does the property contribute to or further the mission of the fellowship?
- Is the property marketable?
- Are there any undue restrictions on the use, display, or sale of the property?
- Are there any carrying costs for the property?

The final recommendation to accept or reject other tangible property gifts shall be made by the Gift Committee and approved by the Board. Unless otherwise agreed with the donor, the property will be sold as soon as practicable. Valuation of the gift is the responsibility of the donor.

E. Legacy Gifts

- Charitable gift annuities (CGA): UUFD encourages its supporters to consider charitable gift annuities during their lifetimes. The minimum for a CGA is \$10,000. Such gifts can provide lifetime income and income tax deductions to

- the donor, and support to the Congregation. Donors interested in planned gifts should contact a member of the Gift Committee for more information.
- Other planned gifts: The acceptance of other planned gift instruments, such as Pooled Income Trusts, Charitable Remainder Trusts, and Charitable Lead Trusts are subject to review by the Gift Committee and approval of the Board. Donors interested in making such gifts should contact a member of the Gift Committee for more information.
 - Bequests: Donors and supporters of UUFD are encouraged to make bequests under their wills and trusts. Such bequests will not be recorded as gifts to the fellowship until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
 - Life Insurance Beneficiary Designations: Donors and supporters of UUFD are encouraged to name the fellowship as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
 - Life Insurance: UUFD must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes future premium payments, UUFD will include the entire amount of the additional premium payment as a gift in the year that it is made. If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, UUFD may continue to pay the premiums, convert the policy to paid-up insurance, or surrender the policy for its current cash value.

F. Other Gifts

Other more complicated and esoteric gifts – such as remainder interests in property; oil, gas and mineral interests; or bargain sales – may be accepted by UUFD, but only after review by the Gift Committee and approval by the Board. Consideration will be given to the time and costs involved in assessing and structuring the gift before accepting it.

Gift Valuations

UUFD shall follow accepted guidelines for income recognition and the valuation of gifts such as stock, real estate, personal property, and life insurance that require specific methods of valuation for the protection of both the donor and UUFD. In general, valuation of non-cash gifts for tax purposes is the responsibility of the donor.

A-2.4 (R) Responsibilities to Donors

UUFD will be responsible for good stewardship toward its donors by following these guidelines:

- All gifts will be acknowledged within the required, or otherwise reasonable, period of time.
- Gifts to UUFD and accompanying correspondence will be considered confidential information, with the exception of the publication of donor recognition lists. All donor requests for confidentiality will be honored except as may be required by law.
- Lists or data files including the names of donors or other personal information will not be sold or given by UUFD to other organizations.

A-3 SOLICITATIONS

To help create a more spiritual environment for worship and fellowship, the Board strives to limit the number and occasions of solicitations of the congregation.

A-3.1 (R) Budget Requests

All ministry programs, ministry teams, Board committees, and interest groups will include adequate funding in their annual operating budget requests. Ministry programs and ministry teams will submit their budget requests to the Minister. The Youth Group may supplement their budget allocation with income from sales with prior approval from the Minister.

Cross reference: A-1.7 (R) Annual Budget and Finance Review

Cross reference: B-9

A-3.2 (R) Fair Share Contributions

The annual operation budget shall include Fair Share contributions to the Unitarian Universalist Association of Congregations (UUA) national, regional, and district divisions, thus limiting separate appeals for these beneficiaries.

A-3.3 (R) Sales by Pulpit Guests

Sales of CDs, books, or other products by pulpit guests shall require prior approval by the Minister. Such sales are restricted to a designated table in the fellowship area or at the rear of the sanctuary, whichever is deemed more appropriate by the Minister. Publicity will be allowed for such events in the printed announcements.

Cross reference: B_____

A-3.4 (R) Sales by External Entities

Even if sponsored by a member, sales/solicitations by external entities are prohibited, except the sales of art exhibited in the fellowship's gallery spaces.

