

ST. JOHN'S UNITARIAN UNIVERSALIST CHURCH

Bylaws and Policy Manual

July 11, 2018

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Note: This document contains the by-laws and policies of St. John's combined. It is designed to be searchable in its electronic form. In either Word or pdf format you can use the search function (control-F) to look for a particular word or phrase.

You can also view an outline of the document – in pdf, use the “bookmarks”; in Word, use the “outline view”. If you want to print out an individual section, you can use Word to generate a table of contents. All of this depends on indicating that particular paragraphs have the appropriate heading style: heading one is By-Laws or Policy Manual; heading two is used for the individual councils, and so forth.

Revisions History

10/4/2011	Jan, Penny, Frances May, Kathy
7/10/2012	Kathy (added new/revised policies from 2011-12)
7/27/2012	Penny Shada (formatting)
8/12/2012	Judith Strong (add new cash reserves policy)
8/12/2012	Judith Strong (changes to Minister's discretionary fund policy)
10/23/2012	Judith Strong (formatting)
10/30/2012	Judith Strong (continue formatting and some spelling corrections)
10/30/2012	Judith Strong (add policy on interment of ashes, policy on members with criminal records,
6/16/13	Judith Strong (add bylaws changes on inactive members approved at annual meeting to the bylaws section, and to the part of the policy manual in which it is quoted; add revised policy on outreach grants adopted Feb 20 2013)
10/8/13	Judith Strong (add policy manual changes to section on inactive members as revised to correspond to the bylaws changes approved in the Annual Meeting)
3/22.14	Judith Strong (add policy manual changes to section on People book regarding how Friends are defined in the church database.
6/15/14	Judith Strong (add new policy on Memorial Garden and its 3 appendices
1/3/15	Mara Sampson (add revised rental policy as it applies to AV operator)
8/5/15	Mara Sampson (add revised KROLFIFER, AND SANCTUARY/CHAPEL AUDIO VISUAL EQUIPMENT POLICY, passed by board in August 2014).
5/31/2016	Judith Strong (remove line in policy manual conflicting with by-laws re: removing inactive members from membership, approved by Board 4/20/2016

5/31/2016	Judith Strong (amendment to People Book policy to more explicitly protect privacy, approved by Board 4/20/2016)
6/19/16	Judith Strong (change in by-laws to allow member emeritus as approved at the annual meeting; associated policy changes passed by the board June 15 2016; addition of appendix: Congregational Racial Justice initiative approved by congregation at annual meeting. Word substitution of "MidAmerica Region" to replace "Heartland District" in UUA Organizational structure in Article II of Bylaws.
7/9/2018	Carol Fencl (Safe Congregations complete, and moved into General Board policies from Religious Development)
7/11/2018	Carol Fencl (Finance Council Policies completely rewritten approved by the Board in sections between April-July 2017)
7/11/2018	Carol Fencl (Personnel Policy completely rewritten Sept 9, 2017) Additonal Sick Leave added April 18, 2018)

Section 1: Congregational Bylaws

St. John's Unitarian Universalist Church Bylaws

The following edition includes the amendments adopted by the Congregation at the Congregational Meeting on June 12, 2016. This supersedes the edition adopted September 17, 1967 as amended May 16, 1976, February 24, 1980, March 3, 1984, March 5, 1989, September 23, 1990, May 21, 1995, November 16, 1997, September 20, 1998, September 19, 1999, November 19, 2000, September 22, 2002, November 24, 2002, June 1, 2003, June 1, 2008, June 9, 2013 and June 6, 2016.

ARTICLE I: Name

The name of this Congregation shall be St. John's Unitarian Universalist Church.

ARTICLE II: Affiliation

This church shall be affiliated with the Unitarian Universalist Association and the Unitarian Universalist Heartland District.

ARTICLE III: Church Property

All properties of whatsoever nature shall be the indivisible property of the Congregation, its successors, and assigns, provided however, in the event of a dissolution or abandonment, all property shall be turned over to and become the indivisible property of the Unitarian Universalist Association and its successors, so that it may continue the purpose for which it was contributed.

ARTICLE IV: Purpose

The purpose of this Congregation is to aid in the free and progressive development of the human mind and spirit. No doctrinal or political test shall ever be made a condition of membership.

Our Mission: St. John's is committed to creating a safe and caring community, working for peace and social justice, and celebrating beliefs that respect freedom of thought.

St. John's is a Welcoming Congregation, affirming and promoting the full participation of all persons in our activities and endeavors. Eligibility for membership, hiring of staff or call of ministry shall not be limited or restricted by birth, national origin, race or color, gender, sexual or affectional orientation or preference, or physical challenge.

The members and Minister shall enjoy freedom in their religious beliefs and utterances save that they are never to indicate expressly or by implication that they speak for the

Congregation unless the Congregation has, in a Congregational Meeting, given them the authority to do so.

ARTICLE V: Written Communication

Section 1. Communication from the Church:

Official notices from the Church may be sent electronically and/or via standard U.S. mail ensuring that all members are notified. Notices may include, but are not limited to: notice of annual congregational meetings, notice of special congregational meetings and other official business of the church.

Section 2. Communication to the Church:

Official communication to the Church may be transmitted in either electronic format or via standard U.S. mail. Official communication may include, but is not limited to: notification of termination of membership or other official business with the church.

ARTICLE VI: Membership

St. John's has four types of members: Full, Emeritus, Youth, and Inactive as outlined in the following sections.

