



**CEDAR VALLEY
UNITARIAN UNIVERSALISTS**

POLICIES AND PROCEDURES MANUAL

Revised May, 2015

CVUU Congregational Policies and Procedures Handbook May, 2015

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INTRODUCTION

This *Congregational Policies and Procedures Handbook* provides guidelines about how the Congregation operates throughout the church year. It is based upon the bylaws and existing policies and procedures adopted by the Board of Trustees. The Bylaws shall take precedence over any policies or procedures contained within this document. This is intended to be an evolving document that will be annually reviewed by the Board of Trustees. The administrative assistant has responsibility to add any changes to the *Handbook*. A copy of the *Congregational Policies and Procedures Handbook* is posted on the website and is available in printed form.

ADMINISTRATION

Acronyms

- MAR – MidAmerica Region
- RE – Religious Education
- UUA – Unitarian Universalist Association
- CVUU – Cedar Valley Unitarian Universalists

Annual Congregational Meeting

The annual Congregational Meeting of the Congregation shall be held each year on a Sunday no later than May 31st at such time and place as shall be determined by the Board. The meeting date shall be announced to the congregation no later than the February newsletter. The purpose of the annual Congregational Meeting shall be for the presentation of reports to the congregation by the parish minister, director of religious education, other appropriate staff, councils/committees, and Board; elections to the Board of Trustees; and Nominating Committee; adoption of the operating budget for the following fiscal year; and for any other reason deemed necessary by the Board. The agenda of the annual Congregational Meeting will be prepared by the Board and will be published ten (10) days prior to the annual Congregational Meeting.

Annual Report

An Annual Report is compiled by the Board President, prior to and distributed at the Annual Meeting. The Annual Report consists of reports from each committee and the Board President. Councils/committees will report on progress towards goals established for the year. The actual church year ends on June 30.

The order of business for the Annual Meeting shall proceed as follows:

1. Approval of the CVUU Business Meeting Minutes of the previous year;
2. Review and approval of council/committee reports;
3. Review proposed changes to bylaws;
4. Election of Board Officers and Trustees from slate of candidates presented by the Nominating Committee. Nominations may also be accepted from the floor. Voting shall be done by secret ballot when requested by any voting member of the congregation;
5. Report on financial status; ratify the proposed budget for the next fiscal year by majority vote of the voting members present;
6. Discuss any additional business;
7. Adjourn.

Every effort is made to limit the Annual Meeting to one hour, by means of prior dissemination of reports, and by giving congregants the opportunity to get acquainted with issues and changes before the meeting. Thirty percent of the full membership is needed to constitute a quorum for purposes of approving actions of the Annual Meeting.

Bylaws

The bylaws are the legal parameters within which the Congregation functions as a non-profit religious organization. The bylaws are reviewed annually by a subcommittee of the Board of Trustees. Proposed modifications are presented to the Board at the March meeting for discussion and review. The proposed changes will be presented in the March and April newsletters. Proposed changes will also be posted on the CVUU website, in the Fellowship Hall, and sent via email to the congregation at least 14 days before the Annual Congregational Meeting. Proposed changes to the bylaws will be presented to the congregation for review and approval at the Annual Congregational Meeting. The bylaws are included in this document as Appendix 5.

Calling List

The Board president or parish minister may communicate with the entire Congregation via the email distribution list on urgent matters affecting the entire Congregation.). Members who cannot be reached via email will be on a separate telephone list. This list will be maintained and updated by the Administrative Assistant.

Child Care

Our goal as a Congregation is to maximize opportunities for participation by families with younger children. Child care is a service the Congregation provides to parents so they are able to participate in activities not appropriate for children. This includes Sunday services, Adult Religious Education, Wednesday night music programs, and Stewardship Dinners. Child care may be provided at other church events throughout the calendar year.

Supervision of children shall be conducted by two (2) child care providers at all times as a safety and security precaution. Supervised care is provided for young children in the nursery. The upstairs balcony room overlooking the Sanctuary also is available for use by parents electing to keep infants or small children with them during the service. This room allows the parent to observe and hear the service while minimizing disruption should the child require their attention.

Copying and Printing Procedures

The Congregation has an account at Copyworks, located at 2227 College Street, Cedar Falls, 319-266-2306. The Congregation Newsletter is copied at Copyworks. Newsletter turnaround is normally 24 hours. When a job has been completed, Copyworks includes a green copy of the receipt. This green copy is to be turned in to the Treasurer; placing it in the Treasurer's mail slot is adequate. **It is important to indicate on the receipt what was copied (e.g., "Order of Service"; "Music").** This assures that the cost is assigned to its proper account category. A copier is available on the second floor of the Congregation building for **limited** use in copying by the Board and councils/committees of the Congregation.

Directory, Communication, and Online Communities Policy

The following *Directory, Communication, and Online Communities Policy* was adopted by the Board of Trustees on January 18, 2011.

The Outreach Committee, working in conjunction with the Administrative Assistant, maintains an address and email list of members, friends, and associates of the Congregation. The Committee maintains a general mailing list of the Congregation. These mailing lists and their distribution will be used only for Congregation, MidAmerica Region (MAR), and Unitarian Universalist Association (UUA) communication, and will not be sold or shared with other organizations.

The Church Directory is designed to provide information for personal communication among church members and other people associated with the Congregation. It is designed for convenience when conducting church business. This information is not designed for solicitation or uninvited mass communication.

The e-mail distribution lists are used to facilitate rapid communication among congregational members and specific special interest groups. Membership in these distribution lists is by choice. People will only be added to a list upon request.

Presently there are two main distribution lists: The *Announcement List* and the *Discussion List*. Selected moderators will control these lists. Messages will be screened based upon relevance to congregational interests. If it is decided that a message will not be forwarded to the congregation, the sender will be notified in a timely manner with an explanation of the decision.

It is important for people to feel safe within the congregation and any connected communities (e.g., Facebook). Therefore, online communities will be moderated by the webmaster. Moderating decisions will be made based upon guidelines suggested by the *Committee on Ministry* and approved by the Board of Trustees.

The announcement list:

1. Will be used for Congregational matters.
2. Will be used for announcements of immediate interest to the Congregation.
3. Will be used for communicating about organizations endorsed by the CVUU or with which CVUU has an affiliation.
4. Will be used for the parish minister's communications to the Congregation.
5. Will not be used for political statements or solicitation.
6. Will not be used for other solicitation or uninvited mass communication.

Documentation, Record Keeping, and Storage

Following the UUA guidelines for Archives, the church's archivist should receive documentation noted below. The archivist will be responsible for organization, record keeping, and storage of hard copies of received documents in yearly binders.

- The Board secretary is to keep one copy of all minutes of the Board of Trustees in an electronic filing cabinet, organized by year,
- All official documents (e.g., deeds, contracts) shall be maintained in fireproof storage in the church building.
- All formal yearly budget documents (these may also be included in the secretary's minutes; however a separate copy should be provided to the archivist).
- The yearly membership list.
- Service attendance information.
- Any surveys/questionnaires sent to the membership.
- All church newsletters.
- Any of the above items may be stored in an appropriate electronic format which is easily accessible to the parish minister, the Board, the Administrative Assistant, and to other congregation members upon request. This format shall be regularly updated to reflect current technology, in order to guarantee long term accessibility of important documents.

Insurance

The CVUU is covered by multi-peril and workers compensation insurance through Church Mutual Insurance Company, 3000 Schuster Lane, P.O. Box 357, Merrill, WI 54452-9988.

Legal Status

This Congregation is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and to promote and advance such purposes by any activity in which a nonprofit corporation organized under the Iowa Nonprofit Corporation Act may engage, either directly or by engaging in activities that support or benefit one or more supported organizations as permitted under Section 509(a)(3) of the Code. The Employer Identification Number (EIN) for the Congregation is 42-1168808.

Mail and Interoffice Mail

The mailing address of the Congregation is: 3912 Cedar Heights Drive, Cedar Falls, IA 50613.

Each member of the Board, the parish minister, council, and committee chairs will have an "in box" for the receipt of reports, mail, messages and other communications related to their positions within the Congregation. The mail box is currently located on the second floor, opposite the balcony. It is the responsibility of the parish minister, Board members, and council/committee chairs to check their respective mail boxes on a regular basis.

Photographs and Videos

Members may, from time to time, wish to document Congregational activities through photos and videos, in order to create a visual archive or for purposes of internal or external publicity.

No photograph or video of any member of the Congregation, or any participant in our activities, may be posted on the website, Facebook, in the newspaper or other public venues without the written permission of that member or participant. No photo or video of a child participating in our activities may be posted without the written permission of that child's parent or guardian. Permission forms are available from the Administrative Assistant. It will be the responsibility of those taking the photos or videos to secure this permission.

Rental Policy (See Appendix 1)

Severe Weather Policy

The following *Severe Weather Policy* was adopted by the Board of Trustees on January 18, 2011.

It is possible that inclement weather may occur during regularly scheduled church activities. This may cause the need to cancel services or programs. In such instances the sponsoring individual, council, or committee shall determine whether it is safe for members to attend church. Likewise, the parish minister and worship associates who are in charge of the particular

Sunday service shall determine whether it is safe to hold a service. The news media will be notified of the cancellation, as well as the www.cedarvalleyuu.org web site, and an email sent to all members. Anyone needing further information may contact the Board president.

Solicitation

The Board of Trustees must give prior approval for any solicitation of the Congregation for (1) monetary donations or service assistance to causes other than CVUU within the church building; and (2) utilizing church email lists or printed directories. The membership list and other CVUU materials will not be used for commercial or solicitation purposes without the express permission of the Board of Trustees.

The Sunday offering is intended solely for the use of our Congregation, with the exception of the monthly Social Action plate collections. During regular Sunday services, collection plates are passed for members and visitors to make donations to the Congregation. After the service, a member of the Outreach Committee and one other person count and record the offering on a deposit envelope and deliver the envelope to the Collector for deposit into the Congregation's account. Monies received as hospitality donations shall be counted and recorded in a similar manner by the Hospitality Committee and delivered to the Collector for deposit. The Collector has a locked mailbox mounted on the wall in the copier alcove for money deposits.

Any other solicitation for a Sunday offering must have prior approval from the Finance Council and the Board of Trustees. Purposes of such solicitation must be for a Social Action project, or a special event of the Congregation, MAR, or UUA. Additional means of solicitation by councils or committees (e.g., fundraising lunches; Music Committee entertainment) do not require approval from the Finance Council and Board of Trustees. However, calendar coordination with the Finance Council and other councils/committees is essential to avoid conflict with established fundraising events of the Congregation. Further, councils/committees seeking solicitations from the Congregation for sponsored activities (e.g., Crop Walk, Adopt-A-Family, Iowa Public Radio) must coordinate solicitation efforts with the Finance Council, again to prevent conflict with established fundraising events of the Congregation.

Volunteers

The Congregation is particularly dependent upon the time and talent of volunteers. A volunteer may be reimbursed for purchases made on behalf of the Congregation, and for registration, mileage, lodging, and per diem reimbursements to attend denominational meetings or training opportunities. Reimbursement only shall be obtained when a volunteer submits an authorized reimbursement request form and documentation.

LEADERSHIP

Board of Trustees

The Board of Trustees shall serve as the corporate directors of the Congregation, in accordance with the Iowa Nonprofit Corporation Act. The Board shall be responsible for setting goals, the conduct of all business, and the care of all property, except as specifically reserved to the Congregation by law or by these Bylaws. The Board of Trustees shall manage title of all property that is owned and vested in the Congregation and shall not convey or mortgage the real estate of the Congregation without being authorized to do so by the congregation, with the exception of property donations to the Endowment Fund.

The Board shall have general charge of the property of the church, the conduct of all its business affairs, and the control of its administration, including the following:

- Appointing such councils/committees as it may deem necessary;
- Filling vacancies with persons who shall serve until the next annual meeting;
- Hiring, evaluating, firing, and determining salary of any employees, free-lancers and contractors of the church in consultation with the Personnel Committee;
- Recommending annual goals and plan of activities for the parish minister and congregation.

Composition of the Board

The officers of the Board of Trustees shall be a president (who also serves as the Congregation president, vice president, secretary, and a finance director. The Board shall be composed of the four (4) officers and five (5) trustees. The parish minister, immediate past president, and director of religious education, shall be non-voting ex officio members.

Election and Terms of Office

The members of the Board shall be elected at the annual Congregational Meeting. A secret ballot will be used if requested by any member. The officers shall serve for a one-year term, beginning with the Congregation year following their election. The trustees shall serve a two-year term beginning with the Congregation year following their election. An officer or trustee appointed to fill a vacancy occurring prior to the expiration of the term for which a predecessor was appointed, shall be appointed for the remainder of that term. Two trustees shall be elected in even-numbered years, and three (3) trustees shall be elected in odd-numbered years. Board officers shall be limited to three (3) consecutive terms (3 years) in any one office. Trustees shall be limited to two (2) consecutive terms (4 years) in office. A Board member may serve no more than seven (7) consecutive years.

Board of Trustees Meetings

The Board shall have regular monthly meetings, but may deem it necessary to meet more often, for the transaction of the business of the Congregation. Special meetings of the Board may be called at the request of the President, at any time it is deemed necessary, or at the request of any three (3) members. The President shall designate the time, date, hour, and place for holding special meetings of the Board of Trustees.

1. The meeting is called to order by the Board of Trustees president.
2. Minutes from the previous Board of Trustees meeting are reviewed and adopted as written, or as amended.
3. Finance Director's Report.
4. Parish minister's Report.
5. Old Business is discussed.
6. New Business is discussed.
7. The Board president calls for a motion to adjourn. If the motion is seconded and passed, the meeting is adjourned. According to Robert's Rules of Order (Newly Revised), rather than calling for a motion to adjourn, the President also may state: "In the absence of further business, the meeting is adjourned."

The Secretary prepares and distributes minutes to the parish minister and Board members, following the meeting. A copy of the minutes and monthly financial report are placed on the CVUU website or posted for public display in the Fellowship Hall.

Voting

A majority of all votes cast shall be required for adoption of any matter voted on by the Board of Trustees.

Quorum

Five (5) Board members shall be required for a quorum. Board members present at a duly called and held meeting at which a quorum is initially present may not continue to do business after the loss of a quorum.

Confidentiality

It is the intent of the Board to conduct its business in open sessions. However, in those circumstances where the Board is discussing or acting upon matters with respect to litigation, implementation of security systems, negotiations of contracts for property, real or otherwise, personnel matters, or any other matter which the Board feels must be dealt with in a confidential manner, the Board may close its meeting to the membership. A majority vote is necessary to close the meeting, and any final action taken by the Board in a closed meeting must be announced and recorded in the minutes in an open Board meeting.

Board Roles

President

The president shall be the chief executive officer and in general supervise the business affairs of the Congregation. The president will preside at all meetings of the Board, Congregation, and Executive Committee, ensure that all orders and resolutions of the Board are carried out, and represent the Congregation on all appropriate occasions. The president shall be a non-voting ex-officio member of all ad-hoc, advisory, standing committees, and councils, except the Nominating Committee.

The President shall:

- Preside at all Board meetings and congregational meetings;
- Preside or delegate someone to preside over the Annual Meeting;
- In consultation with the members of the Board, schedule regular monthly meetings for the Board and other necessary meetings for the Board;
- Meet with the parish minister and other officers at least once a month to discuss congregational business and begin to create the next Board meeting agenda;
- Review correspondence from the UUA and MAR and bring pertinent issues to Board meetings;
- Coordinate appointments of council/committee chairs;
- Assign responsibilities to Board members and councils/committees;
- Act as liaison between the Board and Congregation members;
- Act as liaison between Congregation and MAR and UUA;
- Sign official documents;
- Co-sign checks at the request of the Financial Director or designee;
- Submit Board President's column to the newsletter monthly, as appropriate;
- Perform other duties as assigned by the Board of Trustees or the congregation.