A-4 BOARD COMMITTEES

The Board of Trustees may establish Committees to help carry out its responsibilities for discernment, strategy, developing policies, and oversight of the fellowship's human and material resources. At the Board's direction, committees may operate as standing or time-limited bodies. The Board, as a whole, commits to clearly direct all Committees by outlining specific objectives or charges and restrictions. Committee chairs are responsible to and report to the Board, and will perform an annual self-evaluation in conjunction with the Board to ensure their ongoing relevance and effectiveness.

A-4.1 (R) Standing Committees

Standing Committees are established to assist the Board of Trustees in fulfilling its governance responsibilities. The Board and its Committees work in collaboration with the Minister to assure priorities of all Committees are aligned with the mission of the fellowship and implemented responsibly. It is recommended that Committees regularly provide the Board and Minister with copies of minutes of their meetings. The following Standing Committees are established:

- Finance Committee. Assists the Board in its oversight of the fellowship's finances, ensures that routine financial reports are clear and helpful with the appropriate retention of documents and records, coordinates with the fellowship's bookkeeper, and provides overall support to the Board in protecting the fellowship's financial assets. The Finance Committee works with the Board Treasurer to prepare an annual budget for approval by the Board and adoption by the fellowship.
- Nominating/leadership Committee. Consults with the Board on future leadership needs in light of members who are rotating off the Board and the Nominating/leadership Committee. Prepares a list of potential candidates for review of the Board and approval by the fellowship at its annual business meeting. Creates and implements leadership development activities within the fellowship.
- Risk Management. Assists the Board in providing a safe environment for the fellowship and its guests by considering, and making recommendations for, policies and practices that maintain the safety and security of the people, property and overall assets of the fellowship.
- Personnel Committee. (Placeholder – standing committee recommended by Hotchkiss) Assists the Board in developing personnel policies, ensuring compliance with applicable laws, and carrying out the staff-grievance process as defined by these policies and regulations. The Committee has no staff management authority and does not participate in supervision or personnel decision-making. When it is necessary to hold a hearing on a staff grievance, the board will appoint an ad hoc committee in each case.
- Governance Committee. Helps the Board to focus on its chosen role, to draft policies for Board approval, to train Board members, to arrange annual Board retreat, and to lead the annual Board self-evaluation process.
- Stewardship Committee. Collaborates with the Board, the Minister, and the Finance Committee to organize and conduct the annual pledge drive to

support the operating budget of the fellowship. The Stewardship Committee periodically analyzes pledging patterns and trends to inform the design of future funding drives.

- Building and Grounds Committee. Assists the Board in protecting its physical assets of facilities and grounds by maintaining and improving the functioning and aesthetics of the interior and exterior of all fellowship property and the landscape. Collaborates with the Board on all building expansion and renovation plans and their implementation.

Cross reference: B-8

A-5 CONFLICTS OF INTEREST

The Board of Trustees carries out its duties with undivided loyalty to the fellowship and its mission. A conflict of interest exists whenever a Trustee, or a Relation of a Trustee, has interests or duties that interfere with, or appear to hinder, the Trustee's duty of loyalty to the fellowship and its principles.

A Relation is defined as any individual to whom the Trustee is related or with whom the Trustee has a close personal, business, or political relationship, or any corporation or other legal entity, whether for profit or not for profit, that employs the Trustee or in which the Trustee has a substantial ownership interest, or for which the Trustee is an officer or director.

Conflicts of interest arise if:

- A Trustee or Relation of a Trustee stands to gain or lose financially because of a proposed action of the Board.
- A Trustee cannot set aside personal preferences as an individual beneficiary of the fellowship's services to vote on behalf of the whole fellowship and its mission.
- A Trustee faces any other situation that impairs, or reasonably appears to impair, their independence of judgment.

The Board shall annually require its Trustees to disclose in writing all existing or foreseeable conflicts of interest. Disclosure forms shall be kept by the Secretary and made available to any member of the fellowship who requests to see them.