Section 1. Full Membership:

a. Conditions of Full Membership:

Any person who (1) signs a Pledge of Membership, as set forth below, and who has (2) reached the age of sixteen, becomes a member by signing and (3) signs the Membership Register in the presence of the Minister or the chairperson of the Membership Committee, and one member of the Board of Trustees (hereafter referred to as the Board) shall become a Full Member.

b. Pledge of Membership:

The Pledge of Membership reads as follows: "I am in accord with the purpose of this church and its guarantee of religious freedom to its Minister and members. I pledge myself, as far as possible, to contribute my time and talents and money to the support of the church and to share in its work. I understand that responsible financial support for church programs and denominational affiliation is an expectation of membership. I wish to become a member of St. John's Unitarian Universalist Church." The purpose (Article IV) shall be on the Pledge of Membership.

c. Privileges of Full Membership:

Full members acquire the right to vote in the Annual Meeting and Special Congregational Meetings 90 days following the signing of the membership register. Eligibility for serving

in elected positions is also acquired 90 days following the signing the membership register.

Section 2. Emeritus-Member:

a. Conditions of Emeritus-Member

A person who has been an actively participating member of St. John's for an extended period of time and who is, because of age or infirmity, no longer able to actively participate at St. John's, may be granted the status of Emeritus-Member. An Emeritus-Member will be counted as a Friend for the annual UUA membership count and will not be counted for the annual UUA/Region dues. Names will be submitted by the Membership Review Committee to the Board of Trustees for approval.

b. Privileges of Emeritus-Member

Emeritus-Member will be included in the Church Directory and retain privileges of full membership.

Section 3. Youth Membership:

a. Conditions of Youth Membership:

Any youth who has reached the age of twelve and has not reached the age of sixteen and who has completed the Coming of Age Program shall become a youth member of the church by signing the Youth Membership Register in the presence of the Minister or the chairperson of the Membership Committee and a member of the Board.

b. Status:

The youth membership status recognizes the individual as having taken the first step toward Full adult membership in the church. Youth membership does not entitle the individual to the privilege of voting in Congregational Meetings and elections although youth members are encouraged to participate in Congregational Meetings.

c. Transition and Termination of Youth Membership:

At age sixteen, a youth member will be eligible to join the church as an adult member as elsewhere provided in this section. A youth member may resign from youth membership by notifying the Board in writing. Receipt of such a notice will be acknowledged by the Secretary of the Board in writing. No youth member shall be dropped from youth membership prior to age sixteen except after written notice of resignation.

Section 4. Inactive Membership:

a. Inactivity:

A Membership Review Committee will meet annually to recommend that the Board of Trustees transfer to the inactive list any member who in the prior year has made no identifiable commitment of time, talents or money to the support of the church. Prior to recommending inactive status, the Committee will contact the member and will consider extenuating circumstances or an annual commitment of identifiable time, talents or money to the support of the church in the coming year.

b. Conditions of Inactive Membership:

An inactive member will not be shown on the lists or statistics of membership and will not be a voting member at Annual or Special Congregational meetings and may not serve in elected positions.

c. Reactivation of Membership:

Transfer to the list of active members will occur if the inactive member notifies the Membership Committee in writing of this wish to become active and renews a pledge to contribute, as far as possible, of time, talents and money to the support of this church and to share in its work. The member shall acquire the privilege of voting and the ability to run for elected positions on the ninetieth (90) day following receipt of the notice of intent to become active.

d. Suspension after Disruptive or Threatening Behavior:

The Committee on Achieving Congregational Harmony (COACH) may recommend that the Board suspend from active membership an individual whose behavior seriously threatens the community. The Minister and Board President may jointly refer an individual to the Committee, or either one may do so in conjunction with another Member of the Board. Unless overruled at a Congregational Meeting, the Board may suspend an individual from active membership and all St. John's activities and presence on church property for up to three years and identify pre-conditions for reinstatement. The individual may apply in writing to the Board President for reinstatement at the end of the suspension period. The Board President refers the application to, COACH, which reviews adherence to pre-conditions for reinstatement. As a part of this review process, personally affected members of the community will be given an opportunity to appear before COACH to discuss information relevant to the applicant's adherence to pre-conditions. If, in the view of COACH, all pre-conditions have been met, reinstatement will be recommended to the Board of Trustees.

Section 4. Termination of Membership:

No member shall be dropped from the membership in the church except after receipt of written notice of resignation or after the member's death.

ARTICLE VII: Congregational Meetings

Section 1. Annual Meetings

The Annual Meeting of the Congregation shall be held on a Sunday between May 1 and June 15 to be set by the Board of Trustees. The Board shall notify all members of the Congregation at least thirty (30) days in advance of the date set. At least 10 days prior to the annual meeting, the proposed budget and information on any other substantive matter to be voted upon must be made available in writing to the members.

Section 2. Special Meetings

a. Called by the President

Special meetings of the Congregation may be called by the President with the approval of the Executive Committee.

b. Called by Special Request

Special meetings of the Congregation must be called by the President upon written request of ten (10) or more members addressed to the Executive Committee of the Board.

c. Method of Calling and Agenda

Members shall be notified of special meetings at least ten (10) days prior to the date of the meeting. Notices of the meeting shall state clearly the agenda of items to be considered. Only items on the agenda may be considered at special meetings.

Section 3. Quorum

Fifty-one (51) members shall constitute a quorum at the Annual and all other Congregational Meetings. Members shall sign the register and such signatures shall be checked against the membership rolls. There shall be provision for absentee voting at either the Annual or a special Congregational Meeting as outlined in Article XI, Section 5.

ARTICLE VIII: Church Year

The Church Fiscal Year shall begin on **July 1** of each year, and end on **June 30** of each year.