Vice President

The vice president shall assume the duties of the president in cases when the president is absent or unable to fulfill those duties, and shall have all powers and functions applicable to that office. The vice president shall serve as Chair of the Personnel Committee, and carry out other duties as assigned by the president or Board.

Secretary

The secretary shall record and keep minutes of all meetings of the Congregation, Board, and Executive Committee. The secretary shall keep the Congregation informed of the actions of the Board and Executive Committee. All records of the secretary shall be the property of the Congregation. The secretary shall be responsible for notifying the membership by mail and by other communication of all Congregational Meetings and of all matters to be acted upon at these meetings. The secretary shall carry out other duties as assigned by the president or Board.

The secretary further shall act as Registered Agent for the Congregation and file all relevant information with the Secretary of State as required by law; have responsibility for all updates to the UUA and MidAmerica Region; and have responsibility to update changes to the *Congregational Policies and Procedures Handbook*.

Finance Director

The finance director shall report all income and expenses of the Congregation to the Board and the Congregation; and maintain financial records that represent the funds, property, or liabilities of the Congregation. The finance director shall serve as Chair of the Finance Council; collect proposed budget requests from all councils and committees; submit a draft of the proposed operating budget to the Board; and submit a yearly financial report at the Annual Meeting.

Trustees

Each trustee shall serve as a liaison to one of the councils and may also serve as liaison to one or more ad hoc committees.

1. Ministry Council Trustee
2. Religious Services Council Trustee
3. Religious Education and Programs Council Trustee
4. Social Action Council Trustee
5. Building and Operations Council Trustee

A trustee carries the responsibility to assure that the council carries out its functions and serves as a conduit for communication between the council and the Board.

The responsibilities as liaison also include:

- Fostering communication to the Board from respective councils or committees and communicating information and decisions from the Board to the committees;
- Recruiting standing council/committee chairs and recommending their appointment by the Board;
- Encouraging coordination among the council and committees;
- Acting as troubleshooter when the council/committees experience problems;
- Advocating for the respective council and committees before the Board;
- Attending council/committee meetings as necessary and appropriate.

The Board shall reserve the right to make temporary additions and changes in liaison assignments when new groups form. Any additions and changes shall be reviewed by the Congregation at the next Annual Meeting.

Executive Committee

The Executive Committee shall be composed of the Board officers, and shall exercise all powers and duties of the Board between meetings. The Executive Committee shall prepare an agenda for each Board meeting and shall gather and evaluate relevant data pertaining to each item of the agenda. All proceedings of the Executive Committee shall be subject to revision or alteration by a majority vote of the Board. The Executive Committee shall meet at the call of the president, or upon the request of two (2) members.

Parish minister

The parish minister, as a member of the Congregation, has the special responsibility to communicate the living tradition of Unitarian Universalism and to help make it relevant to the living concerns of individual members, the Congregation, and the wider community. The Congregation shares with the parish minister responsibility for the ministry of this Congregation. The parish minister shall be responsible for the conduct of worship within the Congregation and the Congregation's spiritual interests and affairs. The parish minister shall have freedom of the pulpit as well as freedom to express opinions outside the pulpit.

The duties of the parish minister shall be as prescribed in a *Parish ministerial Covenant* (See Appendix 4 for the current Covenant) that specifies the mutual expectations between the parish minister and the Congregation. The parish minister and Board of Trustees, or other designee(s) shall negotiate the expectations and conditions of employment each year. The parish minister shall be an ex-officio non-voting member of the Board, the Religious Services Council, the Committee on Ministry, and of any other councils or committees.

MEMBER RELATIONS

Covenant of Right Relations

The following *Covenant of Right Relations*, adopted by the Board of Trustees on December 15, 2009, was approved by the congregation at the May 2, 2010 Annual Congregational Meeting.

Our Covenant is a statement of promises for mutual support accepted by members of the Unitarian Universalist Congregation of Black Hawk County [note name should be altered to Cedar Valley Unitarian Universalists]. Membership in our church community carries with it benefits, expectations, and responsibilities. We build our church on a foundation that:

- Permits us individually and collectively to explore our values and to honor our diversity as a source of communal strength;
- Expects us to accept responsibility for our individual conduct;
- Encourages us to communicate with one another in the spirit of respect, kindness, and support, even during times of disagreement;
- Enables us to serve our personal needs with compassion and commitment.

Code of Conduct

The following *Code of Conduct*, adopted by the Board of Trustees on February 24, 2008, will be re-affirmed at the July meeting of each newly elected Board.

We, the members of the Board of Trustees affirm:

1. To treat our staff, parish minister, members of the Congregation, and visitors with dignity and respect at all times;
2. To establish a cooperative and constructive relationship with our staff, parish minister, one another on the Board of Trustees, members of the Congregation, and visitors;
3. To expect there will be disagreements within our congregation but will endeavor to resolve these disagreements in the best interests of the Congregation as a whole;
4. To encourage anyone who has a complaint to talk directly to the person with whom they have a concern, or to contact the Committee on Ministry, to begin a process of facilitated open dialogue between the two parties. We will not respond to anonymous complaints.

Conflict Resolution (See Appendix 2)

Nondiscrimination

This Congregation affirms and promotes the full participation of persons in all our activities and endeavors, including membership, programming, hiring practices, and the calling of religious professionals; without regard to age, race, color, gender, physical or mental disability, sexual orientation, gender identity, class or national origin.

FISCAL POLICIES

The Congregation fiscal year begins July 1. An annual budget with submissions by councils and committees is prepared by the Finance Director, and approved by the Board of Trustees. The final budget is presented for approval to the Congregation membership at the Annual Congregational Meeting.

The fiscal resources of the Congregation are divided into the following areas:

- **General Operational Funds:** General Operational funds are those annually budgeted funds required to perform the usual and customary activities of the Congregation. Unspent general operational funds revert back to the general fund at the end of the fiscal year and are not carried over into the next unless encumbered for a specific purpose.
- **Restricted Funds:** Restricted funds are those funds received and spent for a restricted purpose only. Restricted funds are ongoing and do not revert back to the general fund if unspent at the end of the fiscal year.

- **Capital Funds:** Capital funds are those funds designated and used for special projects, off budget purchases, or for costs associated with the maintenance or improvement of the property that do not fall within general operational funds, or are not scheduled expenses within the Building Maintenance Reserve Fund.
- **Building Maintenance Reserve Fund:** The Building Maintenance Reserve Fund contains those funds required for the scheduled purchase, repair or maintenance of the Congregation's building, its equipment or grounds.

Credit Card

The following *Credit Card Policy* was adopted by the Board of Trustees on February 15, 2011.

As the Board of Trustees agent, the Finance Council will supervise the use and distribution of all credit cards issued under the auspices of the Congregation. When a credit card is issued to the parish minister or employees, the individual shall sign an agreement, including but not limited to the following:

1. The credit card will be used for Congregation expenses only;
2. The receipts from all credit card transactions will be submitted to the treasurer within fifteen (15) working days of the charge for reconciling with the monthly statement;
3. The credit card will be returned to the Congregation upon termination of employment or services.

If the Congregation credit card is used for inappropriate expenses, or the required documentation for charges made are not submitted, the individual's access to use of the Congregation credit card may be suspended or revoked pending review and resolution of the matter.

DENOMINATIONAL AFFILIATIONS

This Congregation shall be a member of the Unitarian Universalist Association of Congregations and the MidAmerica Region, or their successors; and will cooperate in measures fostering and extending the interests of the Unitarian Universalist denomination. The Board encourages participation by members of the congregation the UU General Assembly, in regional conferences, and in professional development opportunities offered by the Unitarian Universalist Association (UUA) and the MidAmerica Region (MAR).

Unitarian Universalist Association (UUA)

The Unitarian Universalist Association is the national organization of Unitarian Universalists and is headquartered in Boston, MA. The Unitarian and Universalist denominations merged in 1961. The Board will identify UUA activities at which the CVUU should be represented. The UUA maintains an

extensive website about activities and services. The UUA sponsors a national convention annually called the General Assembly, and two publishing houses called Beacon Press and Skinner House Books. The UUA also has the responsibility of admitting qualified UU parish ministers into fellowship, determining compensation guidelines for parish ministers and other paid religious professionals, and of coordinating the parish ministerial search process. The UUA also has grants and loans available to member congregations at various times and for various purposes. Information on these grants may be found on the UUA website.

MidAmerica Region (MAR)

The MidAmerica Region is the regional UUA governing body under whose jurisdiction the CVUU falls. Dues based on number of members are assessed annually.

The UUA and MAR offer a variety of services:

- Liaisons for support of congregational functions;
- Consultants for specific actions that need to be taken (fees are charged);
- Annual MAR meeting in April;
- Annual General Assembly in June;
- Resource Directory;
- Lending library;
- Youth Conference;
- Religious Education support.

Affiliation Dues

Affiliation dues are assessed annually by the UUA and the MAR based upon the stated membership total for the calendar year. Congregations paying the full amount of the assessed dues are recognized as "Fair Share Giving Congregations." The CVUU is a fair share giving congregation.

Denominational Publications

The UUA and MidAmerica Region have newsletters and magazines provided to all regular members free of charge. Other publications and resources are available for purchase, and some are available online at <http://www.uua.org/publications/index.shtml>.

COUNCILS & COMMITTEES

The Board has organized councils representing the diverse interests and needs of the congregation. These councils will be composed of committees that share a common mission within the Congregation. The Board may organize these councils and committees as it determines will best meet the changing needs of the congregation.

BUILDING AND OPERATIONS COUNCIL

The mission of the Building and Operations Council is to attend to the physical realm of our Congregation. This includes the day-to-day administration and communication, as coordinated with our Administrative Assistant, as well as maintenance and improvements of the building and grounds.

Archives

The Congregation strives to document, honor, and inform members, friends, associates and the community of activities and accomplishments of the church.

Archives may be kept in paper or electronic form, as appropriate. Paper documents are stored in a filing cabinet in the closet to the left of the Administrative Assistant's desk on the second floor. Electronic archives should be kept in the electronic filing cabinet that has been created for this purpose. The format for electronic storage should be reviewed periodically to insure accessibility with current technology.

Inventory

An inventory of Congregation furnishings, artwork, and equipment (purchased, donated, and loaned) has been established and will be maintained. The document, as well as pictures, will be kept in the file cabinet on the second floor.

Custodial

Volunteers currently clean the building. A fall and spring clean up are held every year, usually on the Sunday before Labor Day and the Sunday before Memorial Day. The Building and Operations Council Board Liaison is responsible for organizing these clean up days.

Landscaping

The front entrance area is maintained by volunteers. Seasonal annual plantings are done in the various planters submerged around the sidewalk. Weeding, watering, and perennial maintenance are done as needed by church members. Lawn mowing services and tree trimming are contracted as necessary. Other special garden areas are planted and tended as needed. Any additions to the landscaping or grounds must be brought to the Buildings and Operations Council for approval by the Board of Trustees.

Newsletter

The newsletter is edited and published on an eleven month basis. There is a June-July issue of the newsletter during the summer months. The newsletter contains a regular column from the parish minister and the Board President, a description of Sunday Services, and a calendar of services and activities for the upcoming month. Other columns that typically run each issue include: Children's RE from the DCRE, Adult Forums, Green Living, Joys and Sorrows, and Social Action. Upon request, it is sent to friends, members, associates, visitors, other congregations, and the MidAmerica Region.

To receive current newsletters as they become available, contact the Administrative Assistant in the church office at administrator@cedarvalleyuu.org. The newsletter is available in various formats: online at the website; by email from the office; in paper form at the church; or a paper copy can be mailed via USPS upon request. The office will ask members for a preference. The church office prints labels for each issue for the newsletters being mailed—all of which are sent by first class postage. These labels are given to the editor who prepares all paper copies—those left at the church for pick-up by members and visitors, and those for mailing according to USPS restrictions.

Submissions of articles are due on the Friday before the next to the last Sunday of the month to the Newsletter Editor and may be emailed to newsletter@cedarvalleyuu.org. Calendar submissions for the month are due to the Administrative Assistant by the Wednesday before the newsletter deadline and may be emailed to administrator@cedarvalleyuu.org.

Other Building Interior & Exterior Responsibilities

Maintenance, repairs, and/or replacement is noted by Building & Operations Council and addressed by its members or brought to the Board's attention. The exterior sign is maintained by Council members or others volunteering for the assignment.

Webmaster

The Congregation website is located at: www.cedarvalleyuu.org. It is linked to the [Unitarian Universalist Association \(UUA\)](#) and [MidAmerica Region \(MAR\)](#) websites.

The website may communicate information including the following:

- Updated description of Sunday services;
- Copies of sermons;
- Digital recordings of sermons beginning 9/4/05;
- Map for directions to CVUU;
- Committee Charters;
- Annual Report;
- Links to MAR, UUA and other sites of interest to UUs;
- Newsletters (past and present);
- Online calendar.

The use of the website is governed by the communication policies established in the Administration section of this manual.

FINANCE COUNCIL

The mission of the Finance Council is to manage the congregation's financial resources, raise funds needed to finance the operating budget of the Congregation, to raise and maintain the funds needed to acquire, maintain and expand the property and investments of the Congregation, and to ensure the financial stability of the Congregation.

The Finance Council's functions include responsibility for fundraising, budgeting, pledge record keeping, bookkeeping, audit, endowments, and financial investment. The Finance Council also conducts an annual Stewardship Campaign with help from the Stewardship Campaign subcommittee. Committee members include the Finance Director, Treasurer, Collector, Scrip Program Chair, Stewardship Campaign Chair, Special Fundraising Events, and Endowment Committee Chair. Members-at-Large may also serve on the Council.

Finance Director

The Finance Director is elected by the congregation at the Annual Membership Meeting for a one-year term. The Finance Director may not serve more than three consecutive one-year terms.

Duties of the Finance Director include:

- Chairing the Finance Council and serving on the Executive Board;
- Preparing the annual operating budget;
- Ensuring that the financial status of the Congregation is reviewed by the Finance Council monthly;
- Coordinating all sub-committees and work groups assigned to the Finance Council;
- Reporting the monthly financial reports of the Treasurer to the Board.

Treasurer

Duties of the Treasurer include:

- Receiving, paying and recording all financial obligations and deposits of the Congregation in accordance with standard accounting practices;
- Preparing monthly financial statements for review by the Finance Council and presentation to the Board;
- Maintaining the Congregation's checking, savings, and restricted bank accounts.

Collector

Duties of the Collector include:

- Depositing funds received from the Sunday service, special events, pledge payments or other income received;
- Filing a deposit report with the Treasurer monthly.

Fundraising

Fundraising for the Congregation is essential to its growth and development. The Finance Council will propose to the Board an annual schedule of fundraising events that will include the type of event, dollar goal, and volunteer leader. Congregation committees wishing to hold fundraising events for a specific purpose shall notify the Finance Council of the purpose of the event and how funds will be distributed, and coordinate its implementation so as not to conflict with a planned fundraising event of the Finance Council.

Aside from the Annual Stewardship Campaign, fundraising events of the Congregation include:

- Treats and Talents Auction, held in the fall, offering talents of members and friends of the congregation in exchange for bids, which are donations to the Congregation;
- Scrip Sales, conducted throughout the year, offering gift certificates from participating merchants;
- Special fundraising events, which are held throughout the year for both social and fundraising purposes.

Scrip Program and Sales

The sale of scrip is an ongoing fundraising effort by which funds are raised for capital improvements and special projects. The profit from these sales goes into the operating budget for funding capital improvements and special projects. The scrip consists of coupons or gift cards for services at local retail stores. These cards are purchased at a discount by and sold to members at face value.

The Scrip Program chair is responsible for the purchase, maintenance, and sales of scrip inventory of the Congregation, and filing a monthly report with the Finance Council.

Stewardship

The Annual Stewardship Campaign sub-committee is responsible for the development and implementation of the annual pledge canvass of all members, friends, and associates of the Congregation.