A-5.1 (R) Responding to a Conflict of Interest

If an item of business arises in which any Trustee reports that a conflict of interest may exist, the affected Trustee may withdraw or ask the Board for guidance. In the latter case, the Board (minus the affected parties) shall determine how to handle the situation. Depending on the seriousness of the conflict, possible responses include:

- Disclosure: The Board minutes shall state the nature of the conflict.
- Recusal: The Trustee shall disclose the conflict and withdraw from the meeting while the item is under discussion or voted on.
- Resignation: The Trustee shall resign from the Board.

A-5.2 (E) Conflict of Interest Form

A-6 DISCIPLINE AND REMOVAL OF TRUSTEES

The Board of Trustees is responsible for its integrity as a governing body. If there is an appearance of misconduct by a member of the Trustees, or a Trustee fails to uphold the Board Covenant or adopted policies, the Board shall proceed with a process to determine if appropriate disciplinary action or removal of the member from the Board of Trustees is to be taken.

A-6.1 (R) Procedure for Discipline or Removal of Trustee

- If a Board member misses three or more meetings in a twelve-month period, the President of the Board shall notify the Trustee that the question of removal will be placed before the Board. Following discussion with the member in question at the Board meeting, the absences may be excused or a resignation may be requested.
- If there are serious violations of the Board Covenant or adopted policies, the Board President shall notify the Trustee in question of its intent to consider disciplinary action or removal and offer a hearing before the Board. At the conclusion the Board shall vote on any action it will take.
- Pending such a hearing, the Board may suspend a Board member's voting privileges without notice if necessary to protect individuals or the fellowship from harm.

SECTION B - Delegation to the Staff

The Board hereby delegates all of its authority to manage the work and resources of the Church to the Minister as Head of Staff, except as expressly limited by these policies.

B-1 SENIOR STAFF TEAM

The Minister manages the work of the Church in collaboration with a Senior Staff Team. The Senior Staff Team includes the Minister, the Office Administrator, the Director of Faith Formation, the Director of Music, and the Choir Director; all of whom report directly to the Minister. The Board expects the Senior Staff Team, individually and jointly:

- To lead and unify the paid and volunteer staff in directing their efforts toward the fulfillment of the Church's mission and goals;
- To ensure compliance with the bylaws, Board policies, and applicable laws and regulations;
- To uphold a high standard of ethical and professional conduct; and
- To accomplish the goals contained in the Annual Vision of Ministry by developing annual goals for its work as a team.

B-2 CHURCH ADMINISTRATION

The Board hereby entrusts the Minister with management of operational aspects of the Church and with responsibility for staff compliance with its policies.

B-3 STAFF ACCOUNTABILITY

All staff members are accountable to the Minister, who is accountable to the Board for their performance.

B-4 GUIDANCE AND LIMITATIONS

B-4.1 Personnel Decisions

The Board expects the Minister to take the lead in the selection, hiring, supervision, and discharge of all paid staff.

B-4.2 Existing Non-Senior Staff Positions

The Minister may replace vacancies in the non-senior staff without formal consultation, although the opinions of relevant lay leaders may be valuable.

B-4.3 New Non-Senior Positions

New positions are normally created through the budget process. The Minister may create and fill temporary positions, provided that they can be funded within established budgetary limits. Before selecting a candidate for a newly created position, the Minister will consult with relevant lay leaders (for example, collaborators).

B-4.4 Employment at Will

All paid staff are employees at will, unless the Board approves the terms of a contract that states otherwise.

B-4.5 Discipline and Termination

Prior to discharging a paid staff member, the Minister will ensure that the decision complies with applicable laws, Board policies, contracts, and the personnel manual. The Minister will promptly notify the Board when an employee has been terminated.

B-5 CARE FOR PAID STAFF

The Church intends to be a fair, ethical, and attractive employer; to achieve high staff morale and productivity; and to protect members of the staff from all forms of injustice and abuse related to their employment.