ARTICLE IX: Trustees, Church Officers, and Councils

Section 1. Board of Trustees

There shall be a Board of Trustees (hereafter referred to as the Board) composed of nine (9) members with the following positions: President, Vice-President, Director of Mission Council, Director of Property Council, Director of Community Council, Director of Religious Development Council, Director of Administrative Council, Director of Finance Council and Secretary of the Board.

Section 2. Terms of Office

With the exception of the President and Vice President, each member of the Board shall be elected for a two-year term. A new Vice President is elected each year and will fill the office of President after one year. The other Board members shall be elected by position as follows: Director of Mission Council, Director of Property Council, Secretary of the Board, and Director of Community Council will be chosen in elections held in even numbered years. The Director of Religious Development Council, Director of Finance Council and the Director of Administrative Council will be chosen in elections held in odd numbered years.

The terms of office will begin on the first day of the church fiscal year. No member of the Board of Trustees may serve more than five (5) consecutive years on the Board. If any member is absent from three (3) meetings during any twelve-month period, the remaining members may declare that office vacant.

Section 3. Election of Members of the Board:

The election of members to the Board shall be held on the day of the Annual Meeting of the Congregation. All candidates for positions on the Board must be voting members of the Congregation. No person who is an employee of St. John's or who provides contracted services in exchange for a fee or other consideration shall be eligible to serve.

Section 4. Powers and Duties of the Board:

On behalf of the Congregation, the Board is responsible for policy development and compliance, and the administrative management of the real and personal property of the church, its business affairs, and all contracts. The Board shall keep the Congregation informed of its decisions and activities.

Through its President, the Board shall call special Congregational Meetings as needed. At the Annual Meeting of the Congregation, the Board shall present a budget in itemized form for the Congregation's approval. Neither the Board, nor its officers, shall incur any further financial obligation(s) totaling in excess of two percent (2%) of the total operating budget most recently approved during the fiscal year without specific authorization at a called Congregational Meeting.

Section 5. Meetings:

The Board shall meet at least once a month. A majority of the members constitutes a quorum.

Section 6. Powers and Duties of the Officers:

a. The President is the chief administrator of the Congregation and shall preside at all meetings of the Congregation and all meetings of the Board. The President will work with the Minister to coordinate relations with the staff.

b. The Vice-President assists the President in the execution of his or her duties, facilitates inter-council functioning, monitors task force development and assumes the duties of the President when the President is unavailable.

c. The Secretary of the Board has responsibility for all non-financial records of the church and keeps accurate minutes of all meetings of the Congregation and the Board.

d. The Director of Finance Council is in charge of developing and administering the financial program of the church. The Director of Finance Council, working with a Board appointed Treasurer, supervises the expenditure of church monies and provides for the written accounting of all the financial transactions of the church. The Director of Finance Council keeps informed of the financial condition of the church, reports to the Board and the Congregation, and prepares financial forecasts as required.

e. The Executive Committee is composed of the President, Vice President, Secretary of the Board, Director of the Finance Council and the minister.

f. Council Directors are responsible for organizing and administering the work of their respective Council as provided in Section 7.

g. In addition to exercising the powers and duties set forth, each officer shall have those powers and duties assigned to them by the Board.

Section 7. The Councils:

There are six Councils organized to assist the Board in the administration of church affairs. A Director leads each Council. The Councils are composed of committee chairs and individuals with special tasks. Each Council Director serves as the liaison to the Board for activities, issues and concerns of the associated committees and volunteers.

a. The Administrative Council coordinates administrative functions of the church including, but not limited to, office support, office purchases, office technology, newsletter production, building rentals and church directory.

- b. The Community Council supports and encourages a strong sense of community within the congregation through its coordination of social groups and committees that bring members and friends of the church together.
- c. The Finance Council is responsible for all matters concerning church finances.
- d. The Mission Council supports and encourages church relationships beyond its doors through social witness and action. This Council is also responsible for facilitating the church's involvement in denominational affairs.
- e. The Property Council is responsible for coordinating matters concerning church property, including maintenance, improvements and aesthetics.
- f. The Religious Development Council works with the Minister to coordinate the Sunday morning experience and activities related to religious education and musical programming.

Section 8. Committees and Individuals Reporting to Councils:

The Board authorizes operating committees and assigns them to a Council. The Board may also create positions to be held by individuals who report to a Council Director. These individuals perform specific tasks that are best handled by one person. The Board may appoint other committees, and all committees shall report to the Board through their respective Council Director.

Section 9. Committee on Ministry:

There shall be a Committee on Ministry with six members, three recommended by the Minister subject to Board approval and three recommended by the Board subject to the Minister's approval.

Section 10. Fund Trustees:

The Fund Trustees shall consist of the following six (6) members: the Director of Finance Council, the Director of Property Council, and four Fund Trustees elected by the congregation, two elected each year. The elected Fund Trustees shall be Full members of the congregation, may not be members of the Board, and shall serve for two-year terms. Fund Trustees may not serve more than three consecutive full terms.

The Fund Trustees shall serve as trustees of all endowment and other special funds authorized by the Congregation or the Board. Four (4) of the six (6) Trustees must consent to all decisions made with respect to funds under their trusteeship. They shall abide by separate guidelines established by the Board or Congregation for each of the funds.

Section 11. Vacancies:

If the position of the President becomes vacant, it shall be filled by the Vice-President for the remainder of the year and for the subsequent year. When vacancies occur on the Board, other than for the Presidency, or among the Fund Trustees, the Nominating Committee shall recommend a replacement to the Board. If the Board disapproves the replacement, the Nominating Committee shall continue to suggest alternate replacements until the Board approves one. All replacements must meet the requirements for being elected to the position. Replacements will serve only for the duration of the church fiscal year, and the Congregation will elect a permanent replacement to serve any unexpired time in the vacant position.