The Stewardship Campaign sub-committee's duties include:

- Developing a calendar and timetable for canvas activities, and coordinating it with the congregation's master calendar;
- Coordinating activities with the Strategic Planning, Membership, and Finance Councils, to develop canvas materials;
- Planning and conducting canvass gatherings, including campaign kickoffs, canvasser training, and post-campaign celebrations;
- Identifying the dreams and funding priorities of the Congregation and communicating this information to the congregation for the purpose of formulating the annual budget;
- Celebrating the canvass success with the Congregation. Whenever possible, the Congregation should celebrate its ability to fund its dreams. The objective of the event is to present the annual budget and to inform attendees as to how much of the proposed budget will be met by the pledges made to date;
- Convening a meeting of the Stewardship Campaign sub-committee at the end of the year (include both retiring and new members) to review the process and conduct a financial evaluation.

Stewardship Campaign Chair

The Stewardship Campaign chair is responsible for the development and implementation of the annual Stewardship Campaign.

Endowment Fund

The Endowment Fund offers an opportunity for members and friends of the Congregation to donate gifts or bequests of money or property to the Congregation. The Endowment Fund will be monitored and directed by the Endowment Fund sub-committee. This sub-committee consists of three members appointed by the Finance Council, the chairperson of which shall serve as liaison to the Finance Committee. Each sub-committee member shall serve a three-year term, and may serve two consecutive terms. Terms are staggered so not more than one new member joins the sub-committee in any given year. More than one member from the sub-committee or the Finance Council shall have access to these funds.

Endowment Committee Chair

The Endowment Committee Chair serves as the liaison for the sub-committee and the Finance Council and filing a monthly report with the Finance Council.

Financial Procedures

Audit

The general operational and endowment funds of the Congregation shall receive an annual financial review or limited audit by a source external to the Finance Council. The Finance Director shall arrange for the financial review or limited audit at the end of the fiscal year; and shall report to the Board and to the congregation at the next annual Congregational Meeting, by newsletter or other communication in the interim period. The annual financial review or limited audit shall be available for inspection by members of the congregation.

Budget

The Finance Council works with all standing committees of the congregation to develop a budget. Committee budget requests for the next fiscal/program year are due to the Finance Council by a deadline established by the Finance Council with Board consent. When the Finance Council has established a recommended budget, it is referred to the Executive Board for review and presented at the Annual Meeting for approval by the membership. Once adopted by the congregation, the budget sets the parameters for the approved spending of the Congregation and is not to be exceeded.

Unbudgeted expenditures must receive prior Board approval and shall be made only after 'off-setting income' has been identified and secured. Off-setting income refers to newly raised funds, in contrast to funds that would need to be shifted from a congregational-approved budget line item to cover the unbudgeted requests.

Child care services that are an ongoing line item expense in the general operational budget are given the following priority:

- funding of Alternative Activities and nursery care during the Sunday services hours;
- funding at times where a variety of events takes place in order to maximize the effectiveness of child care support services.

Single standing events, meetings or activities are encouraged to support child care services at this time through the use of donations or registration fees designed to support the activity.

Check Signing/Access to Financial Accounts

The Treasurer, Finance Director, Board President, Immediate Past President, Stewardship Committee Chair or Endowment Chair—for a total of five members—will be authorized signatories for the Congregation checking, savings, and restricted accounts. All checks and any transfers, if needed, of the Congregation funds shall require dual signatures.

Donations

Members are encouraged to inform the Collector or Finance Director of donations in addition to pledge contributions so a more accurate record may be maintained of the members' financial support. Donors are asked to indicate whether their gift is designated for a use other than their pledge to the general operational fund. Bequests, planned giving donations, and undesignated memorials are directed to the Endowment Fund Committee for administration.

Committees or individuals proposing to donate start-up equipment or services shall coordinate the donation or purchase of the equipment or service with the Finance Council. This will ensure its inclusion into the Building Maintenance Reserve for future replacement purposes, or for inclusion into future planning and/or funding through the general operating budget.

Reimbursements

Reimbursements for expenditures on behalf of the Congregation should be submitted to the Treasurer. Reimbursement forms can be found in their respective mail slot above the copying machine in the alcove on the second floor and in the Resources section of the CVUU website. The form should be filled out with originals of the receipts attached. Expenses for officers, officers-elect, and staff who attend UUA and/or MAR functions need approval in advance of the meeting, unless the expenses are included as a line item in the budget.

MINISTRY COUNCIL

The mission of the Ministry Council is to welcome new members and to create a setting where each person is able to pursue spiritual growth; and to strengthen shared ministry by setting goals, evaluating the status of the ministry, and facilitating an open dialogue among members.

COMMITTEE ON MINISTRY (see Advisory Committees)

Committee on Parish ministerial Life

The committee on Parish ministerial Life will be comprised of persons engaging in professional ministry within the congregation, the lay parish ministers and interested representatives from the congregation. The purpose of this committee is to provide a regular forum for sharing goals, objectives, successes and missteps of each parish ministerial path. Congregational members are invited to share feedback on the direction of the overall ministry of the CVUU and reflect on their role in the shared ministry of the congregation.

Through the Committee on Parish ministerial Life, professional and lay parish ministers should meet with members of the Committee on Ministry to review their covenant with the CVUU. The Parish ministerial Life committee will plan an annual covenant event during which members can renew their covenant with the congregation and new parish ministers can be welcomed.

Congregational Life Committee

The Congregational Life Committee is dedicated to promoting activities that contribute to the general health and spiritual growth of the congregation. It assumes responsibility for four main types of activities: Caring, Hospitality, Marketing, and Membership.

- **Caring Team:** Works in concert with ministry to identify needs of members and develop a plan to help meet those needs based on responses from the congregation. The Caring Team shall communicate the congregation's concern to members who are ill, experiencing the death of a loved one, or are going through any traumatic situation where the Congregation's sympathy and help would be welcome. In addition, the committee expresses the Congregation's pleasure in all the joyous experiences members share with the committee.
- **Hospitality Teams:** Ensure that refreshments are available after the service and that the fellowship hall and kitchen are cleaned up after the fellowship time; also responsible for ensuring that adequate supplies are on hand to provide refreshments and clean-up.
- **Marketing Team:** Promotes the CVUU to the community to help the congregation grow.
- **Membership Team:** Ensures that guests and visitors are welcomed and connect with someone when they attend a service at the CVUU. Responsible for keeping records of the numbers of visitors, attendance at services, membership totals, and other such information as needed for annual reports. Works in concert with other committees as needed to match church members with appropriate volunteer opportunities and provide recognition to volunteers.

HOSPITALITY TEAMS

The Hospitality Committee ensures that coffee and other necessary supplies for the hospitality time are available on Sunday morning. The committee, currently in the form of Hospitality Teams, also arranges for others to sign up for providing treats and preparing the coffee and tea during the year. The hospitality teams also will be responsible for returning the kitchen and fellowship hall to clean conditions after the fellowship time. In addition, the Hospitality Teams will prepare a budget each year for the Finance Council to purchase supplies and assure there are adequate supplies of coffee, tea, sugar, creamer, dish soap, dishwasher soap, rinse aide, and garbage bags.

OUTREACH COMMITTEE

The responsibility of the Outreach Committee is to keep records of membership, greet new members and visitors on Sunday morning, conduct new member orientations, and to manage public relations campaigns designed to obtain new members.

Guest and Visitors

The congregation welcomes guests and visitors who attend our Sunday services. Members of the Outreach Committee make an effort to greet visitors when they enter the building. At the appropriate time during the service, guests and visitors are invited to introduce themselves. Each visitor is given a name tag (plastic name tags are provided after the 1st visit), brochure, and is asked to fill out an information card. If a visitor makes a request on the information card, the individual is added to the newsletter mailing list.

A postcard is sent to each visitor in the week after their visit. Statistics are kept on the names and the number of visitors each week. The Outreach Committee also keeps track of the number of attendees at each service.

The Committee maintains a supply of brochures that are available from the Unitarian Universalist Association to distribute to visitors.

Membership

The Congregation is committed to preparing interested people to make the decision to become active members of the Congregation. Prospective members will have had a discussion of Unitarian Universalism with the parish minister, or designee of the Board of Trustees. A prospective member shall become a member by entering into a *Covenant of Right Relations* that specifies the expectations and responsibilities of membership, and by signing the Membership Book.

The Congregation recognizes that each member contributes to the life of the congregation in a number of ways. Each member is encouraged to be an active participant by attending activities, sharing their time and talents, and/or by making a financial pledge.

Voting Members: Any person who is at least eighteen (18) years of age and in sympathy with the purposes, mission, and programs of the Congregation may become an eligible member. A person under eighteen (18) years of age who shows a maturing commitment to the mission of the Congregation may make a request for membership to the parish minister, or designee of the Board of Trustees. All who sign the Membership Book shall become eligible to vote at Congregational Meetings thirty (30) days after they sign.

Associate Members: Any member who has become inactive, but still wishes to remain affiliated with the Congregation may become an Associate Member. Associate Members shall be welcome to participate in all Congregation activities but they shall lose their right to vote and hold elective office.

Membership Procedure

Upon becoming a member, each individual receives an official informational membership packet, a member name tag, and a subscription to the *UU World*. New members sign the Membership Book with the parish minister and members of the Outreach Committee during a second hour meeting in the parish minister's office. Friends are invited to these monthly sessions through notices in the newsletter and the weekly email letters from the parish minister. New members will be recognized during a special section of a Sunday Service in the fall and again in the spring. The names and contact information for new members also are given to the Finance Council.

New Member Packet

- Pamphlet – *Welcome to Unitarian Universalism*
– Wallet card with principles;
- Current Stewardship brochure and information;
- Welcome letter from Outreach Committee;
- Welcome letter from parish minister;
- New Member Questionnaire;
- Information Sheets: *Questions Often Asked about Unitarian Universalism, What do UUs Believe, and Some Unitarian Universalist Roots.*

Membership Book

The membership book holds the handwritten signatures of all members. The book also contains the names of all the Unitarian Universalist parish ministers who served our congregation. Further, it includes child dedications and other ceremonies.

Membership Directory

Each year the Outreach Committee will publish a new Membership Directory that will list the name, address, phone number, and email address of members and friends of the Congregation.

Membership and Friends Database

The Outreach Committee maintains a database with the names and contact information of all members and visitors of the Congregation. In December or January, the official membership count is compiled from this database, given to the Finance Council and forwarded to the Unitarian Universalist Association. The Outreach Committee will consult with the Finance Director to determine the official number of members. This is the number of official members as of January 1st of each year. The Committee will use the method described under Article V (B) *Removal of Membership* in the Congregation's bylaws to determine official membership.

If a member has not attended or made a pledge of record for a period of one year, the Committee may designate the member as an Associate Member. The Committee will consider special circumstances when making this decision. If a member is designated as an Associate Member, the member also will be dropped from the *UU World* mailing list.

Removal of Membership

A member's name shall be removed from the Membership Roll in case of: (1) the member's death; (2) written request by the member to the designee of the Board of Trustees; (3) a period of inactivity over one (1) year, pending review by the Outreach Committee, and/or other designee by the Board; or (4) removal by the Board for actions that threaten the well-being of the Congregation, in accordance with the *Conflict Resolution Policy* approved by the Congregation.

Marketing Team

The Marketing Team is in charge of arranging for publicity for the Congregation. The media releases may include (1) A weekly ad in the Waterloo/Cedar Falls Courier's Religion section that appears each Friday; (2) News releases about church activities to the Courier, and Public Access channels (Cedar Falls, Waterloo, and Waverly); or (3) Other news releases can be sent to the Courier and other local newspapers, if available.

The Chair of the Marketing Team shall be responsible for managing the congregation's Facebook content, as outlined in the Administration section of this manual.

Budget

The Outreach Committee will determine budget needs for the next fiscal year for brochures, newspaper ads, and other expenses at the December committee meeting, or at another time as determined by the Finance Council's submittal deadline, and will give that information to the Finance Council.

RELIGIOUS EDUCATION AND PROGRAMS COUNCIL

The mission of the Religious Education and Programs (REAP) Council is to coordinate religious education programs that offer opportunities for Congregation members, their children, and friends to learn from one another and experience spiritual growth in a supportive environment. Programs offered speak to the diverse backgrounds and draw upon the areas of expertise of those attending the Congregation and of the past, present, and future leaders while enhancing the understanding and importance of the Unitarian Universalist Principles.

Organization

The Religious Education and Programs (REAP) Council will include, in addition to other interested members, the liaison from the Board of Trustees; and one (1) representative from each of the children, youth, small groups, adult Sunday school team, Wednesday dinners, and special events. The parish minister and Director of Religious Education shall serve as ex-officio members of the Religious Education and Programs (REAP) Council.

ADULT SUNDAY SCHOOL TEAM

The responsibility of the Adult Sunday School Team is to ensure Congregation members have multiple opportunities to interact in small groups for the following purposes:

- To enhance their spiritual growth;
- To enhance their knowledge about Unitarian Universalism and other religious traditions;
- To enhance their knowledge of the religious journeys taken by other members;
- To enhance their knowledge of relevant social and political issues with which UUs may be concerned;
- To enhance fellowship and a sense of community among members by providing them opportunities to interact and share ideas in informal settings;
- Intellectual stimulation or skill development on other topics of interest to members.

The Team offers Adult RE sessions during the second hour on Sunday morning, conducted by members, invited speakers, or the parish minister. The parish minister works closely with the Team to plan, develop, and present Adult RE options. The Team also plans Adult RE activities at other times of the week, as Congregational needs and interests emerge. The Committee also coordinates its activities with the Religious Services Council.

ADULT WEEKLY PROGRAMS

There is no one organizer for adult program offerings at times other than Sunday morning (e.g., Wednesday evenings). Offerings may include small group courses or activities. Anyone wishing to establish or lead adult programming should contact the REAP Council Chair. This is to assure there would be no scheduling conflicts.

CHILDREN AND YOUTH PROGRAMS

The Director of Religious Education is responsible for implementing a curriculum for children and youth, in collaboration with the Religious Education and Programs (REAP) Council. The curriculum for each year is researched from already available material or written by the DRE, and reviewed by the Religious Education and Programs (REAP) Council.

Religious education for children and youth is held every Sunday during the church year. One Sunday each month the children are invited to participate in Festival Sundays, intergenerational activities for the entire congregation. Every child must be registered in the Religious Education program. However, it is not necessary to be a member of the Congregation to participate in the program. The Religious Education and Programs (REAP) Council establishes a yearly fee for religious education, and scholarships are available.

Alternative Activities (Chalice Children)

This is a program for children ages 3 through Kindergarten whose parents are attending services, classes or special events. Normally, the children attend the first part of the adult Sunday service and are included in a Message for All Ages story or presentation, after which they are invited to leave the service to attend alternative activities. Once a month the children stay in the sanctuary for Festival Sunday.

Early Childhood Education

During the service, the Chalice Children (3 years to Kindergarten) meet in the Herman Room.

Nursery

This is a program held in the Cowley Room for ages 0-3 years, during Sunday Service, and 0-5 years during the rest of morning.

Classrooms

The nursery (for 0-5) year olds is in the Cowley Room. Primary religious education (1st & 2nd grades) is offered in the Grant Room, and Intermediate religious education (3rd, 4th, & 5th grades) religious education is offered in the Herman Room. Middle School religious education (6th, 7th, & 8th grades) meets in the Koehring Room, Religious education for 9th through 12th graders is offered in the Page Room. All supplies needed for the curriculum are stored in the RE closet, along with curriculum boxes. Teachers have keys for access to that closet. Curricular materials should be returned to the closet following class. Teachers are responsible to assure that their rooms are straightened up at the end of class. A list of clean-up guidelines is posted in each room. Finally, teachers need to coordinate that all classroom lights are out, windows shut, and doors locked at end of Religious Education. Heat should be turned down and the hall lights and stairwell lights should be turned off.