B-5.1 (R) Supervision and Evaluation

The Minister will provide an up-to-date job description and complete an annual process of goal-setting and performance review. Individual staff goals and performance reviews are confidential, to be shared only as necessary to support Church decision-making or as required by law.

B-5.2 (R) Compensation and Benefits

As part of the annual budget process, the Personnel Team will review compensation and benefits for all paid staff and recommend adjustments for the coming year.

B-6 MINISTRY TEAMS

Ministry Teams may be formed by the Minister to help achieve the mission and vision of ministry by managing programs, finances, and operations. Ministry Teams are supervised by and accountable to the Minister.

B-6.1 (R) Evaluation of Ministry Teams

The Minister will ensure that ministry teams develop, with the Minister, goals supportive of the Annual Vision of Ministry and that their performance is evaluated annually in writing.

B-7 PERSONNEL ETHICS

The Minister will maintain an up-to-date Personnel Manual that complies with all applicable legal requirements. The Personnel Manual will provide adequate policies to give practical effect to the following principles:

- **Nondiscrimination.** The Church does not discriminate because of race, color, age, sex, marital status, sexual orientation, gender identity and expression, disability, national origin or ancestry, economic status, union membership, or political affiliation. Religious opinion and affiliation may be considered only to the extent that it may be a bona fide occupational requirement or may prevent an employee from being fully supportive of the Church's mission and values.
- **Harassment.** The Church is committed to maintaining a work environment that is free of harassment. Harassment of any kind, including sexual harassment, is absolutely prohibited, and allegations of harassment will be reported and acted upon promptly.
- **Grievances.** The Church intends to protect the right of staff to raise concerns about working conditions without fear of retaliation. A staff member who alleges that the law or Board policies have been violated to their detriment may present grievances to the any Officer of the Church, who will immediately acknowledge the complaint in writing and report it to the Board, which will undertake an investigation and response.
- **Whistleblower Protection.** The Church prohibits retaliation against employees or other persons who in good faith report:
 - A suspected violation of law, such as harassment, fraud, or misappropriation of Church assets;
 - A suspected danger to public health or safety; and/or
 - Suspected violations of these policies. An employee who retaliates against anyone who has made such a report is subject to discipline up to and including termination of employment.

B-8 CARE FOR MEMBERS AND GUESTS

The staff will take all reasonable care to prevent harm to members, guests, program participants, and other people affected by the Church.

Reference: professional ethics codes of Liberal Religious Educations Association, Unitarian Universalist Musicians Network, Unitarian Universalist Ministers Association.

B-8.1 Health and Safety

The staff will ensure that all Church programs are safe for participants and staff; that facilities are maintained in a safe, sanitary, and secure condition; that required licenses and inspections are kept up to date; and that hazards are corrected promptly.

B-8.1.1 (R) Smoking

The Church prohibits smoking of any kind on Church premises or during off-site programs of the Church.

B-8.1.2 (R) Alcohol

The following pertains to events on the premises of the UUFDF:

- Alcoholic beverages may be served but at no charge to the attendees. Donations may be accepted. Organizations leasing UUFDF facilities and planning to serve alcohol must provide evidence of appropriate permit and insurance.
- The serving of alcoholic drinks must be closely monitored by responsible adults to assure that no minors are served.
- When alcoholic beverages are available, attractive non-alcoholic beverages must also be available. Punches should clearly be labeled as containing alcohol or not containing alcohol.

B-8.1.3 (R) Animals in the Buildings

Non-service animals are not permitted in the buildings except by permission of the Board.

B-8.2 Emergency Planning

In consultation with relevant paid staff, a Risk Management Committee will create and maintain a written plan for responding to reasonably foreseeable emergencies, including accident, illness, fire, toxic conditions, weather problems, threatening communications, power outages, and natural disasters. The Risk Management Committee reports directly to the Board.

B-8.3 Child Protection

Because of the Church's special responsibility for children and youth in its care, the Staff with input from the Risk Management Committee will write and maintain clear procedures for the selection, training, and supervision of anyone who works with persons age eighteen and younger.