Section 12. Financial Audit:

The board will arrange for an audit or review of the church's accounting records in even numbered fiscal years by an independent, outside professional and will report the results to the Congregation.

ARTICLE X: Special Committees Reporting to the Congregation

Section 1. Nominating Committee:

There shall be a standing Nominating Committee consisting of the Vice-President *ex officio* and four members of the Congregation serving staggered two year terms with two elected each year from a slate of a least two candidates on the day of the Annual Congregational Meeting. The Vice-President shall convene the first meeting of the Nominating Committee, at which time the committee will select its chairperson.

The primary duties of the Nominating Committee are to nominate candidates for elected offices and to administer the elections.

Section 2. Ministerial Search Committee:

Whenever it becomes necessary to select a new Minister, a ministerial search committee shall be elected by the Congregation to conduct the search. The plan prepared by the Board for selection of the Minister shall specify the size and responsibilities of this committee.

Section 3. Other Committees:

From time to time, the Congregation may create and elect other committees to perform special tasks that the Congregation deems to be necessary.

ARTICLE XI: Rules Governing the Conduct of Elections

Section 1. Time of Elections:

The election of members to the Board of Trustees, The Fund Trustees, and the Nominating Committee shall occur on the day of the Annual Meeting of the Congregation, and balloting shall end at the start of that meeting.

Section 2. Nominations:

At least ten weeks prior to the elections, the Nominating Committee publishes a list of positions to be voted on and instructions on how individuals may request nomination for these positions. The Nominating Committee shall then actively recruit and nominate one or more suitable and willing candidates for each open position. In addition to nominations made by the committee, individuals who wish to run for a specific office may also nominate themselves by submitting a written statement to the chairperson of the Nominating Committee before the nomination deadline. This statement must be signed by five members of the Congregation. The deadline for all nominations is five weeks prior to the election. All candidates must be Full members (see Article VI, Section 1) of the Congregation. Members of the Nominating Committee, other than the Vice President who serves ex-officio, may not be candidates for office (including membership on the Nominating Committee) in the elections for which they nominate candidates.

Section 3. Publishing the list of Candidates:

The Nominating Committee posts the list of candidates for all offices in a public place at least four weeks prior to the election. In addition, the Nominating Committee shall publish the list of candidates in the church newsletter as soon as possible after the close of nominations to inform the Congregation about the candidates, their backgrounds, and their reasons for seeking the office.

Section 4. Administering the Election:

The Nominating Committee is responsible for preparing ballots, administering the balloting, counting the ballots, and publishing the results. The candidate receiving the most votes for a given office will be the winner of the election for that office. If there is a tie vote for a Nominating Committee member, all such tied members shall be elected to the committee, and the committee shall be expanded for that year in order to accommodate the larger membership. If there is a tie for any Board or Fund Trustee position, the Nominating Committee administers a run-off election within three weeks among those tied for the position. The results of the election shall be announced to the Congregational Meeting before it ends unless a majority of the members attending the meeting vote to postpone the announcement of the election results.

Section 5. Absentee Ballots:

Absentee ballots shall be issued to voting members of the Congregation on request. This request may be made at any time prior to the last Friday preceding the election. The procedure for casting absentee ballots will be as follows: the completed ballot, or a

reasonable facsimile thereof, shall be sealed in a blank envelope. This blank envelope shall be accompanied by a slip signed by the voter. Both shall be put in a second envelope which may be mailed or handed to any member of the Nominating Committee. Signatures shall be checked off against the membership list. All absentee ballots must arrive at St. John's in time for the sealed envelope (separated from the voter's signature) to be placed in the ballot box along with the votes cast on the day of the election.

ARTICLE XII: Parliamentary Authority

Parliamentary Procedures

Business sessions of the Board of Trustees and all congregational meetings are to be conducted as expeditiously and informally as possible. Whenever parliamentary authority is necessary, the meeting shall be conducted pursuant to Robert's Rules of Order, Revised. The President may appoint a member to serve as parliamentarian for any meeting of the Board or Congregation.

ARTICLE XIII: Minister

Section 1. Method of Selection:

When the selection of a minister becomes necessary, the Board of Trustees will take a plan of selection to the Congregation for approval.

Section 2. Eligibility of Candidate:

No candidate shall be called unless he or she is an ordained Minister in fellowship (preliminary or final) with the Unitarian Universalist Association.

Section 3 Election of Minister:

The Minister shall be elected by an affirmative vote of three-fourths of the members present and voting at a Congregational Meeting called for that purpose.

Section 4. Employment of Minister:

Terms of employment of the Minister are determined by mutual consent between the Board of Trustees and the Minister.

Section 5. Salary of Minister:

The Minister's compensation, determined by the Board after consultation between the Minister and Budget and Finance Committee, is subject to ratification by the Congregation in the annual budget.

Section 6. Worship:

The Minister shall have primary responsibility for the religious meetings of the Congregation and its spiritual interests and activities. The responsibility will be shared with the Congregation through the appropriate committees and staff.

Section 7. Membership on Committees:

The Minister is an ex-officio, but nonvoting, member of each Council, committee and task force in the Congregation with the exception of the Nominating Committees, the Ministerial Search Committee, COACH, and the Fund Trustees.

ARTICLE XIV: Ministry Review

The purpose of the review is to determine the health of the congregation and the effectiveness of the lay and professional ministry of the church. The Board of Trustees shall ensure that evaluation data is collected from the congregation (or a representative sample), summarized, and published or posted every even year. The Board will provide advance notice to the congregation identifying those responsible for collecting data, the evaluation timetable, and how members may participate if a representative sample is used.