Discipline

If a child in the RE program on Sunday has difficulty participating appropriately, the child's parent will be asked to come to the RE space and at that time a decision will be made as to whether the parent will stay with the child during the remainder of the RE program or have the child leave with the adult.

Nursery and Classroom Supervision

All nursery and RE classrooms shall have two caregivers present or adult supervisors at all times that children are present for classrooms, nursery and other RE activities.

RELIGIOUS SERVICES COUNCIL

The mission of the Religious Services Council is to plan, coordinate, and/or present religious services for the Congregation, in collaboration with the parish minister, music director, and other supportive groups. This includes Sunday services, weddings, memorial services, and other religious services sponsored by the Congregation.

Services

Worship services are held every Sunday at 10:00 a.m., unless otherwise publicized, at the CVUU, located at 3912 Cedar Heights Drive, Cedar Falls. The Religious Services Council has responsibility to offer a religious service, chapel service, or other program for the congregation every Sunday morning.

Chalice

The current tradition is for the worship associate to light the chalice or request that a member of the Congregation light the chalice at each Sunday service.

Order of Service

Deadlines for material to be included in the Order of Service: (1) the parish minister, or guest speaker in the parish minister's absence, and the worship associate are responsible for the Order of Service. The worship associate and/or the parish minister will transmit a copy of the Order of Service to the administrative assistant no later than 8:30 a.m. on the Thursday prior to the ensuing Sunday. (2) Anyone else wishing to place material in the Order of Service needs to gain approval from the parish minister or worship associate. All other announcements can be made during the coffee time in the Fellowship Hall. The administrative assistant prepares the Order of Service as a power point presentation and delivers it to the person operating the computer during the service. Also, she prepares hard copies of the Order of Service for that Sunday's worship team, and, as needed, arranges for it to be copied a Copyworks and delivered to the box outside the rear door of the church. The worship associate has responsibility to ensure the Order of Service is available for members of the congregation on Sunday morning.

Programming Schedule

The Religious Services Council is responsible for having the Sunday service titles to the newsletter editor by the newsletter deadline each month. The schedule for the church year (from August through May) should be completed as early as possible, be posted at the church, and reside with the parish minister, Director of Religious Education, and the Religious Services Council.

MUSIC COMMITTEE

The Music Committee is responsible for supporting the Director of Music, in coordination with the Religious Services Committee, to provide appropriate music for Sunday services and other religious events throughout the church year. The Music Committee further encourages participation by the entire congregation in the musical offerings.

In addition, the Music Committee:

- Organizes concerts, luncheons, and music for other fundraising and outreach events;
- Provides feedback and assistance to the Director of Music in planning, organizing, recruitment, and performance.

Membership

The Music Committee is open to anyone who is interested in joining. It is not necessary to be able to sing, play an instrument, or read music. The Music Committee typically includes the Director of Music (who acts as Chair of the Music Committee), the church pianists, and other musicians and non-musicians who enjoy planning musical events.

Meetings

The Music Committee meets once a month. Members remain in contact with each other (via phone, email, and ad hoc meetings) to help plan music in collaboration with the Director of Music. In addition, a member of the Music Committee (the Director of Music or an appointed delegate) acts as a liaison to the Religious Services Committee and attends all of those meetings.

Music for Sunday Services

Music for Sunday Services is typically planned by the Director of Music, in coordination with the parish minister and worship associate for a given Sunday. Every effort is made to follow the theme of the service in all musical selections. However, music is chosen well in advance, and is normally rehearsed for at least two Wednesday evenings prior to a performance.

In addition to ensemble and solo performances, the Director of Music will advise the parish minister and/or worship associate on possible hymns to include in a given service.

Musical Ensembles

The Congregation currently has a Children's Choir (5:00-5:45), an Adult Choir (6:15-7:30) and the Theoretical String Band (7:30-8:30) that rehearse on Wednesday evenings. Each ensemble performs 1-4 times per month, depending on the musical selections, availability, and needs of the service. Membership in ensembles is open to all, and talent is not a requirement.

Other musical ensembles that rehearse and perform on an *ad hoc* basis include string and brass ensembles.

SANCTUARY GUILD

The Sanctuary Guild creates sacred decorations in the front of the sanctuary. The group by another name had been changing the large installations monthly until September 2010, at which time Moria Brown's "88 Notes" was installed. The Sanctuary Guild continues to care for the look of the front of the sanctuary, including the ledge.

DRAMA TEAM

The Drama Team is composed of members and friends from the Congregation who enjoy bringing storytelling into active form. There are script writers, actors, scenery/costume designers, and room for any other interesting job to a Congregation member or friend. The Drama Team is loosely organized; those who have an idea for a drama during a church service call upon those who have expressed interest in participating on the Team via email. Currently, the Drama Team has no leader, and the Festival Sunday Team is the only group calling upon the Drama Team for ministry.

FESTIVAL SUNDAYS

Festival Sundays are church services in which the theme of the service is carried throughout in the spirit of a festival, rather than containing a lengthy spoken message. They lay the foundation for faith active in our Congregational year. There are 4-6 Festival Sundays in a year, usually not more often than once a month.

A Festival Sunday Team consists of the parish minister and as many interested members of the Congregation, in consultation with the Music Director and the person responsible for the PowerPoint. Festival Sundays are designed to be multi-generational.

Festival Sundays contain the rhythm of the year and offer a variety of marvelous gifts:

- Adults are able to model behavior for children, offering both learning and leading rewards.
- Parents are supported as relationships develop among their whole family and church members, making for better parenting, and building a safe community for everyone.

The whole Congregation often has more of an active participation in the service, offering new opportunities, perspectives, and awakening joys.

The times and themes of some Festival Sundays that have been created in the past include:

Aug Water Communion
Sep Fall Equinox
Oct Day of the Dead
Nov Thanksgiving/Bread Communion
Dec Christmas Pageant/or similar
Jan Martin Luther King Jr. Day
Feb LOVE
Mar Rite of Spring, Child Dedications
May Earth Day/May Day
May Flower Communion, Child Dedications
Jun Summer Solstice (optional-summer schedule)
Jul Lammas (optional-summer schedule)

AUDIO-VISUAL COMMITTEE

Duties and Obligations

This committee oversees the operation, care, and maintenance of the following equipment:

- The Sound Board, Amplifier, and all electronic units and extraneous equipment associated with the sound board.
- The Projector and Projector Screen. All attachments and electronic devices associated with the projector fall under the purview of the Audio/Visual Committee. This includes computer laptops and speakers.
- All microphones, microphone stands, speakers, compact Disc and Tape Players, and all wiring and chords associated with the aforementioned equipment. This excludes the building wiring which is overseen by the Building and Operations Council. All recorded materials and associated documents, including inventory lists. All documentation for any item overseen by the Audio-Visual Committee including but not limited to: warranties, and operating instructions for electronic equipment.

Use of Audio-Visual Equipment

One of the main responsibilities of the Audio-Visual Committee is to ensure that equipment is used only by those who have proper knowledge and training.

The use of the equipment for rentals and services must be cleared in advance by a member of the Audio Visual Committee, by the Board president or by the administrative assistant. The Audio-Visual Committee reserves the right to charge a nominal fee to outside groups for this service. If an operator cannot be found, then a member of the Audio-Visual Committee will make every attempt to train someone to operate the equipment during the time period when it is needed. Members of the Audio-Visual Committee are **not** obligated to attend to or operate the audio-visual equipment for rentals and other non-church related services. All services for non-Congregation rentals are voluntary whether paid or non-paid.

Reports and Obligations to the Board of Trustees

The individual who oversees the Audio-Visual Committee will take inventory and report every 6 months to the Board of Trustees.

This report will include the following:

- An inventory of audio-visual equipment. The current condition of all equipment.
- Any equipment that is in need of updating, replacement, or repair, including cost estimates for replacement equipment and labor.
- An updated list of all audio-visual equipment operators.

FRIENDSHIP VILLAGE MINISTRY

The Friendship Village ministry (FVUUM) was established by Rev. Cameron to “take church” to Congregation members who find it inconvenient to attend regular Sunday services. Chapel is conducted at the Village once a month. As part of the service, those attending are encouraged to talk about their lives. A member of our Congregation who is a Village resident has volunteered to make arrangements for a place to meet and lunch, if desired. Anyone is welcome to participate in the chapel service. Participants are not required to live at the Village or to be a certain age to attend.

WORSHIP ASSOCIATES TEAM

A worship associate, designated by the Religious Services Council, will be available to assist the parish minister or guest speaker with their presentation on Sunday morning. This person is responsible for the following tasks:

Physical Aspects:

- Arrive 30 minutes prior to service;
- Deal with snow and ice on the walkways as needed. (Associate is asked to deal with salt and shovels located near the front door during winter months.);
- Lights are on, heat turned up (if needed);
- Chairs are arranged in the sanctuary and balcony;
- All participants are present and understand what they are to do;
- Hymnals are placed on the chairs; check order of service to see if grey, aqua or both hymnals are needed;
- Put hymn numbers on hymn board;
- Check to insure that chalice oil is filled;
- Offering plates on stand behind lectern;
- Glass of water on lectern for speaker, chairs behind as needed;
- PA system is on and functioning; especially check microphones;
- Check with service leader to determine who is doing what parts;
- Check with musicians as to placement of musical selections;
- Check with usher/greeter about offering; recruit ushers as needed;
- Other duties as necessary (Plan B-do it yourself);
- Conduct yourself with professionalism and enthusiasm.

After the service:

- Ensure that collection money has been properly counted and deposited in the box upstairs;
- Turn off PA system, remove water glass, etc., following the service;
- Check that sound system is completely off;
- Check that chalice flame is extinguished
- Return lectern glass to kitchen;
- Recycle any paper;
- Straighten up sanctuary;
- Return one collection plate to balcony;
- Return parish minister's IPad, notes to her desk;
- Notify group of needed supplies;

Organizational Aspects:

- Contact the individual or group that is doing the service at least 2 weeks prior to the service;
- Provide appropriate suggestions or direction relating to the theme for the Order of Service (e.g., opening words, meditation, hymns, and closing words);
- Coordinate with the Music Committee;
- Get the Order of Service to the administrative assistant.

COMMISSIONED LAY MINISTRY

The following *Job Description*, *Qualifications*, and *Code of Ethics* were adopted by the Board of Trustees on October 21, 2007.

Job Description

Commissioned Lay Parish ministers (CLMs) are supervised directly by the parish minister. In the case that there is not a called parish minister, CLMs are supervised by the Religious Services Council.

- CLMs may be called to lead religious services, like—but not limited to—weddings and funerals, at the Congregation, when the parish minister is unavailable. Members of the congregation seeking religious service assistance are asked to contact the parish minister first. CLMs will refer members to the parish minister, in the event that the CLM is contacted before the parish minister.
- CLMs may also be called to lead religious services, primarily weddings and funerals, for people who are not members of the Congregation.
- CLMs will keep the parish minister informed of all of their activities.
- CLMs are responsible for keeping congregational records up to date, by entering information into the official church records, and providing copies of relevant documents (e.g., marriage licenses)
- CLMs will act as representatives of the Congregation, and uphold the CLM Code of Ethics.

Qualifications

A Commissioned Lay Parish minister:

- Will express a desire, feel a "calling," to this particular ministry;
- Will be a member of the Unitarian Universalist Congregation of Black Hawk County;
- Will have the parish minister's approval;
- Will have the Executive Board approval;
- Will be an active participant in the congregation. The congregation will have witnessed or experienced the candidate's history of worship skills or leadership skills;
- Will have a firm commitment to serve the Congregation as a commissioned lay parish minister and will represent Unitarian Universalism to the greater community as a lay parish minister;
- Will be committed to upholding the Code of Ethics for commissioned lay parish ministers.
- ***Will serve until decommissioning is recommended by the Parish ministerial Life Committee and approved by the Board.***

Code of Ethics

- I will commit myself to honest and responsible performance of my duties as Commissioned Lay Parish minister.
- I will serve at the request of the parish minister and/or the Board of the Cedar Valley Unitarian Universalist congregation.
- I will respect the confidentiality of private communications.
- I will continue my own religious growth and will not hesitate to seek advice and counsel whenever needed.
- I will refrain from words and actions that degrade the Commissioned Lay Ministry or are destructive to congregational life.
- When critical of anything that affects the life of our congregation I will speak responsibly, temperately and constructively.
- I will inform the parish minister of any request for my services and will respectfully consult with the parish minister if there is a conflict.
- When sharing the commissioned lay ministry with others, I will work in cooperation and in consultation to clearly defined responsibilities.
- I will respect and help all members of the church and the larger community.
- I will respect the private and intimate bonds of other lives.
- I will not exploit another person for my own purposes.
- I will treat with respect and sensitivity the religious benefits and traditions of others.
- I will live and speak in a way that exemplifies the best of Unitarian Universalist values and traditions.

SOCIAL ACTION COUNCIL

The mission of the Social Action Council is to inform and educate members and the public in areas of social and environmental concern; to find ways and means to address social injustice; and to sponsor and support groups organized to deal with social problems.

GREEN LIVING COMMITTEE

After several years of planning and putting ideas into practice, our congregation was officially recognized as a Green Sanctuary Congregation at the 2009 General Assembly. [See Appendix 3 for the history of this congregational initiative.] The Green Living Committee, formed in the fall of 2010 from the Conscious Living Group and the Green Sanctuary Committee now represents our Congregation's fundamental commitment to living in harmony with the earth. The Committee has undertaken these goals, to:

- Build awareness of environmental issues among members of the congregation;
- Generate commitment for personal lifestyle changes;
- motivate members to community action on environmental issues;
- build a connection between spiritual practice and environmental consciousness;
- Build awareness and resources to remedy environmental injustices.

The Committee encourages members to consciously recognize how their actions within the local environment impact use of community resources and relationships among other people and organisms. The Green Living Committee works in cooperation with other areas of Congregational life to reflect spiritual practices that advance environmental awareness through readings, sermons, our children's religious education, daily living, and efforts to promote environmental justice. Currently, committee members write a monthly newsletter article on environmental issues, organize recycling of materials used at CVUU and participate in the Adopt a Highway program. Other projects undertaken in recent years include an alternative gift fair, growing vegetables in the CVUU garden to donate to the Northeast Iowa Food Bank, and presenting a series of Adult Forum programs on a no-impact living experiment. In April 2015, the CVUU Board approved a plan to put half of the current tillable garden space into native pollinator plants. Training of volunteers and planting will take place in late May 2015.

SOCIAL ACTION AND JUSTICE COMMITTEE

The Social Action and Justice Committee is charged with the following tasks, to:

- Plan and carry out the monthly Social Action Plate Collection;
- conduct an annual fund drive through the Guest at Your Table program for the Unitarian Universalist Service Committee (UUSC);
- coordinate CVUU participation in the Cedar Falls Community Meals;
- Provide opportunities for members and friends of the Congregation to participate in other social action activities, such as the Cedar Valley Pride Fest, a Circle of Support and Accountability, mentoring and other assistance for local refugee populations, and attending Lobby Day for One Iowa in support of LGBTQ issues.

Social Action Plate Collection

An essential charge of the committee is stewardship of a special plate collection, taken on the last Sunday most months of the year, to benefit a specific charity or agency that promotes social justice. Based on suggestions from CVUU members, the committee prepares a ballot each year containing a list of nominated organizations and presents it to members at the annual meeting. Only organizations clearly in accord with UU principles are selected for the ballot. Members vote at the annual meeting or by sending in a ballot if they cannot attend. Results of the voting determine eight groups to receive the proceeds of a plate collection the next year.

In addition to these eight groups, which vary from year to year, an annual collection is taken for three organizations which merit more sustained support--Cedar Falls Community Meals, the Unitarian Universalist Service Committee (through the Guest at Your Table program), and IUUAN, the newly formed Iowa Unitarian Universalist Witness Advocacy Network. The Social Action Committee voted to help fund start-up costs for IUUAN for two years ending 2015-2016.