B-8.3 (E) UUFD Faith Formation Program Security, Safety, and Supervision Manual

Emergency Phone Numbers:

Police, Fire, Ambulance: 911

Poison Control: 800-222-1222

**Child Abuse & Neglect
(must speak to DRE before reporting): 970-382-6150**

Non -Emergency Police: 970-385-2900

Graham Smith, UUFD Board President: 505.320.5928

Terri Reherman, DRE Director of Religious Education: 970.759.214

You are phoning from:
The Unitarian Universalist Fellowship of Durango
419 San Juan Drive
Durango, CO 81301

**Refer all inquiries from media to the Board President.
Please do not speak to the press.**

Emergency Situations:

Children's medical issues and allergies

Children's medical issues and allergies are noted on the registration form, and copied on your attendance clipboard. The original registration forms are kept by the DRE. Please be aware, however, that some medical information is confidential and may not be noted in your clipboard.

Fire Extinguishers

Fire extinguishers are located in areas around the building. Look for the one nearest you, and be sure you know how to operate it. Do not attempt to extinguish large fires. In case of a large fire call out "fire" and evacuate your class from the building

Evacuation due to fire or fire drill (please see UUFD- RE Emergency Evacuation Plan for additional information)

1. Assign an adult to check closets, corners, bathrooms or other hiding spots in your areas to gather stray children.
2. Take your attendance clipboard with you.
3. Evacuate your class to the playground area.
4. Take attendance to be sure that all of your children are accounted for.
5. If a child is missing, notify the emergency personnel and the DRE immediately.

First-Aid Supplies

Band-aids and minor medical supplies are located in the first aid kit in the toddler RE room. Notify DRE of all incidents requiring first aid attention before the family leaves the grounds. Also fill out an incident report to be kept on file by the DRE.

Bodily Fluid Clean Up The toddler room has a supply of rubber gloves. Always wear rubber gloves to clean up vomit, urine, blood or other bodily fluids. Advise the DRE that there has been a spill so that follow-up cleaning can be done.

Arrival and Departure

We ask that all parents/guardians supervise their children before and after RE Classes, and to send children with coats and shoes in case the class goes outside.

Children ages 0-9 will be released from the classroom only. Parents should pick their children up from the classroom at 11:30. If a class goes outside, they will return to the classroom for dismissal at 11:30.

Children ages 10 and up may walk to Bowman Hall at 11:30.

Childcare is available until noon each Sunday. If a parent stays for the discussion from 11:30-12, their child, no matter what age, may go into the nursery to be supervised until noon.

Children may be released only to their parents/guardians unless they have made prior arrangements directly with the teacher.

Two Adult Rule

Any time a child or children are present, other than your own, at least two adults must be present or “floating” to supervise. This includes classrooms, the playground and field trips.

Please tell the D.R.E. (or ask a parent or another fellowship member to help you) if another adult is needed.

If you must assist a child in the bathroom, always leave the door to the classroom or hallway ajar.

When you are in the bathroom with a child make sure your co-teacher or floater knows where you are and that they are within hearing range if at all possible.

Outdoors/ Playground Guidelines

During RE, children must be closely supervised while playing outdoors.

Please follow these guidelines when outside:

- Use equipment appropriately;
- Take turns;

- Children may not enter the parking lot without an adult;
- Sticks and stones stay on the ground;
- Trees at church are for looking at, not for climbing up; and
- Do not climb on the sides of the building.

Fieldtrips

When planning a church-sponsored trip, whether the destination is nearby or far away, please alert the D.R.E. and parents as far in advance as possible.

All drivers must be 28 years of age, have a current driver's license and be able to show proof of insurance.

There must be one seat belt for each passenger and the driver. No sharing of seat belts is allowed.

Only full-sized or mini-vans may be used. Fifteen-passenger-vans are not to be used.