ARTICLE XV: Amendments

Section 1. Effective Date:

These by-laws shall go into effect immediately upon their adoption and shall not be altered except by a 2/3 vote of those present at a meeting of the Congregation.

Section 2. Amendments:

a. Initiated by the Board of Trustees.

Amendments initiated by the Board or by a committee thereof, shall be voted upon by the Congregation not sooner than ten (10) days nor more than ninety (90) days after formal approval by the Board.

b. Initiated by Members of the Congregation.

Amendments, initiated by individual members of the Congregation, must be submitted in writing to the Board, signed by not less than twenty-five (25) members in good standing, and notice given to members in writing. Such notice may be made in the church

newsletter. Such amendments shall be finally acted upon by the Congregation within 180 days, but not sooner than ninety (90) days after the notice has been given.

Section 3. Method of Notification:

Written copies of proposed by-law amendments to be submitted to the Congregation for vote of approval shall be made available to members at least ten (10) days prior to the meeting of the Congregation at which the vote shall be taken.

St. John's Policy Manual

PERSONNEL POLICY-needs to be inserted here, with corrections from David

General Board Policies**Affiliated Minister's Policy 1.2.1**

Policy adopted **September 18, 1996**

Purpose: To outline the guidelines for becoming an Affiliated Minister

A. An Affiliated Minister must meet all of the following criteria:

- A person in ministerial fellowship with the Unitarian Universalist Association
- A member in good standing at St. John's Unitarian Church
- A minister called to be an Affiliated Minister by the congregation of St. John's Unitarian Church upon recommendation of the Parish Minister, with the concurrence of the Board of Trustees

B. The Affiliation Covenant is approved by:

- The Parish Minister
- The Board of Trustees of the Church
- The minister to be affiliated

C. Affiliated Ministers are not employed by nor paid a salary by the church. However, appropriate services could be reimbursed as covered in the covenant.

D. The duties of each Affiliated Minister shall be agreed upon by the Parish Minister and the Affiliated Minister, approved by the Board of Trustees, and set out in an Affiliation Covenant.

E. When Affiliated Ministers perform services for persons who are not members of St. John's Unitarian Church, they shall expect the normal remuneration. St. John's members will receive normal pastoral services from Affiliated Ministers without charge, but are not precluded from offering an honorarium.

F. Referrals for services shall be made to Affiliated Ministers when the Parish Minister is unable to perform them, or as agreed upon in the covenant.

- G. Affiliated Ministers shall be identified on all staff lists and annual reports to the Unitarian Universalist Association and other regional bodies. Their names will be regularly noted on the orders of service and in the newsletter as space permits.
- H. The Affiliated Ministers and the Parish Minister of the church will meet at least annually to review their relationship, to determine how the ministry of the Affiliated Ministers is working in the life of the church, and to renew, revise or terminate the covenant.
- I. Changes in the covenant may be made by agreement among the ministers concerned and shall be effective 30 days after written notice of the change is forwarded to the Board of Trustees, unless the Board votes to delay or reject the change. In any matter of job definition, all parties will seek agreement through various channels, while realizing that the congregation has the final right to terminate the program.

Policy on Congregational Initiatives

Adopted March 17, 2004

Purpose: To establish procedures for obtaining Congregational review and agreement to proposed church-wide commitments and/or actions.

A. Situations covered by the policy:

The processes outlined in Section D. of this policy apply in the following situations:

- ☐ Church-wide commitment to a social action project or issue.
- ☐ Public stands on potentially controversial issues

Other relevant policies concerning congregational commitments which should be considered when deciding about application of this policy include:

- ☐ Church-wide decision-making in areas of governance--e.g. procedures for calling a minister, voting for Board members, changing by-laws--are covered in the by-laws.
- ☐ Bylaws also empower the Board to make policy on behalf of the Congregation (Article VIII, Section 4), but also limit the ability of the Minister and members to "indicate expressly or by implication that they speak for the congregation unless the Congregation has, in a congregational meeting, given them the authority to do so." (Article IV).
- ☐ The Policy on Freedom of Beliefs and Public Utterances (Board Approved, 1/03) affirms the right of the Minister and Church Committees to speak publicly *without* representing the Church as a whole.

B. Principles Guiding the Process of Achieving Congregational Approval/Consensus:

- ☐ The process should be simple, and have a clear step-by-step flow.
- ☐ The process should not discourage individual action, but rather facilitate action where full congregational commitment is necessary or desired.
- ☐ The process should provide for:

Informing the entire congregation of the issue/proposed action under consideration.

Educating all interested members in critical aspects of the issue/proposed action.

Offering opportunities for dialogue and consideration of a variety of points of view, and dissenting or countering positions in safe and respectful forums.

The method of voting should be consistent with congregational meeting by-law specifications, at a minimum. For situations where a public resolution or action in the name of St. John's is under consideration, additional specifications are required to safeguard our church community. These safeguards include:

- Providing for a secret ballot and requiring a supermajority, rather than a simple majority for passage.

- The decision-making/voting method should allow inclusion of those who cannot attend the congregational meeting where a vote is taken.

C. Desired Outcome of the Process:

- ☐ The decision is an informed, and therefore meaningful, one.
- ☐ The full congregation owns actions taken in the church's name, not just a dedicated few activists with a special interest in a particular area.
- ☐ The action unites us—the process encourages participation, free expression and respect for diverse views, and discourages acting divisively or unilaterally.
- ☐ Our actions in the name of the church have more significance—empowering individuals and empowering our church.