To emphasize to the Congregation how a particular social action plate collection reflects UU values, a Congregation member may introduce the collection on the Sunday it is taken by speaking from personal experience about the organization. Alternatively, the children's story on that Sunday may address its importance.

Donations have gone to One Iowa, Family and Children's Council, Grin and Grow Child Care, Khasi Hills School, the Feinstein Challenge for the Northeast Iowa Food Bank, the Harbaugh-Williams Educational Promise Fund, Habitat for Humanity, Healthy Cedar Valley Coalition, the Cedar Valley Hospice, and NAMI.

Guest at Your Table (UUSC Fundraiser)

At the CVUU, Guest at Your Table typically is initiated on the Sunday before Thanksgiving. The start of the campaign is announced and its goals described during the service by a member of the Social Action Committee or a worship associate or parish minister. Boxes are handed out to families as they leave the sanctuary.

The assistance of children from the CVUU middle school class is encouraged throughout the campaign: for example, they may give brief talks about the featured stories during a service, or pass out and collect donation boxes.

The length of the Guest at Your Table campaign may vary; collections have been taken on Christmas Eve and in January on other years. The CVUU has been designated a member of the Creating Justice Banner Society, an award for Congregations with UUSC membership in the 25 to 49 percent range.

Community Meals

The August special plate collection is designated to benefit Cedar Falls Community Meals, a program operated cooperatively with First Christian, St. Luke's Episcopal, United Church of Christ, Community of Christ, and First United Methodist Church, to provide a free community meal each Tuesday. The CVUU joins the others each month that has five Tuesdays. A CVUU member coordinates efforts with the other groups, and members and friends volunteer to help set up, serve food, and clean up on the day of the dinner. In the event that the plate collection does not yield enough to fully cover our costs, the Board has guaranteed that CVUU will make up the difference.

ADVISORY COMMITTEES

COMMITTEE ON MINISTRY

The Committee on Ministry is responsible for strengthening the quality of ministry within the Congregation. The committee will participate in setting goals and priorities of the ministry with the Board; review and evaluate the status of the ministry annually and facilitate an open dialogue among the members of the Congregation.

Organization

The Committee on Ministry shall be composed of five (5) members appointed by the Board of Trustees. Committee members shall serve three-year terms, with a staggered election of one (1) or two (2) members each year. The Committee and parish minister identify prospective members who are representative of the Congregation. The Board then has responsibility to appoint proposed members to serve on the Committee on Ministry.

Problem-Solving Process

The Committee on Ministry acts as a forum for resolving complaints involving the parish minister, commissioned lay parish minister, church staff, or any member of the congregation.

1. A member of the congregation may ask to remain anonymous when taking a complaint to the Committee on Ministry.
2. The Committee member listens to the complainant to determine whether the member has directly approached the parish minister, commissioned lay parish minister, church staff, or another member of the Congregation to discuss the concern.
3. The Committee member offers to act as moderator in assisting the member in meeting with the parish minister, commissioned lay parish minister, church staff, or another member of the Congregation to discuss the concern.

NOMINATING COMMITTEE

The Nominating Committee nominates members for the offices of president, vice president, secretary, finance director, and trustee on the Board of Trustees. The Committee shall be composed of three (3) members elected by the Congregation. Committee members shall serve three-year terms, with a staggered election of one (1) member each year. A member may serve no more than two (2) consecutive three-year terms. The Nominating Committee submits a proposed slate to the Board in February in preparation for the annual Congregational Meeting. There must be at least one (1) nomination for each vacant office.

PERSONNEL COMMITTEE

The Personnel Committee shall be composed of the following three (3) members: Vice President or designee of the Board of Trustees who shall serve as committee chair; and one representative each from the Committee on Ministry, and the Finance Council, both selected by their respective committee or council. The Committee is empowered to convene an advisory sub-committee, composed of members who have an understanding of the work performed by each employee, as a part of their ministry.

The Personnel Committee is charged with the following responsibilities:

- Development, review, and maintenance of the Personnel Policy Manual, personnel forms, procedures, and contracts of employees;
- Establishing a permanent location of all personnel documents, in collaboration with the Administrative Assistant;
- Creating a working environment for employees of the Congregation, guided by the Fair Compensation Guidelines and standards of the Unitarian Universalist Association of Congregations;
- Coordinating supervision for employees including but not limited to the development of job position descriptions and performance expectations.
- Conducting employee performance reviews at least annually;
- Making recommendations to the Board regarding the hiring, firing, or promotion of employees;
- Making recommendations to the Finance Council and the Board regarding annual wage and benefits review of employees;
- Performing such other duties related to the supervision and general management of employees of the Congregation as assigned by the Board.

PARISH MINISTERIAL SEARCH COMMITTEE

The Parish ministerial Search Committee shall be composed of five (5) to nine (9) members. The members chosen for the Committee shall have the confidence of the membership, and it is intended they reflect the diversity of the congregation. When a Parish ministerial Search Committee is needed, the Board shall place a call to the membership for members who want to be considered for nomination. Prospective members of the Committee shall be nominated by the Board and elected by a majority vote of the members present at a legally called Congregational meeting.

STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee may be activated by the Board of Trustees to develop and recommend a strategic planning process for the congregation. This committee also is responsible for facilitating the strategic planning process, reporting the results to the Board and Congregation, and assisting the Board in monitoring the implementation of the strategic plan. The Strategic Planning Committee shall be composed of designated members of the Board, councils, standing committees, and advisory committees. In designing the process, the Strategic Planning Committee may draw on Unitarian Universalist Association of Congregations models for the process or upon the knowledge and expertise of its members.

APPENDIX 1

BUILDING USE & RENTAL POLICY (adopted May 6, 2014)

Purpose Statement/Policy Overview

The Cedar Valley Unitarian Universalists welcome the use of our building by community groups whose mission and goals are in keeping with the mission and principles of our congregation and our denomination.

We also welcome the use of our building for personal celebrations (weddings, graduations, receptions, etc.) by individuals associated with our congregation.

Non-profit or for-profit individuals or groups who charge for their services or offerings will be charged a building use fee. The congregation may also make space available for personal social events not sponsored by individuals associated with our organization. For these events, a building fee will be charged.

All fees are specified in the fee schedule which is part of this policy.

Rules and Policies

1. All aspects of this policy are subject to the final interpretation of the Cedar Valley Unitarian Universalists through its Board of Trustees. The Board of Trustees is also the body which will provide final resolution of any claims or disputes related to the use of the space.
2. All building usage must be on a *reservation basis only*. (See reservation process, below.) After the reservation is confirmed, the activity will be placed on the church calendar, so as to prevent conflicts.
3. Use of the building for congregational activities always takes precedence over use by community groups.
 - a. Spaces will only be made available that are not currently scheduled for use by congregational committees or other events sponsored by the congregation.
 - b. Spaces must be utilized in such a way as not to disturb ongoing congregational activities. For example, if a musical performance or use of the public address system is involved, the noise level must not disturb other activities occurring in the building. (Special permission must be arranged in advance for such activities.)
4. Use of the building does NOT include the use of any congregational supplies such as tablets, paper, markers, etc. Groups must bring their own supplies. If a Religious Education classroom is to be utilized, no educational materials in that classroom are to be disturbed.

5. If a group wishes to use our public address system or our projection system, this may only be done only by special arrangement with a congregational volunteer who is qualified to operate them. Groups MAY NOT utilize these systems on their own. Use of the piano, including moving it from its regular location, is by special permission only.
6. Any group that utilizes any space must treat it will respect. This includes careful usage of furnishings, and it includes clean up. Our congregation does not employ a professional cleaning staff, so ANY person using ANY space is expected to leave it as clean as when they found it.
7. Groups or individuals reserving our space are financially responsible for any damage repair or cleaning that is required following the event. These costs will be billed directly to the event sponsor. Groups incurring damages or cleaning charges may forfeit their ability to make future reservations.
8. Any utilization of the kitchen requires permission in advance. If food is to be served, the following rules apply:
 - a. Absolutely no food or disposable kitchen supplies that belong to the congregation may be utilized.
 - b. Food may only be served in the Fellowship Hall or kitchen area.
 - c. All food that is brought into the building must be removed at the end of the event.
 - d. The kitchen has very limited refrigerator space, and no food that is currently in the refrigerator is to be disturbed.
 - e. Recyclable items may be placed in the bins located in the kitchen.
 - f. Non-recyclable garbage must be placed in the plastic trash bags that are provided.
 - g. Dishes, silverware, pots and pans may be utilized with advance permission.
 - h. In general, the kitchen must be left SPOTLESS after usage, including thorough cleaning of all dishes and utensils used.
9. Nothing is to be attached to any wall surface by any means, except by advance permission. Absolutely nothing is to be attached to the ceiling of the Fellowship Hall, as it may damage the acoustical tiles.
10. Art objects located throughout the building are not to be touched or moved.

- 11.No smoking or tobacco use is allowed in the building.
- 12.Groups reserving our space may not bring in or consume alcohol on the premises.
- 13.Access is granted only to those areas of the building that are specifically reserved. Restrooms are conveniently located next to all of our usage areas.
- 14.Permission to use the building cannot be transferred to any person or group other than those making the reservation. The person making the reservation will be held responsible for any violations of this policy.

Reservation Process

1. All reservations must be made by contacting the congregation's Administrative Assistant by telephone at 319/266-5640 or by email at <administrator@cedarvalleyuu.org>. Contact should be made no less than one week in advance of the event (more notice is preferable).
2. Reservations will be made on a first-come, first-served basis.
3. Events for which charges or fees apply will not be confirmed until those charges or fees are paid in advance of the event date.
4. The Administrative Assistant will supply the requesting group with an electronic reservation form. This form will specify the following:
 - a. Name of the group making the request
 - b. Complete contact information (address, telephone, e-mail) for the group
 - c. Date(s) and inclusive (preparation, starting, ending, and clean-up) times of the event
 - d. Nature of the group making the request – nonprofit, for profit
 - e. Number of people anticipated to attend
 - f. Any registration fee or fees for services charged by the group (amount, collection method, etc.)
 - g. Description of the nature of the activities that will take place
 - h. Description of any kitchen usage/food service involved
 - i. Other special usage requests (piano, audio-visual support, furniture moving, etc.)

5. Once the form is received, the Administrative Assistant will forward the request to the Parish minister or to the President of the Congregation. (Should neither be available, another designated Board member may review it.) Either of these individuals may approve it, and they are empowered to negotiate rental fees where appropriate. However, if these individuals believe that there are special circumstances involved in the reservation, the congregation's Board of Trustees will be consulted. Events will not be placed on the calendar until they are approved.
6. A representative of the group will sign the reservation form. Their signature indicates acceptance of the rules for building usage set forth in the congregation's Policies and Procedures and acceptance of whatever fees and security deposits have been agreed upon. The congregation's representative will also sign the reservation form.
7. The group will arrange with the Administrative Assistant to pick up a key, when necessary. The key should be picked up during her regular office hours, which are posted at cedarvalleyuu.org. Keys should be returned promptly after usage. The group's representative will be shown how to lock up the building, and they are responsible for doing so if they are the last one leaving.
8. The congregation is free to rescind any agreement with regard to future usage, if a group fails to observe the Building Use Rules.

Fee Schedule

Type of Group	Frequency of Use	Anticipated Attendance	Fees charged by group	Usage Fee	Security Deposit
Non profit	One time only	<30	None	No donation requested	None
Non profit	One time only	>30	None	Free will donation requested	None
Non profit	Two or more times	Any size	None	Free will donation requested	None
Non profit	Any frequency	Any size	Registration or fees for services charged	Sanctuary - \$45 per session for up to 6 hours Fellowship Hall - \$65 per session for up to 6 hours Both sanctuary and fellowship hall - \$120 for 6 hour period Other meeting areas - \$35 each for 6 hour period	For groups of over 30, \$200 security deposit.
For profit	Any frequency	Any size	Registration or fees for services/merchandise charged	Sanctuary - \$75 per session for up to 6 hours Fellowship Hall - \$100 per session for up to 6 hours Both sanctuary and fellowship hall - \$200 for 6 hour period Other meeting areas - \$35 each for 6 hour period	For groups of over 30, \$200 security deposit
Social Gathering	One time only	Any size, with member sponsoring	None	Free will donation requested	None
Social Gathering	One time only	Any size, without member sponsoring	None	Sanctuary - \$45 per session for up to 6 hours Fellowship Hall - \$65 per session for up to 6 hours Both sanctuary and fellowship hall - \$120 for 6 hour period	For groups of over 30, \$200 security deposit

APPENDIX 2 CONFLICT RESOLUTION POLICY

The following *Conflict Resolution Policy* adopted by the Board of Trustees on April 20, 2010, was approved by the congregation at the May 2, 2010 Annual Congregational Meeting.

The overarching principle in Unitarian Universalist congregations affirms and promotes the inherent worth and dignity of every person. It is imperative that any conflict within the church community be resolved in a manner which protects the members of the congregation. Conflict resolution among members, guests, and visitors can be defined as two different types of interactions:

- A. Interpersonal conflict** between two or more members.
- B. Disruptive behavior** of an individual with the community of the church.

A. Interpersonal Conflict

Conflict is a part of most every interpersonal relationship. Managing conflict is the responsibility of all members, guests, and visitors within the church. Within a Unitarian Universalist church, different views and beliefs are discussed in a free and supportive environment. Conflict arises when one person perceives that another individual is restricting or suppressing their personal freedom or dignity in a manner which results in a defensive climate, characterized by these qualities:

- Evaluation: judging and criticizing other group members.
- Control: imposing the will of one group member on the others.
- Strategy: using hidden agendas.
- Neutrality: demonstrating indifference and lack of commitment.
- Superiority: expressing dominance.
- Certainty: being rigid in one's willingness to listen to others.

It is the responsibility of all members, guests, and visitors to be supportive of one another. Every person has responsibility to attempt to establish effective communication pathways with other people with whom you have a conflict. Conflict can be damaging, because it can lead to greater problems in the future. Individuals involved in conflict may blame the other party or parties. Further, individuals may go beyond the specific behavior in question and blame the character of the other person. A final problem that is often encountered in conflicts is a win-lose mentality. Instead, the steps below focus on each individual's goals/outcomes in order to promote a win-win outcome.

Steps for Resolving Interpersonal Conflict

- Examine your own role in the conflict. Why is this matter important to you? Do some soul searching.
- At this step, and at all succeeding steps that become necessary, own your issue. Anonymous complaints are not acceptable.
- Get a reality check from a trusted third party. Compare your perceptions. Did they see it or hear it in the same way?
- Based on your telling of events and your feelings about it, would they feel the same way?
- Talk directly with the person with whom you have the disagreement.
- Agree on a mutually acceptable time and place to talk in private and as soon as possible after the incident.
- Use "I" statements in your discussion ("I feel..." not "You did..."); use active listening.
- If a direct conversation is too difficult, consider putting your thoughts into writing. Be available to hear the response.
- If you feel that safety is an issue, use an appropriate third party or the *Committee on Ministry* to provide a safe environment for the discussion.
- If the conflict is more with how a person is performing a job (staff, religious educator, etc.), address the concern to the proper supervisor so that the individuals does not feel "supervised" from all sides.

Additional Process for Conflict Resolution

If the steps above are unsuccessful in resolving the conflict, the following process should be undertaken:

- Talk with the parish minister for counseling regarding the issue.
- If all parties involved in the conflict agree that the parish minister is neutral and appropriate, the parish minister may act as mediator.
- If the parish minister believes she/he is not the appropriate mediator, the parish minister will direct you to the *Committee on Ministry* for mediation.
- If the parish minister is the other party in the conflict, go directly to the *Committee on Ministry* for support and mediation.