When children are to be taken off the church grounds, the parent/guardian's permission must be obtained and a liability/medical release from our files must be in the possession of the "lead" teacher in case of emergency. **If there is no release on file, the child may not participate in the field trip. No exceptions.** A minimum of two adults must be present with the children on trips, and there must be one adult per eight (8) children/youth. This includes transporting children to/from church events.

Parties

We like "Em"!

In fact, the more the better! Fellowship is important for children, youth, and adults. When planning parties, please take the following guidelines into consideration:

Church Sponsored Parties

The party is considered an official, church-sponsored event if the party is held on church grounds and is hosted by RE personnel or teachers.

If it is an "official" church party, the following rules must apply:

- No adults (or children or youth) may consume alcoholic beverages at the party.
- There must be 1 adult chaperone for every 8 children or youth in attendance and two adults must be present with the children at all times
- You must have in your possession the original copy of the permission form/liability waiver for each child attending.
- If you are providing transportation, you will need a separate permission slip, which must include permission for transportation and list the names of all drivers. When arranging transportation, there should be two adults in each car.
- If the party is held at the church, rooms must be reserved in advance. Adults hosting the party will be responsible for filling out the necessary forms requesting special set up or special materials.
- Hosts will be responsible to return room to the normal configuration.

Private Parties

Children and adults really enjoy getting together at a place other than the church. Private parties might also be in a home, a park, a skate rink, or at a miniature golf course. When hosting a private party for children (and their parents) from the church, we ask that it be made clear that the party is private. One way to announce the party might be:

Join families from Sunday School at a private party

Hosted by Jane and Joe Smith

Saturday, January 16th

Bring a salad, vegetable or dessert to share.

We'll provide the hamburgers, hot dogs, and homemade lemonade.

Games, swimming, and fun for all ages – hope to see you there!

**Code of Ethics For Adults and Older Youth
in Leadership Roles With Children/Youth***

Adults and older youth who are in leadership roles are in a position of stewardship and play a key role in fostering spiritual development of both individuals and the community. It is therefore especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility.

The relationship between young people and their leaders must be one of mutual respect if positive potential is to be realized. There are no more important areas of growth than those of self-worth and development of a healthy identity. Adults play a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth, and adults suffer damaging effects when leaders become sexually involved with young persons in their care; therefore leaders will refrain from engaging in sexual, seductive, or erotic behavior with children and youth. Neither shall they sexually harass or engage in behavior with youth, which constitutes verbal, emotional, or physical abuse.

Leaders shall be informed of the code of ethics and agree to sign it before assuming their role. In cases of violation of this code, appropriate action will be taken.

If you suspect a child has been abused, inform the D.R.E. and the Board President.

Colorado law requires that you report your suspicion of abuse or neglect to the authorities such as local law enforcement offices or the Colorado Department of Human and Family Services (see page 1). The D.R.E. and Board President can discuss this with you and provide support.

**The Unitarian Universalist Association adopted this Code of Ethics in 1986.*

What should you do when you suspect abuse?

- If you suspect a child has been abused, inform the D.R.E. and Board President.
- Call the La Plata County Department of Health and Human Services 970-382-6150 or a state or local law enforcement agency. You must provide enough information to locate the child. Your report may include: names, address, license plate number, make of car.

Is a child in immediate danger of serious bodily harm?

- Call 911 or local law enforcement immediately.
- Inform the D.R.E. and Board President.

By signing below, I am acknowledging and agreeing to the terms in this document:

Signature: _____ **Date:** _____

**UUFDF RELIGIOUS EDUCATION PROGRAM
INCIDENT REPORT FORM**

Date of Incident _____

Time of incident _____

Place(s) where incident occurred _____

Name(s) of person(s) involved _____

Brief Description of incident _____

(Use the back of this form as needed, or attach any supporting materials when completing.)

Did you observe the described incident directly? Yes No

If not, who or what was your source of this information?

Signature _____

Date _____

(Please sign, date, and return completed form with supporting material to the DRE.)