D. Processes to Follow in Achieving Congregational Approval/Consensus concerning Congregational Initiatives:

Step 1: Identify an initiative by creating a statement that describes the issue and any intended actions related to it. In addition, keeping the proposed outcome in mind, the document should include those items listed in Step 10.

Step 2: Identify a group or membership (henceforth referred to as the advocacy group) to bring forth the initiative.

- Must be at least 3 members.
- The membership could be a standing committee or a task force, such as Social Action, etc.

Step 3: Share the initiative with the Board of Trustees.

- The initiative can go forward with or without the Board approval.
- The Board could offer to take over the process or share in the process.
- In any case, the Board will clarify with the advocacy group, expectations and next steps.

Step 4: The advocacy group needs to bring forward the following:

- Obtain 10 signatures necessary to call a special congregational meeting.
- Establish a timeline for completing the process
- Pulls together a written "Plan of Action", that:
 - Informs the congregation
 - Educates the congregation
 - Creates "Dialogue" with the congregation
 - Includes a timeline
 - Defines specifically how the "initiative statement" will be utilized, if approved by the congregation

Step 5: Within 60 days, the Board will review the Plan of Action to determine if the content is complete. If it is not complete (e.g. does not contain an educational component, etc.), then the Board will send the initiative back to the group for revision.

Step 6: The Board will set a date for the Special Congregational Meeting, consistent with the timeline of the group and in accordance with the church's by-laws. At the discretion of the Board, the presentation of the initiative and the vote could be incorporated into the Annual Congregational Meeting.

Step 7: The group will implement the "Plan of Action" and "Timeline"

Step 8: Call a Special Congregational Meeting to vote on the initiative.

- Establish a parliamentarian
- Voting is by secret ballot. Absentee ballots will be available for those unable to attend the meeting. No proxy voting.
- A super majority (75% of the quorum is required to pass the initiative).

Step 9: Direction of the Special Congregational Meeting

- To determine if the intent of the initiative is consistent or if significant change in the intent has occurred during the meeting, an Ad Hoc Group will be established containing 1 member from the advocacy group, the President, and the parliamentarian.
- If no significant change has occurred, the vote will go forward.
- If significant change has occurred, the vote will not occur and the initiative goes back to the advocacy group.
 - The advocacy group may determine to stop the initiative
 - The advocacy group may choose to initiate a new process, beginning at Step 3

Step 10: Within 30 days, the advocacy group and a representative appointed by the Board will complete a debriefing process following a vote of the congregational meeting:

- Determine "How the statement of the initiative" will be used (i.e. Publicized & utilized, etc.)
- Develop/modify church policy or procedures, if appropriate
- Determine if a financial commitment or budget line item is necessary
- Assess the effects of the process on the church community (including the Board, the advocacy group and the congregation).

Step 11: If approved, execute the congregationally authorized actions.

Policy on Disruptive Behavior

Approved by the Board of Trustees April 14, 1999,
Amended September 19, 1999, October 18, 2000,
November 19, 2000, and **September 15, 2004**

Rationale:

Twice in the 1990s the St. John's leadership has identified individuals who posed such a threat to others that the Board took extraordinary action, barring those members from the church. In other cases leaders have been concerned about self-destructive conduct as well as individual behavior that disrupted a worship service, committee meeting, or other church activity. Several members have left St. John's when they felt the church failed to respond appropriately to individual misconduct. Improved procedures might provide the leadership with an early warning system triggering intervention to assist individuals engaged in threatening or disruptive behavior. Even in emergency situations that require immediate and/or involuntary separation from the community, due process must be accorded to the disruptive individual based on the UU principle affirming the inherent worth and dignity of all.

Rather than attempt to define 'acceptable' or 'disruptive' behavior, this policy establishes a process for dealing with a range of problems that may include criminal conduct, violations of established conduct policies, such as sexual harassment, or other inappropriate behavior that disrupts the community.

Reaching Out On Time (ROOT)

When a member, friend, or visitor is disruptive or when an individual observes inappropriate behavior, St. John's can reach out in a number of different ways depending on the situation.

1. **Interpersonal Conflict**

When two individuals have an interpersonal conflict, the Committee on Congregational Concerns may provide nonjudgmental mediation.

2. **Lay Ministerial Assistance**

The Caring Circle may provide support to an individual experiencing stress from illness, needing assistance or transportation for doctors' visits, or assistance with household tasks.

3. **Disruptive or Inappropriate Behavior**

When disruptive behavior occurs, the responsible committee chair shall report to the appropriate Director. For example:

- The Worship and Liturgy committee chair and/or Director of the Religious Development Council should personally counsel an individual

who repeatedly makes inappropriate use of Joys and Concerns during Sunday services.

- The Property Committee Chair and/or Director of Property Council should respond directly to an individual who makes inappropriate use of church resources or facilities, such as for personal gain.

4. Pastoral Care

The Minister may offer pastoral care to a troubled individual.

5. Law Enforcement Involvement

In extraordinary situations involving criminal conduct, law enforcement involvement may be sought by church leaders.

When church leaders conclude that none of the above are appropriate or effective, St. John's requires a specially constituted Committee on Achieving Congregational Harmony-- COACH.

Committee on Achieving Congregational Harmony (COACH)

Composition:

COACH will serve as an Administrative Council standing committee of three to five members appointed by the board, each serving staggered three year terms. The committee should include at least one mental health professional and others with appropriate professional experience (law, counseling, etc.) chosen with regard for a representative membership not limited to one gender. COACH will select its own presiding officer and recorder. The Director of Administrative Council will serve as Board liaison.