The *Committee on Ministry* is empowered to achieve compromise, make recommendations, behavioral contracts, and make judgments. Committee members can recommend counseling, limits to participation in church life, or other behavior changing strategies when behaviors are harmful to the church, or not expressive of our collective values. When one or both of the parties refuse to participate in the resolution process, the behavior is unchanged and/or the behavior is a threat to the church, the matter will be considered to be one of disruptive behavior.

B. Disruptive Behavior

Congregational leaders and members have the responsibility to provide a safe and welcoming environment for any adult or child. In the case of an individual who exhibits disruptive behavior with or towards the church community at large, the church leaders need to act to ensure a safe and welcoming environment. Disruptive behaviors may have an impact on the safety of the church community at large. This results in a disruption of church activities, and effects potential growth and current membership. When any person's physical and/or emotional well-being or freedom to safely express his or her opinions is threatened, action must be taken by the church leaders. The guidelines provided by this policy require that all members, guests, or visitors are held to the same set of standards. The policy provides a process that leaves less room for singling out a person based on stereotyping or personality conflicts.

Disruptive behavior can be summarized as one or more of the following:

- **Dangerous:** is the individual the source of an apparent threat to persons or property?
- **Disruptive:** what is the level of interference with church activities?
- **Offensive:** is the behavior likely to drive existing members and visitors away?

APPENDIX 3 GREEN LIVING

CONSCIOUS LIVING GROUP

“Living simply that others may simply live”

An article “The Greening of Our Churches” appeared in the November/December 2001 edition of the *UU World*. One of our members was so inspired by the article that she joined with other members to establish a *conscious living group*. As a congregation of *conscious citizens*, the focus was to do all that we can to practice our beliefs related to our Seventh Principle. The mission of the Conscious Living Group has been to encourage our members to “reduce, reuse, & recycle.” In addition, to:

- *Educate ourselves* about the impact our lifestyle choices make on our own peace of mind, our families, our communities, and the planet’s health and well being.
- *Encourage each other* to make conscious choices about how to spend our time, energy, money and resources, both locally and globally.
- *Help each other* align our values with our choices; and in the process experience harmony within ourselves and with the planet.
- *Share ideas* that offer alternatives to the materialistic culture that surrounds us.
- *Live consciously* in a way that celebrates the gift of all life with a focus toward abundance rather than deprivation.

The Conscious Living Group has sponsored numerous discussions, films, lectures, and workshops. An *Alternative Gift Fair* continues to be held annually to promote fair trade purchases at the holidays, and a commitment to our Seventh Principle.

In 2004, The Conscious Living Group began to work toward becoming a Green Sanctuary Congregation under the guidelines of the *UU Ministry for Earth*. The Board of Trustees recognized the Green Sanctuary Committee as an official standing committee and committed the congregation to support its efforts. At the annual Congregational Meeting, April 23, 2006, the Congregation accepted the Board of Trustees recommendation.

GREEN SANCTUARY COMMITTEE

The *Green Sanctuary Committee* was formed to develop a comprehensive program to address environmental awareness within our congregation. Members of the committee reflect all aspects of the congregational life, including adult and children’s education, worship, communications, buildings and grounds, finance, social justice, and any other areas of the congregation. After several years of planning and putting ideas into practice, our Congregation was officially recognized as a *Green Sanctuary Congregation* at the 2009 General Assembly.

The Green Sanctuary Committee has represented our congregation's fundamental commitment to living in harmony with the earth. This committee encouraged members to consciously recognize their actions within the local environment impact the community in relation to use of resources, and relationships among other people and organisms. The committee has worked in cooperation with other areas of congregational life to reflect spiritual practices that advanced environmental awareness through readings, sermons, our children's religious education, daily living, and efforts to promote environmental justice.

The following *Procurement Policy, Reusable and Recycling Policy, and Socially Responsible Investing Policy* were adopted by the Board of Trustees on September 10, 2006.

Procurement Policy

The Congregation has a commitment to respect for the interdependent web of all existence through the decisions we make in our daily operations.

We aspire to achieve standards of efficient use of ecologically friendly materials; to operate a church that has a low environmental impact; and to enhance the connection between our members and nature.

As a Green Sanctuary congregation, we commit ourselves to increasing our awareness of how the goods we purchase have an impact on our overall quality of life and the environment. By reducing consumption of water, energy, land, natural materials and of toxins, we significantly reduce our demand for extraction of natural resources. By finding ways to reuse items and by recycling as much as possible, we further reduce our demands on the natural world.

The Congregation will strive to be thoughtful of the ecological implications of these choices (i.e. the raw materials, manufacturing, pollution, transportation, packaging, recycling, reuse and/or repair-ability of product, ultimate disposability, labor, and political economy) by making purchases of goods and services that have a positive impact on the environment.

We recognize that every item purchased represents an increase in the use of the world's limited resources and an increase in the amount of waste in our air, water, and landfills. When we do make purchases, we consider the life cycle of the product (the extraction of resources, manufacturing/farming practices, method of harvesting, transportation and disposal). We look for content that is used, post consumer recycled, reusable, locally produced, or harvested in a sustainable way.

The Congregation will consciously model sustainable living, in cooperation with our Unitarian Universalist principles, by avoiding purchases of goods and services that negatively impact the environment. Therefore, when procuring goods and services for church use, these guidelines will be considered to:

- Consider whether any purchase is necessary by repairing an existing item before replacing it with a new one.
- Consider purchasing a used item when it is determined that a purchase is necessary.
- Utilize the Green Seal organization - www.greenseal.org - as a resource for purchasing if a used item is unavailable.
- Consider recycled alternatives if available, judged to be satisfactory and the cost is within 10% of an equivalent non-recycled product.
- Purchase locally produced food products if available, judged to be satisfactory and the cost is within 10% of an equivalent non-locally produced product.
- Follow an available list of suggested resources for routinely purchased items.

Reusable and Recycling Policy

As a Green Sanctuary congregation, we commit ourselves to living in a more sustainable manner, and to set an example for future generations. We believe that single use items, (i.e. disposable items) provide a small measure of short term convenience while immensely increasing the use of raw materials, energy, pollution, toxicity, and waste disposal.

The Congregation will strive to use the following reusable items rather than single use/disposable items at church activities:

dishes	cloth dishtowels	ovenware
bowls	pitchers	cloth rags
cloth tablecloths	serving bowls	baking pans
mugs	sponges	casserole dishes
silverware	storage containers	

The Congregation will strive to avoid using the following single use/disposable items at church activities:

disposable cups
disposable plates
bowls, forks, knives, and spoons made of plastic, polystyrene, and paper
plastic wrap and bags,
non-recycled paper napkins and paper towels,
aluminum foil, and foil pans.

The Congregation will strive to recycle the following reusable materials rather than to dispose of them at church activities:

aluminum cans	plastic (HDPE)
office paper	newspaper
glass	cardboard
plastic (PET)	

Socially Responsible Investing Policy

The Congregation holds a fundamental belief that all investment decisions must be consistent with our Unitarian Universalist principles. We hold that financial planning is interconnected with the goal of building the most livable world for those who currently inhabit it and for future generations.

Our congregation believes it is in our best interest to:

- Proactively invest in firms known for corporate responsibility or that makes positive contributions to congregation or to the environment;
- Avoid investing in firms that make harmful products or that have a pattern of egregious behaviors.

The Congregation further supports efforts by the Unitarian Universalist Association to promote socially responsible investments.

Some Resources for Green Purchasing

Harmony/Gaiam, Inc. (www.gaiam.com, 800-869-3446):

- nontoxic cleaning products for dishes, floors, carpets, sinks, glass and toilets
 - household recycled paper products: napkins, towels, toilet tissue, facial tissue
 - recycled plastic garbage bags, compact fluorescent light bulbs& many other products made of recycled materials
- Earth Friendly Products (available at local retailers):
- nontoxic cleaning products, including dish liquid
- Local retailers sell store brand 100% recycled paper products:
- paper towels, napkins, facial and toilet tissue

High post-consumer content recycled office paper products can be obtained from:

- Staples (www.staples.com, 800-3STAPLE)
- Vanguard Tree Free Recycled Paper (90% post-consumer/10% hemp) \$7.69/500
- Eureka Recycled Paper (50% post-consumer waste) \$5.49/500 Dolphin Blue
- (www.dolphinblue.com)
- New Life Recycled Paper (80% post-consumer waste) \$12.74/500 w/shipping
- Green Line Paper Co. www.greenlinepaper.com
- New Life Recycled Paper (60% post-consumer waste) \$39.95/5,000 sheets

Routinely Purchased Goods & Suggested Alternatives

Paper & Food Products

* Selected recycled paper products have a high percentage of post consumer waste content, which provides a market for paper recycling programs.

Coffee-fair trade organic, shade grown

Copy paper*

Cleaning products

Creamer

Envelopes*

Facial tissues*

Live plants/flowers

Mailing labels*

Mailing seals*

Paper napkins*

Printer cartridges

Stamps

Staples

Sugar

Tape

Tea

Toilet tissue*

Other Products

Cleaning products

Compact fluorescent light bulbs (CFLs)

Electrical energy

Gasoline

Incandescent light bulbs

Natural gas

Non-toxic dishwashing & dishwasher soaps

Recycled plastic garbage bags

Vacuum cleaner bags

APPENDIX 4

PARISH MINISTERIAL COVENANT

The Unitarian Universalist Congregation of Black Hawk County, hereinafter the Congregation, and the Reverend Eva Cameron, hereinafter, the Parish minister, jointly enter into this Agreement for professional service, effective _____, and shall continue until changed or terminated as provided herein.

The Parish minister, the Committee on Ministry, and the Board of Trustees shall meet annually to review and evaluate the status of the ministry in the Congregation. The purpose of this review will be to promote an effective ministry and to reaffirm or amend as necessary, the covenants made in this Agreement. This review will also make recommendations to the Parish minister's compensation package within the means of the Congregation, and in consideration of the Parish minister's performance of his/her duties, length of service and increases in the general cost of living.

The terms of this Agreement may be changed by mutual consent of the Parish minister and the Board of Trustees, except that changes in total Compensation and Allowances, Sabbatical Leave, and Termination require approval of the Congregation. Through the execution of this agreement, it is the intent of this Congregation to honor and adopt the Fair Compensation Guidelines as recommended by the Unitarian Universalist Association.

I. Duties and Responsibilities

The intention of this document is to set forth the responsibilities and obligations of the Parish minister to the members of this Congregation, and of the members of this Congregation to the Parish minister. Through this Agreement, the Parish minister and the members of this Congregation shall covenant with one another in a shared ministry. The Parish minister and the members of this Congregation shall share responsibility for the conduct of worship and the Congregation's spiritual interests and affairs.

This Agreement is grounded on the basis of open communication, mutual trust, and good faith. Under its terms, the Parish minister and the Congregation agree to the following:

- A. Shared Leadership: the members of this Congregation have celebrated a long tradition of shared ministry with its Parish ministers. In keeping with this tradition, the Parish minister and the lay leadership are expected to collaborate and support each in the development and implementation of the weekly worship services. On Sundays when the Parish minister is not in the pulpit, he/she is expected to remain an active participant in the congregation with the exception that the Parish minister shall be relieved of all congregational responsibilities on five (5) Sundays during the Church year in addition to all Sundays falling within vacation and professional

development leaves. The Parish minister agrees to remain sensitive to the Congregation's strong lay-led fellowship tradition and continued desire for diversity in the Sunday morning services.

- B. Leadership Goals: The Parish minister, as a member of the congregation, bears the special responsibility to communicate the living tradition of Unitarian Universalism; and to help make it relevant to the living concerns of both individual members and the congregation as a whole, as well as the wider community.

The Parish minister agrees to provide full-time professional leadership to the Congregation, including the conduct of worship services, pastoral counseling, calling, support and assistance to youth and adult education programs, and other such services as are within the normal duties of a parish minister.

The Parish minister agrees to:

- Provide leadership in the development of the congregation as a caring and supportive religious community.
- Nurture the spiritual growth of the youth of the congregation through a principled commitment to further the goals of the Religious Education Program.
- Promote the spiritual growth of the congregation in Unitarian Universalist values and principles through adult programming that challenges the mind, spirit and social conscience of the congregation.
- Increase the visibility of Unitarian Universalism as a liberal, inclusive religious tradition with an active commitment to social justice within the larger community.
- Provide leadership in the attraction and assimilation of new members into the congregation.
- Serve as a resource and counsel in enabling the Congregation to be fiscally viable and self-sustaining.

- C. Pulpit and Worship Service: The Congregation agrees to provide the Parish minister with a "free pulpit," and agrees that the Parish minister can express his/her values, views opinions and commitments without fear or favor.

- D. Office Hours and Days Off: The Parish minister shall maintain regular and posted daytime and evening office hours, with other times by appointment in order to insure accessibility to the Congregation. The standard for work shall be 12 units per week as defined by the UUA, with one unit being equal to a morning, afternoon or evening time period.

- E. Services to the Board and Committees: The Parish minister shall serve as an ex officio, non-voting member of the Board of Trustees. The Parish minister shall report to the Board at its regular meetings and to the congregation as a whole at the Congregation's Annual Business Meeting. The Parish minister shall not serve on the Nominating and Parish ministerial Search Committees. The Parish minister shall serve as an ex officio, non-voting member of all other committees and task forces. The Parish minister shall confer at least annually with each standing committee of the Congregation on how best to assist it. Attendance by the Parish minister at most committee meetings is welcome but not expected.
- F. Committee on Ministry: The purpose of the Committee on Ministry is to strengthen the quality of shared ministry within the Congregation. The Committee will participate in setting the goals and priorities of the shared ministry with the Board, review and evaluate the status of shared ministry annually, facilitate an open dialogue among the members of the congregation and perform other duties in support of shared ministry. The Parish minister will attend regular meetings of the Committee on Ministry except during its executive session. During the first three months of the Parish minister's tenure, the Parish ministerial Search Committee will act as the Committee on Ministry. Thereafter, the Board will appoint a Committee on Ministry with staggered terms from a slate of candidates jointly presented by the Parish minister and Executive Board.
- G. Denominational Service and Representation: The Parish minister is expected to attend and represent this Congregation at the annual General Assembly, at MidAmerica Region meetings and events, UUMA chapter activities, the Hawkeye Cluster Parish ministerial Leave Support Agreement. Attendance and representation at these denomination events are subject to the availability of the Parish minister's Professional Expense funds or other funds of the Congregation designated for such purposes. The Parish minister may attend such other denominational and community related groups or activities as the Parish minister's other responsibilities and professional allowance permits.

II. Compensation

The authorized compensation package for the Parish minister has been set by Congregational vote at the Congregation's _____ Annual Meeting for the Fiscal Year _____ at \$_____. Under the terms of the approved compensation package, the Parish minister shall receive the following salary and benefits:

Salary Package:

In consideration of the professional services provided by the Parish minister, the Congregation will provide the following compensation to the Parish minister:

- A. Salary: The Congregation agrees to pay the Parish minister an annual cash salary in the amount of \$_____.
- B. Housing Allowance: The Congregation agrees to provide an annual Housing Allowance in the amount of \$_____.

Payments to the Parish minister for salary and housing allowance shall be paid in twelve equal pay periods annually.