Thank You.

B-8.4 Disruptive Behavior

In order to sustain an atmosphere that is truly open to a wide variety of individuals, the Church will firmly and promptly address behavior that threatens the physical or emotional safety of any adult or child or chills the free exchange of opinions and beliefs. When such behavior occurs, the Minister will take immediate action if required and report promptly to the Board, recommending any further disciplinary action, which may include termination of Church employment or membership.

B-8.5 Harassment

Employees, volunteers, and agents of the Church are specifically prohibited from acts of harassment, including sexual harassment, against any member or participant in Church activities or any employee or applicant for employment.

B-8.6 Firearms

The Church prohibits anyone other than on-duty law enforcement officials or off-duty law enforcement officials hired by the Church from carrying a firearm on Church property.

B-8.7 Building Security

The staff and lay leaders will ensure that access to Church buildings is limited to those who have legitimate business there.

B-8.8 Universal Access

The Church intends to make its premises and activities safely and conveniently accessible to persons with disabilities. The staff will ensure that Church facilities, programs, and policies meet or exceed all applicable legal requirements and that the Church engages in continual learning and improvement in this area.

B-9 CARE FOR MATERIAL RESOURCES

The staff and all lay leaders will take reasonable care to prevent harm to the Church's financial assets, property, credit, and tax exemptions and develop administrative practices and procedures designed to prevent such harm and will report promptly to the Board on any significant shortcomings in their implementation.

B-9.1 Spending Authority

The Staff and lay leaders control and are responsible for all spending out of Church accounts, subject to the following limitations:

- Donor-restricted funds may not be used in violation of donor restrictions or Board-restricted funds in violation of Board-imposed restrictions.
- Staff and lay leaders will promptly inform the Finance Chair and Board of any anticipated deviation from budgeted spending and recommend options for adjusting the budget. To ensure compliance, the Finance Committee will monitor expenditures of each cost center. The Finance Chair will counsel Staff and lay leaders whenever expenditures are approaching the annual

budgeted amounts, and will report expenditures in excess of budget to the Board.

- Board approval, on advice the Minister as Chief of Staff, is required to change compensation for any staff position or to change the basis on which benefits are calculated. Normally the Minister as Chief of Staff will propose such changes only in the course of the normal budgeting process.

B-9.2 Special Funds

Ministerial Discretionary Fund

At the discretion of the Minister, this fund is used for emergency financial aid (not ongoing assistance) to members and friends of the church as well as for the community at large. When appropriate, requests will be first directed to community resources.

Contributions to this fund will come from a special collection taken at the Christmas Eve service each year and/or one or more share-the-plate Sunday collections as deemed necessary by the board to augment the fund.

Because of the dual needs for confidentiality and accountability:

- The account will be held in the name of the Unitarian Universalist Fellowship of Durango;
- Only the Minister and one member of the Caring Committee will have signatory rights; and
- Statements, if any, will be sent directly to the Minister.

The Minister will:

- Keep a detailed log of how monies from the account are used;
- Meet annually with the Treasurer to conduct a confidential audit;
- Present an annual report to the Board regarding amounts and purposes of all dispensed funds; and
- To the extent feasible, keep receipts for purchased services and provide gift cards for food and gas in lieu of cash.

B-9.3 Asset Protection

The Minister must take all reasonable care to ensure that Church assets are protected from loss or theft, including:

- Maintenance of Church property and equipment to keep it in working order, subject to reasonable wear and tear working in cooperation with the Building and Grounds Committee;
(Develop guidelines for loan chairs, screens, etc.?)
- Reasonable steps to protect the Church's intangible property, including intellectual property, electronic data, and paper files from significant damage or loss.

B-9.3.1 (R) Document Retention

The Staff must maintain written procedures to govern the backup, retention, and destruction of the Church's documents, giving definite retention periods for classes of financial, business, pastoral, personnel, and corporate records in both paper and electronic forms.

Approved by the Board of Trustees: June 13, 2017