Mandate:

The Administrative Council Director will convene COACH once each year to charge the members and arrange any necessary orientation. After selecting its presiding officer and recorder, COACH will review applicable bylaws provisions, board policy documents, and COACH procedures to determine whether any changes in policy and practice should be recommended to the Board. Following its initial organizing session each year, COACH will follow established meeting procedures in response to a call by two church leaders who identify a disruptive individual whose behavior seriously threatens the community.

Procedure:

1. COACH will meet at the call of two church leaders: the Minister and/or Board President and, if required, one other member of the Board. The two officers should first agree that an individual St. John's member, friend, or observer has engaged in disruptive or threatening behavior inappropriate for resolution by COCC, personal counseling by the Minister or other established procedure. An emergency COACH session will be convened immediately if the church leaders believe that urgent action is required and that intervention by the police is not possible or appropriate.

2. The COACH chair will personally notify the individual identified by the church leaders, explain their complaint, provide a written copy of the committee procedures and arrange a meeting time with the committee. The individual has the right to submit a written statement to the committee and to have a representative attend. The individual may also attend unless COACH members feel personally threatened.
3. COACH will hear from the church leader(s), the individual identified, a personal representative if desired, personally affected members of the community and others, separately or together, in one or more closed meetings, as needed.
4. COACH will review all information and proposals for action presented by church leaders and the individual before recommending an approach to resolution. If the church leaders disagree with the committee's response, they may present their recommendations to the Board at a meeting where one or more members of COACH offer their independent assessment of the situation.
5. If the individual acknowledges past misconduct and voluntarily accepts a course of action offering satisfactory assurances for the community, COACH will monitor implementation during a probationary period. If the resolution does not work out, COACH will consider an appropriate response, including the disciplinary measures described below.
6. A recorder will maintain an account of each session and the committee's activities. The committee will ordinarily report only general information to the Board, limiting disclosure of specific details unless Board members have a clear need to know.
7. If COACH agrees with church leaders that an individual unable or unwilling to change disruptive or threatening behavior poses an unacceptable threat to the community, the committee shall recommend appropriate remedial action to the Board including but not limited to:
 - i) Suspension from participation in one or more St. John's activities with conditions for reinstatement following a certain period of time and satisfaction of pre-conditions. COACH will monitor compliance and determine whether the individual fulfilled the conditions.
 - ii) Suspension from all St. John's activities and presence on church property for a defined period of up to three years subject to reinstatement after satisfaction of pre-conditions. [Amend By-Laws Article V, Sec. 6 'Inactive Membership' to add such suspended individuals and provide for review by COACH prior to re-activating membership]
8. Before acting on any recommendation for involuntary suspension, the Board will hear a COACH Representative's report and grant the individual an opportunity to be heard. If the individual chooses not to appear in person and/or if church leaders feel personally threatened, the individual has the right to representation by a person of their choice, or to submit a written statement to the board after receiving timely notice.

9. If the Board suspends an individual from all St. John's activities, the suspended person has the right to appeal to the St. John's membership at the next regularly scheduled congregational meeting which may rescind the board action by majority vote. A church leader and/or COACH Representative will explain and justify the suspension. The suspended individual may not appear at the congregational meeting but has the right to submit a written statement, and to have a personal advocate speak and offer an audio or videotape presentation.

10. If a suspended individual does not appeal to the congregation, church leaders will only share information about the suspension on a need to know basis, avoiding undue publicity that might preclude the individual from reentering the community. Church resolution of disruptive incidents should be disclosed to those personally affected, but not the public.

11. COACH will monitor the individual's compliance with suspension terms. Recognizing the inherent worth and dignity of every person, COACH will recommend to the Board transfer to the list of active members any suspended individual who has satisfied the conditions for reinstatement and wants to return to the St. John's community.

(1) See *Antagonists in the Church* by Kenneth Haugk.

Applicable Addition to By-Laws

Adopted by the Congregation September 19, 1999
Amended by the Congregation November 19, 2000

ARTICLE-V – Membership

Section 6. Inactive Membership

c. Suspension after Disruptive or Threatening Behavior

c. Suspension after Disruptive or Threatening Behavior:

1. A Committee established under the "Policy on Disruptive Behavior" may recommend that the Board suspend from active membership an individual whose behavior seriously threatens the community. The Minister and Board President may jointly refer an individual to the Committee, or either one may do so in conjunction with another Member of the Board. Unless overruled at a Congregational Meeting, the Board may suspend an individual from active membership and all St. John's activities and presence on church property for up to three years. The individual may apply for reinstatement at the end of the suspension period. Such application should be made in writing, and should be submitted to the Board President. The Board President will then refer the application to COACH, which will review adherence to pre-conditions for reinstatement. Reinstatement will be recommended to the Board at the time if all pre-conditions are met.

Policy on Freedom of Beliefs and Public Utterances

Policy adopted **January 15, 2003**

Purpose: To clarify how a member of the congregation, staff and the minister may speak about St. John's

- A committee, task force or sanctioned group, may write, speak or take action on behalf of that group, as long as they identify themselves clearly as a Committee of St. John's Unitarian Universalist Church or Chair of a Committee of St. John's Unitarian Universalist Church and do not claim to be representing the church as a whole. The stance taken must be consistent with the UUA Seven Principles and our being a Welcoming Congregation.

"Writing" may include signing a letter, press release, or resolution using church stationery. "Taking action" may include affiliating with a coalition, sponsoring programs and activities, marching in a public parade, or carrying the church banner at a public function.

- The minister and other professional staff may write, speak or take action as an individual as long as they identify themselves clearly by title and do not claim to be representing the church as a whole. The stance taken must be consistent with the UUA Seven Principles and our being a Welcoming Congregation.