Benefits

- A. Self-Employment Tax (SECA): Recognizing the burden placed upon the individual due to a Parish minister being viewed as self-employed for Social Security purposes, the Congregation agrees to provide payment "in lieu of employer's FICA" at the rate of 7.65% of the Parish minister's combined salary and housing allowance payment in the amount of \$_____. This amount shall be reported to the IRS as taxable wages.
- B. Pension Plan: The Congregation agrees to participate, on behalf of the Parish minister, in the Contributory Pension Program of the Unitarian Universalist Association at a minimum rate of 10% of the amount of salary plus housing provided the Parish minister in the amount of \$_____.
- C. Disability Insurance: The Congregation agrees to participate in the Life and Disability Insurance Plans available through UU Group Insurance Plans (or comparable plan). The annual contribution amount in FY _____ shall be \$_____.
- D. Health and Dental Insurance: The Congregation agrees to provide the premium costs for comprehensive medical insurance for parish minister, spouse or partner, and children. Health insurance shall be paid at "non-smoker" rate if offered, with the Parish minister responsible for any cost differences in premium if not eligible for "non-smoker" rates. The maximum annual premium contribution set for FY _____ is \$_____.
- E. Vacation: The Parish minister is entitled to four (4) weeks of annual vacation leave per year. Vacation leave is for the personal use of the Parish minister, who will be relieved of all responsibilities and obligations to the Congregation for the duration of the leave period. The parish minister shall submit written notice to the Board of Trustees and the Personnel Committee of the CVUU at least four weeks in advance of the proposed leave to ensure that appropriate plans are in place for needed coverage during the Parish minister's absence. Such notice shall include information regarding where the Parish minister can be contacted should

an emergency necessitating the Parish minister's recall occur. Should the Parish minister be subject to recall by the Board of Trustees in the event of catastrophe or a life threatening illness, injury or death affecting members of the Congregation, the Parish minister shall be compensated for costs associated with recall by the Congregation. If vacation is taken in a block format (more than 14 days), vacation leave shall be restricted to the month of June or July. Annual vacation leave shall be accrued at the rate of two (2) days per month of service. In order to provide the Parish minister greater flexibility in the use of vacation leave, the Parish minister shall be able to use up to two weeks of leave at the Parish minister's discretion during the months of August through May. In the event of the Parish minister's resignation or termination, accrued vacation time due the parish minister shall be paid out as cash salary. Should the Parish minister leave prior to completion of a full year service; the Parish minister shall reimburse the Congregation for any vacation time used in advance of its accrual. Authorized "holidays" shall be excluded in the computation of vacation leave days.

F. Professional Development Leave: The parish minister is entitled to four (4) weeks of Professional Development leave per year. Professional Development Leave is provided for the purpose of the Parish minister engaging in activities that enhance the Parish minister's professional capacity through study, preparation and planning for the coming year. While the Parish minister will not be expected to maintain regular office hours or be available in the community during Professional Development Leave, the Parish minister will be available to the Congregation for consultation and questions. If taken in a block format (more than 14 days), Professional Development Leave shall be taken in either the month of June or July. In order to provide the Parish minister with greater flexibility in the use of Professional Development Leave, the Parish minister shall also be able to use up to two weeks of Professional Development Leave during the months of August through May. Should the Parish minister be subject to recall by the Congregation, the same provision regarding compensation described under Vacation Leave shall apply. In the event of the Parish minister's resignation, termination or retirement, any unused Professional Development Leave is non compensable. Authorized "holidays" shall be excluded in the computation of professional development leave days.

G. Sabbatical Leave: The Congregation agrees to provide the Parish minister with one (1) month of sabbatical leave for each year of service. Such leave shall not be taken prior to the completion of four (4) years but before the seventh year of service. No more than six months of Sabbatical Leave may be used within any twelve-month period. Sabbatical Leave shall be used for study, education, writing, meditation, and other forms of professional and religious growth. The Parish minister shall submit a Sabbatical Plan to the Board of Trustees and the Committee on Ministry regarding the Parish minister's plan for professional growth and development, the proposed dates of the Sabbatical Leave, and

arrangements to be made for professional parish ministerial service to the Congregation during the leave period. A decision regarding the Sabbatical Plan shall be given to the Parish minister by the Board of Trustees no later than three (3) months after its receipt from the Parish minister. Sabbatical Leave and Vacation may not be taken concurrently. The Parish minister agrees to complete a minimum of one (1) year of full service to the Congregation following the Sabbatical Leave. The Parish minister is expected to participate in the Hawkeye Cluster Parish ministerial Leave Support Agreement. In the event of the resignation, retirement or termination of the Parish minister, Sabbatical Leave accrued is not compensable.

- H. Disability: In the event of documented total or partial disability of the Parish minister to the extent that the Parish minister is unable to satisfactorily perform the duties and responsibilities of the position, the Congregation agrees to provide the compensation and considerations of this Agreement for a period not to exceed 90 days, or until the disability insurance plan takes effect, whichever comes first.
- I. Dependent Care (Family) Leave: The Congregation recognizes the importance of family, and in particular, the importance of the Parish minister's family in the life of the congregation. The Parish minister shall be granted a period of leave up to 90 days within a calendar year at the time of the birth or placement of an adopted child, or care of a dependent member or the Parish minister's immediate family due to catastrophic illness. Said leave shall be an unpaid leave, except for as the Parish minister elects to use available Vacation Leave. In the event of medical complications to the Parish minister during or after pregnancy or due to catastrophic illness, the Disability provisions of this agreement shall apply. Immediate family is defined as spouse, partner, child, and parents/parents in-law.
- J. Bereavement Leave: The Parish minister shall be given reasonable time, not to exceed a total of two (2) weeks paid leave in any one calendar year, when a death occurs within Parish minister's immediate family. Immediate family is defined as spouse, partner, child, parents/parents in-law, grand parent/grandparents in-law, and/or siblings/siblings-in-law.

Honoraria

It is understood that members of the Congregation will not be expected to offer additional fees to the Parish minister for such special services as dedications, weddings, funeral or memorial services. Where such special services or services of a consulting nature are offered by the Parish minister to others, the Parish minister may set such fees as he/she deems reasonable in accordance with the guidelines set by the UUMA. All such fees are considered the property of the Parish minister, unless designated otherwise by the Parish minister.

Professional Expenses

The Congregation agrees to reimburse the Parish minister for Professional Expenses up to a maximum of \$_____ annually. Professional Expenses include costs associated with the Parish minister's annual participation at the UUA General Assembly, MidAmerica Region meetings, meeting of the local UUMA chapter, and workshops for continuing education. Other reimbursable expenses include but are not limited to out-of-pocket costs associated with purchase of journals, books, subscriptions, travel expenses, professional dues, and mileage. Requests for reimbursements shall be made by the Parish minister on a monthly basis but no later than a quarterly basis, and shall be documented in accordance with the IRS meaning of an "accountable reimbursement plan." Any unexpended funds shall revert to the Congregation at the end of each fiscal year unless encumbered for a specific purpose by the Parish minister. In addition to the above professional expenses, the Congregation shall provide an additional \$_____ towards the cost of the parish minister's cell phone costs.

Representation at the UUA General Assembly and MidAmerica Region Conference

The parish minister is expected to represent the CVUU annually at the UUA General Assembly and MidAmerica Region Conferences. An amount of \$_____ is allocated for costs associated with the parish minister's attendance at these denominational events during FY _____.

III. Termination

The length of the Parish minister's term shall be indeterminate. The Parish minister agrees to give 90 days advance notice to the Congregation of his/her intent to resign or retire unless this notice period is reduced by mutual consent of the Parish minister and the Congregation. The Congregation agrees to provide at least 90 days advance notice or its intent to dismiss the Parish minister for his/her active services as Parish minister to the Congregation, unless this period is reduced by mutual consent of the Parish minister and the Congregation. At time of resignation or termination, the Parish minister shall be compensated for any and all accrued vacation leave owed. Accrued Developmental or Sabbatical Leaves are not compensable.

The Parish minister may be dismissed with less than 90 days' notice and without severance payments if the Parish minister:

- Is convicted of a felony
- Has his/her parish ministerial fellowship with the UUA terminated or suspended

- Has engaged in physical or sexually abusive acts toward a member of the congregation, employee of the congregation, or to a child, or
- Is found by vote of the membership at a called meeting of the congregation to have grossly neglected his/her parish ministerial responsibilities under this agreement and/or to have engaged in activities that bring either the Congregation or Unitarian Universalism into disrepute in the community.

IV. Amendment

The terms of this agreement may be changed by mutual consent of the Parish minister and the Board of Trustees, except that increases in the Total Cost of Ministry, and changes in Sabbatical or Termination provisions require the approval of a majority of the congregation. This agreement shall be reviewed and updated annually.

Agreed to this _____ day of _____, 20____, by:

Parish minister

President, Board of Trustees

APPENDIX 5
BYLAWS (Revised May 18, 2014)

The following *Bylaws of the Cedar Valley Unitarian Universalist congregation* was approved by the congregation at the May 1, 2011 Annual Congregational Meeting, and amended on May 18, 2014

ARTICLE I – NAME AND ORGANIZATION

The name of this religious organization shall be the Cedar Valley Unitarian Universalists, hereinafter referred to as the "Congregation."

This Congregation is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 , as amended, and to promote and advance such purposes by any activity in which a nonprofit corporation organized under the Iowa Nonprofit Corporation Act may engage, either directly or by engaging in activities that support or benefit one or more supported organizations as permitted under Section 509(a)(3) of the Code.

ARTICLE II – MISSION

The mission of this organization is to be an accepting and supportive community that nurtures spiritual, emotional, and intellectual explorations, articulates ethical values, and encourages actions based on personal beliefs. This community is a voice for religious diversity, human tolerance, improvement of the human condition, and preservation of our environment. *[Adopted by the Unitarian Universalist Congregation of Black Hawk County on April 25, 1993.]*

ARTICLE III – DENOMINATIONAL AFFILIATION

This Congregation shall be a member of the Unitarian Universalist Association of Congregations and the MidAmerica Region, or their successors; and will cooperate in measures fostering and extending the interests of the Unitarian Universalist denomination.

ARTICLE IV – NONDISCRIMINATION

This Congregation affirms and promotes the full participation of persons in all our activities and endeavors, including membership, programming, hiring practices, and the calling of religious professionals; without regard to age race, color, gender, physical or mental disability, sexual orientation, gender identity, class, or national origin.

ARTICLE V – MEMBERSHIP

The Congregation is committed to preparing interested people to make the decision to become active members of the congregation. Prospective members will have had a discussion of Unitarian Universalism with the parish minister, or designee of the Board of Trustees. A prospective member shall become a member by entering into a *Covenant of Right Relations* that specifies the expectations and responsibilities of membership, and by signing the Membership Book.

The Congregation recognizes that each member contributes to the life of the congregation in a number of ways. Each member is encouraged to be an active participant by attending activities, sharing their time and talents, and/or by making a financial pledge.

A. Categories of Membership

The Congregation recognizes two (2) categories of membership:

Voting Members: Any person who is at least eighteen (18) years of age and in sympathy with the purposes, mission, and programs of the Congregation may become an eligible member. A person under eighteen (18) years of age who shows a maturing commitment to the mission of the Congregation may make a request for membership to the parish minister, or designee of the Board of Trustees. All who sign the Membership Book shall become eligible to vote at Congregational Meetings thirty (30) days after they sign.

Associate Members: Any member who has become inactive, but still wishes to remain affiliated with the Congregation may become an Associate Member. Associate Members shall be welcome to participate in all Congregation activities but shall lose their right to vote and hold elective office.

B. Removal of Membership

A member's name shall be removed from the Membership Roll in case of: (1) the member's death; (2) written request by the member to the designee of the Board of Trustees; (3) a period of inactivity over one (1) year, pending review by the Outreach Committee, and/or other designee by the Board, or (4) removal by the Board for actions that threaten the well-being of the Congregation, in accordance with the *Conflict Resolution Policy*.

ARTICLE VI - CONGREGATIONAL AUTHORITY

The ultimate authority of the Congregation shall be vested in the congregation as expressed in the annual Congregational Meeting and special Congregational Meetings. The following authority may not be delegated, but may be exercised only by the congregation: (1) the employment or dismissal of the Parish minister; (2) the amount of the Parish minister's annual salary and benefits; (3) the location of any buildings and grounds owned by the Congregation and their purchase or sale, except for property covered under the *Endowment Fund*; (4) the requirements and responsibilities of membership; (5) policies relating to removal of membership, (6) approval of the annual budget for the operating fund; and (7) ratification or amendment of the bylaws.

ARTICLE VII – CONGREGATIONAL MEETINGS

A. Annual Congregational Meeting

The annual Congregational Meeting of the Congregation shall be held each year on a Sunday no later than May 31st at such time and place as shall be determined by the Board. The meeting date shall be announced to the congregation no later than the February newsletter. The purpose of the annual Congregational Meeting shall be for the presentation of reports to the congregation by the parish minister, director of religious education, other appropriate staff, committees, and Board; elections to the Board of Trustees and Nominating Committee; adoption of the operating budget for the following fiscal year; and for any other reason deemed necessary by the Board. The agenda of the annual Congregational Meeting will be prepared by the Board and will be published ten (10) days prior to the annual Congregational Meeting.

B. Nominations

The Nominating Committee shall submit a slate of candidates to the congregation at the annual Congregational Meeting. In addition to the Nominating Committee's slate, an eligible member of the Congregation may be nominated for elective office by a petition signed by five (5) members and supported by written consent of the nominee. The Nominating Committee must receive such petition and consent at least two weeks before the annual Congregational Meeting in order to place that candidate on the ballot. Additional nominations may be made from the floor at the time of the annual Congregational Meeting. A secret ballot may be requested by any voting member.

C. Special Congregational Meetings

Special Congregational Meetings shall be called by the secretary at the request of the Board or upon written request of ten (10) voting members of the Congregation. A special Congregational Meeting shall conduct only the business specified in the call for the meeting. At least ten (10) days notice shall be given for all special Congregational Meetings, except in emergency situations. A good faith effort shall be made to notify all members of all special Congregational Meetings.

D. Quorum

Thirty percent (30%) of the members eligible to vote in person shall constitute a quorum at congregational meetings. Members present at a duly called and held meeting at which a quorum is initially present may continue to do business after the loss of a quorum. Any action taken after the loss of a quorum may be approved by at least a majority of the members required to constitute a quorum.

ARTICLE VIII – BOARD OF TRUSTEES

A. Board Authority

The Board of Trustees shall serve as the corporate directors of the Congregation, in accordance with the Iowa Nonprofit Corporation Act. The Board shall be responsible for setting goals, the conduct of all business, and the care of all property, except as specifically reserved to the Congregation by law or by these Bylaws. The Board of Trustees shall manage title of all property that is owned and vested in the Congregation and shall not convey or mortgage the real estate of the Congregation without being authorized to do so by the congregation, with the exception of property donations to the Endowment Fund.

B. Composition of the Board

The officers of the Board of Trustees shall be a president, vice president, secretary, and a finance director. The Board shall be composed of the four (4) officers and five (5) trustees. The parish minister, director of religious education, and immediate past president shall be non-voting ex officio members.

C. Election and Terms of Office

The members of the Board shall be elected at the annual Congregational Meeting. A secret ballot will be used if requested by any member. The officers shall serve for a one-year term, beginning with the Congregation year following their election. The trustees shall serve a two-year term beginning with the Congregation year following their election. An officer or trustee appointed to fill a vacancy occurring prior to the expiration of the term for which a predecessor was appointed, shall be appointed for the remainder of that term. Two trustees shall be elected in even-numbered years, and three (3) trustees shall be elected in odd-numbered years. Board officers shall be limited to three (3) consecutive terms (3 years) in any one office. Trustees shall be limited to two (2) consecutive terms (4 years) in office. A Board member may serve no more than seven (7) consecutive years.

D. Board Meetings

The Board shall have regular monthly meetings, but may deem it necessary to meet more often, for the transaction of the business of the Congregation. Special meetings of the Board may be called at the request of the President, at any time it is deemed necessary, or at the request of any three (3) members. The President shall designate the time, date, hour, and place for holding special meetings of the Board of Trustees.

E. Voting

A majority of all votes cast shall be required for adoption of any matter voted on by the Board of Trustees.

F. Quorum

Five (5) Board members shall be required for a quorum. Board members present at a duly called and held meeting at which a quorum is initially present may not continue to do business after the loss of a quorum.

G. Confidentiality

It is the intent of the Board to conduct its business in open sessions. However, in those circumstances where the Board is discussing or acting upon matters with respect to litigation, implementation of security systems, negotiations of contracts for property, real or otherwise, personnel matters, or any other matter which the Board feels must be dealt with in a confidential manner, the Board may close its meeting to the membership. A majority vote is necessary to close the meeting, and any final action taken by the Board in a closed meeting must be announced and recorded in the minutes in an open Board meeting.

ARTICLE IX – DUTIES OF THE BOARD OF TRUSTEES

A. President

The president shall be the chief executive officer and in general supervise the business affairs of the Congregation. The president will preside at all meetings of the Board, Congregation, and Executive Committee, ensure that all orders and resolutions of the Board are carried out, and represent the Congregation on all appropriate occasions. The president shall be a non-voting ex-officio member of all ad-hoc, advisory, and standing committees, except the Nominating Committee.

B. Vice President

The vice president shall assume the duties of the president in cases when the president is absent or unable to fulfill those duties, and shall have all powers and functions applicable to that office. The Vice President shall serve as Chair of the Personnel Committee, and carry out other duties as assigned by the president or Board.

C. Secretary

The secretary shall record and keep minutes of all meetings of the Congregation, Board, and Executive Committee. The secretary shall keep the Congregation informed of the actions of the Board and Executive Committee. All records of the secretary shall be the property of the Congregation. The secretary shall be responsible for notifying the membership by mail and by other communication of all Congregational Meetings and of all matters to be acted upon at these meetings. The secretary shall carry out other duties as assigned by the president or Board.

The secretary further shall act as Registered Agent for the Congregation and file all relevant information with the Secretary of State as required by law; have responsibility for all updates to the UUA and MidAmerica Region; and have responsibility to update changes to the *Congregational Policies and Procedures Handbook*.

D. Finance Director

The finance director shall report all income and expenses of the Congregation to the Board and the Congregation; and maintain financial records that represent the funds, property, or liabilities of the Congregation. The finance director shall serve as Chair of the Finance Council; collect proposed budget requests from all councils and committees; submit a draft of the proposed operating budget to the Board; and submit a yearly financial report at the Annual Meeting.

E. Trustees

Each trustee shall serve as a liaison to one of the Councils and may also serve as liaison to one or more ad hoc committees. A trustee carries the responsibility to assure that the Council carries out its functions and serves as a conduit for communication between the Council and the Board.

1. Ministry Council Trustee
2. Religious Services Council Trustee
3. Education and Programs Council Trustee
4. Social Action Council Trustee
5. Building and Operations Council Trustee

The Board shall reserve the right to make temporary additions and changes in liaison assignments when new groups form. Any additions and changes shall be reviewed by the Congregation at the next Annual Meeting.

ARTICLE X – BOARD VACANCIES

A. Resignation

An officer or trustee may resign at any time by giving written notice of resignation to the Board secretary or a designee.

B. Removal of an Officer or Trustee

Any officer or trustee may be removed by two-thirds (2/3) affirmative vote of a legally called Congregational Meeting, whenever in its judgment, such action will serve the best interests of the Congregation. A recommendation shall be supported by written evidence that removal is warranted and in the best interests of the Congregation. An unexcused absence from two (2) consecutive Board meetings shall be grounds for recommending immediate removal. An officer or trustee is entitled to a due process hearing, in accordance with Article V (B) *Removal of Membership*.

C. Filling Vacancies

In the event the office of president becomes vacant, the vice president shall automatically succeed to the office of president. The Board shall then appoint a vice president who shall serve for the remainder of the term. A vacancy occurring in any office, for any reason, shall be filled for the unexpired term by a majority vote of the remaining members of the Board of Trustees. The appointee shall serve for the remainder of the term. Whenever possible, vacancies in a trustee's position shall be filled for the second year of the term by election at the next Congregational Meeting.

ARTICLE XI - EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the Board officers, and shall exercise all powers and duties of the Board between meetings. The Executive Committee shall prepare an agenda for each Board meeting and shall gather and evaluate relevant data pertaining to each item of the agenda. All proceedings of the Executive Committee shall be subject to revision or alteration by a majority vote of the Board. The Executive Committee shall meet at the call of the president, or upon the request of two (2) members.

ARTICLE XII - COUNCILS & COMMITTEES

A. Councils

The Board has organized Councils representing the diverse interests and needs of the congregation. These councils will be composed of committees that share a common mission within the Congregation. The Board may organize these councils and committees as it determines will best meet the changing needs of the congregation.

1. Ministry Council

The mission of the Ministry Council is to welcome new members and to create a setting where each person is able to pursue spiritual growth; and to strengthen shared ministry by setting goals, evaluating the status of the ministry, and facilitating an open dialogue among members.

2. Religious Services Council

The mission of the Religious Services Council is to plan, coordinate, and/or present religious services for the Congregation, in collaboration with the parish minister, music director, and other supportive groups. This includes Sunday services, weddings, memorial services, and other religious services sponsored by the Congregation.

3. Religious Education and Programs Council

The mission of the Religious Education and Program (REAP) Council is to coordinate religious education programs that offer opportunities for UU members, their children, and friends to learn from one another and experience spiritual growth in a supportive environment. Programs offered speak to the diverse backgrounds and draw upon the areas of expertise of those attending the UU and of the past, present and future UU leaders while enhancing the understanding and importance of the Unitarian Universalist Principles.

4. Social Action Council

The mission of the Social Action Council is to inform and educate members and the public in areas of social and environmental concern; to find ways and means to address social injustice; to sponsor and support groups organized to deal with social problems, and to develop a comprehensive program to address environmental awareness within the congregation.

5. Building and Operations Council

The mission of the Building and Operations Council is to attend to the physical realm of our Congregation. This includes the day-to-day administration and communication, as coordinated with our Administrative Assistant, as well as maintenance and improvements of the building and grounds.

6. Finance Council

The mission of the Finance Council is to manage the Congregation's financial resources; to raise funds needed to finance the operating budget of the Congregation; to raise and maintain the funds needed to acquire; to maintain and expand the property and investments of the Congregation; and to ensure the financial stability of the Congregation.

B. Ad Hoc Committees

Ad hoc committees shall be established by the Board for specific tasks, or for a specific period of time, and shall report directly to the Board.

C. Advisory Committees

Advisory Committees are established to suggest planning goals, changes in policy, or changes in relationships among different parts of the Congregation.

1. Committee on Ministry (COM)

The purpose of the COM should be twofold:

- a. To reflect upon and assess the quality of the overall ministry of the Cedar Valley Unitarian Universalists. This includes assessing the role of professional, parish ministerial leadership in achieving and maintaining a high quality ministry; assessing how congregational activity is strengthening our shared ministry and assessing how the ministry of the CVUU is extending to the broader community. The COM will annually report on the "State of the Ministry" for the Board, addressing each of these facets of ministry and making recommendations as appropriate.
- b. To assist in the resolution of conflicts that may threaten the quality of that ministry, in the event that those conflicts cannot be resolved through direct communication among the parties involved.

The Committee on Ministry shall be composed of five (5) members appointed by the Board of Trustees. Committee members shall serve three-year terms. Appointments will be staggered, with one or two members appointed each year, as appropriate. The Ministry Council and the Parish minister should

identify prospective members who are representative of the congregation and make recommendations to the Board.

2. Nominating Committee

The Nominating Committee nominates members for the offices of president, vice president, secretary, finance director, and trustees on the Board of Trustees. The Committee shall be composed of three (3) members elected by the Congregation. Committee members shall serve three-year terms, with a staggered election of one member each year. A member may serve no more than two consecutive three-year terms. The Nominating Committee submits a proposed slate to the Board in February in preparation for the annual Congregational Meeting. There must be at least one nomination for each vacant office.

3. Personnel Committee

The Personnel committee shall be composed of the following three (3) members: Vice President or other designee of the Board of Trustees who shall serve as committee chair; one representative from the Finance Council, and one additional member appointed by the Board. The Committee is empowered to convene an advisory sub-committee, composed of members who have an understanding of the work performed by each employee, as a part of his or her ministry.

The Personnel Committee is charged with the following responsibilities:

- Development, review, and maintenance of the Personnel Policy Manual, personnel forms, procedures, and contracts of employees.
- Creating a working environment for employees of the Congregation, guided by the Fair Compensation Guidelines and standards of the Unitarian Universalist Association of Congregations.
- Coordinating supervision for employees including but not limited to the development of job position descriptions and performance expectations.
- Conducting performance reviews of employees at a minimum annually.
- Making recommendations to the Board regarding the hiring, firing, or promotion of employees.
- Making recommendations to the Finance Council and the Board regarding annual wage and benefits review of employees.
- Performing such other duties related to the supervision and general management of employees of the Congregation as assigned by the Board.

4. Parish ministerial Search Committee

The Parish ministerial Search Committee shall be composed of five (5) to nine (9) members. The members chosen for the Committee shall have the confidence of the Congregation, and it is intended they reflect the diversity of the Congregation. When a Parish ministerial Search Committee is needed, the Board shall place a call to the Congregation for members who want to be considered for nomination. Prospective members of the Committee shall be nominated by the Board and elected by a majority vote of the members present at a legally called Congregational Meeting.

5. Strategic Planning Committee

The Strategic Planning Committee may be activated by the Board to develop and recommend a strategic planning process for the congregation. This committee also is responsible for facilitating the strategic planning process, reporting the results to the Board and Congregation, and assisting the Board in monitoring the implementation of the strategic plan. In designing the process, the Strategic Planning Committee may draw on Unitarian Universalist Association of Congregations models for the process or upon the knowledge and expertise of its members.

ARTICLE XIII – FISCAL MATTERS

A. Fiscal Year

The fiscal year of the Congregation shall be from July 1st to June 30th.

B. Church Funds

All funds and property received by the Congregation belong to and are the property of the Congregation. These funds are to be held and expended in accordance with the written agreements and/or regulations approved by the Board of Trustees.

C. Execution of Checks and Contracts

Checks and other orders on the funds or credit of the Congregation, and all contracts and instruments in writing by the Congregation, shall be valid and binding when executed by such officers as shall be designated and authorized by the Board.

D. Budget Process

The Board shall submit an operating budget for the coming fiscal year at each annual Congregational Meeting. The budgeted expenses may not exceed the anticipated income. An operating budget shall be adopted by a simple majority vote of the eligible members present at the meeting.

E. Reallocation of Funds

In the event of an emergency or should a budgeted line item exceed its authorized spending level, the Board may reallocate funds, as long as the reallocation does not exceed five (5%) of the operating budget in any fiscal year.

The authority of the Board to reallocate restricted funds only shall include: (1) funds restricted by the Board, and (2) funds released by its donors or members who have established the restricted fund.

F. Financial Indebtedness

The congregation must approve any expenditure or obligation for indebtedness that exceeds \$5,000.00. The Board shall follow budget policies in accordance with the *Congregational Policies & Procedures Handbook*.

G. Socially Responsible Investment

The Congregation holds a fundamental belief that all investment decisions must be consistent with our Unitarian Universalist principles. We hold that financial planning is interconnected with the goal of building the most livable world for those who currently inhabit it and for future generations. The Congregation further supports efforts by the Unitarian Universalist Association of Congregations to promote socially responsible investments whenever possible.

H. Audit

The general operational and endowment funds of the Congregation shall receive an annual financial review or limited audit. An objective person who is not a member of the Finance Council, and whenever possible, a nonmember shall perform the financial review or limited audit. The Finance Director shall arrange for the financial review or limited audit at the end of the fiscal year; and shall report to the Board and to the congregation at the next annual Congregational Meeting, by newsletter or other communication in the interim period. The annual financial review or limited audit shall be available for inspection by members of the congregation.

ARTICLE XIV - ENDOWMENT FUND

The Endowment Fund offers an opportunity for members and friends to donate gifts or bequests of money or property to the Congregation; confident in the assurance their donation will provide continuing and lasting support for the Congregation's mission; ministry and services. The Endowment Fund shall be adparish ministered in accordance with the *Congregational Policies & Procedures Handbook*.

ARTICLE XV – MINISTRY

The parish minister, as a member of the Congregation, has the special responsibility to communicate the living tradition of Unitarian Universalism and to help make it relevant to the living concerns of individual members, the Congregation, and the wider community. The congregation shares with the parish minister responsibility for the ministry of this Congregation. The parish minister shall be responsible for the conduct of worship within the Congregation and the Congregation's spiritual interests and affairs. The parish minister shall have freedom of the pulpit as well as freedom to express opinions outside the pulpit.

A. Parish minister

The duties of the parish minister shall be as prescribed in a *Parish ministerial Covenant* that specifies the mutual expectations between the parish minister and the congregation. The parish minister and Board of Trustees, or other designee(s) shall negotiate the expectations and conditions of employment each year. The parish minister shall be an ex-officio non-voting member of the Board, the Religious Services Council, the Committee on Ministry, and of any other councils or committees.

B. Compensation

The parish minister shall receive compensation based on the *Fair Compensation Guidelines* regarding salary, benefits, and expenses plan established by the Unitarian Universalist Association of Congregations.

C. Calling a Parish minister

The parish minister shall be called upon recommendation of the Parish ministerial Search Committee by a four-fifths (4/5) affirmative vote of the eligible members present at any legally called Congregational Meeting. The quorum for such a meeting is constituted by forty percent (40%) of the voting members rather than thirty percent (30%) of the voting members as called for in Article VI *Congregational Meetings* (D).

D. Resignation or Dismissal of a Parish minister

The parish minister agrees to give ninety (90) days advance notice to the Congregation of intent to resign or retire, unless this notice period is reduced by mutual consent. The Congregation shall dismiss the parish minister by a two-thirds (2/3) affirmative vote of the eligible members present at any legally called Congregational Meeting. The quorum for such a meeting is to be constituted by forty percent (40%) of the voting members rather than thirty percent (30%) of the voting members as called for in Article VI *Congregational Meetings* (D).

The Congregation agrees to provide at least ninety (90) days advance notice of its intent to dismiss the parish minister, unless this notice period is reduced by mutual consent. The parish minister may be dismissed with less than a ninety (90) day advance notice and without severance payments under the following conditions:

1. The parish minister is suspended or terminated from parish ministerial fellowship in the Unitarian Universalist Association of Congregations;
2. The parish minister is found to have committed gross misconduct as defined in the *Unitarian Universalist Parish ministers Association (UUMA) Code of Professional Practice*.

ARTICLE XVI – OTHER PROFESSIONAL AND SUPPORT STAFF

The Board of Trustees, in consultation with the parish minister, shall make a recommendation to the Congregation on the need for other professional and support staff. The Personnel Committee shall be responsible for the process of establishing any new staff position, including job descriptions, direct lines of supervision, and a process for regular performance evaluations. Professional and support staff shall receive compensation based on the *Fair Compensation Guidelines* regarding salary, benefits, and expenses plan established by the Unitarian Universalist Association of Congregations.

ARTICLE XVII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Newly Revised) shall govern Board of Trustees and Congregational Meetings, to the extent that they are not inconsistent with these bylaws, the Articles of Incorporation, or applicable law. The Executive Committee may appoint a parliamentarian as may be necessary to assist at Board of Trustees and Congregational Meetings.

ARTICLE XVIII – AMENDMENTS

These bylaws may be revised or amended by a majority vote of eligible members present at any meeting legally called for that purpose. These bylaws may not be amended in any manner that would exclude the Congregation from qualifying as an exempt corporation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any corresponding provision of any future United States Revenue Code.

ARTICLE XIX – DISSOLUTION

Any action to dissolve this Congregation must be approved by a two-thirds majority vote of eligible members present at a meeting legally called to specifically consider such action; notice shall have been given in accordance with the provisions of these bylaws. In the case of dissolution of the Congregation, all of its property, real and personal, after paying all just claims upon it, shall be conveyed to and vested in the Unitarian Universalist Association of Congregations, or its legal successor.