"Writing" may include signing a letter, press release, or resolution using church stationery. "Taking action" may include affiliating with a coalition, sponsoring programs and activities, marching in a public parade, or carrying the church banner at a public function. Quoting the UUMA Guidelines, it is the professional's or "the minister's responsibility to do everything possible to make clear when she or he is speaking as an individual."

Policy on Memorial Garden

(adopted April 16 2014)

1. **PURPOSE AND USE OF THE GARDEN:** The Memorial Garden shall be maintained as a long term repository for the cremated remains (ashes) and as a peaceful area for meditation and remembrance. Use of the Garden is limited to religious and social occasions as approved by the St. John's Caring Circle and/or Minister.

2. **AUTHORITY:** The maintenance and care of the Memorial Garden is under the management of the Property Council under the authority of the Board. Files and/or related information will be kept in the church and managed by the Office Administrator with assistance from the Caring Circle and Minister. Policies are established by the Board and Procedures are established by the Caring Circle and Minister.

3. **OWNERSHIP:** All memorial boulder rocks and bricks (pavers) remain the property of the St. John's Unitarian Universalist Church. Reservation of a boulder rock or a paver and payment of the established fee therefore entitle a person, the subscriber, to the privilege of use but not the right of ownership. Rock boulders must be assigned and pavers approved by the Minister with the assistance of the Caring Circle under the authority of the Board.

4. **ELIGIBILITY:** The ashes of any past or present member or friend, as defined by the bylaws and policies of St. John's, his or her spouse, parents or children and others who, in the opinion of the Minister and/or the Caring Circle, have a sufficient connection to St. John's, shall be eligible for interment in the Memorial Garden. A member of St. John's, the executor of the decedent's will, spouse or close family member may make the request to inter ashes. The following must be received before ashes can be placed in the Memorial Garden: A copy of the Death Certificate, basic biographical information about the deceased, a completed Right to Interment Form, and a completed Interment Authorization Form (See Appendices 1 & 2).

A member or friend may contact the Minister and/or the Caring Circle if he or she wishes to commit the ashes of someone who does not fall into the above categories, or to request modified financial arrangements based on need.

5. **INTERMENT:** A loved one's ashes shall be deposited, without a container, in the natural space designated for that purpose. Ashes will be mixed with the earth. Depositing of the ashes may take place during, before or after the funeral or memorial service or by arrangement.

6. **RESERVATION OF BOULDER ROCKS:** A boulder rock for the engraving information of eligible persons may be reserved upon payment of the fee in effect at the time of reservation. In the event of a group reservation, individual contracts for each person's

reservation are required. a \$500 deposit to be credited to the final fee in effect at the time of interment. In the event of a group reservation, individual contracts for each person's reservation are required. Upon the death of a person who is to be memorialized, rights under the contract become part of his or her estate. A reservation can be canceled in writing, addressed to the Church, in which event a refund of ½ of the amount paid will be made to the subscriber or to his or her estate. Thereafter, the boulder rock will be made available as unassigned space.

The subscriber must notify the St. John's Office Administrator of a current address. In the event that the Church is unable to contact the subscriber at the address given, by action of the Board the reservation may be cancelled without refund.

7. CERTIFICATE: Each subscriber shall receive a copy of a certificate substantially in the form attached in the Appendix. Subject to the rules and regulations existing at the time of any designation or change, the subscriber shall retain the right and authority (1.) to designate or change the designation of the eligible person or persons whose ashes shall be placed in the designated natural space, subject to the consent of the Minister and Caring Circle, and (2.) to designate or change the designation of the person who, upon the subscriber's death or incapacity, shall have such right and authority.

8. INSCRIPTIONS: Names of those memorialized may be engraved on boulder rocks or pavers placed, with approval of the Caring Circle, in the area designated by the Caring Circle. Lettering on rock boulders and pavers will be uniform in style, but may be reduced in size for longer names. The Caring Circle must approve any inscriptions other than name and date.

9. MEMORIAL BOOK: Relatives of a decedent shall be entitled to memorialize in the Memorial Book a decedent whose ashes are in the Memorial Garden. The Book will be kept in the Administrator's Office and may be displayed for events or services at the discretion of the Caring Circle. Each memorial in the book allows up to two single-sided pages of written or printed material. Materials for inclusion in the book must measure not more than 8.5 by 11 inches, and may consist of e.g. biography, an obituary, poetry or other writings, and a photograph. Entries will appear chronologically by date of death. The Caring Circle is solely responsible for the insertion of materials in the book.

10. RESPONSIBILITIES AND DISCLAIMER: St. John's will endeavor to protect and conserve the boulder rocks, pavers and ashes, both before and after they are placed in the Memorial Garden, but it shall have no responsibility for failure to do so. The subscriber understands that the surrounding church grounds are used for many purposes and will continue to be so used.

11. MEMORIAL GARDEN REMOVAL: St. John's reserves the right to move all or part

of the memorial garden to a different site if deemed appropriate by the Board. The subscriber agrees and understands that ashes, whether interred directly into the earth or scattered are not recoverable.

12. FEES AND CHARGES: Fees may be modified at the discretion of the Caring Circle in order to assure sufficient funds for construction and costs of maintenance of the Memorial Garden. See Appendix 3 for current fees.

13. MEMORIAL FUND: All funds received for reservation of boulder rocks, interment rights, pavers and costs of establishment of the Memorial Garden or its maintenance shall be deposited in the Memorial Garden Fund, which shall be administered by the Treasurer of St. John's subject to Board direction. The Caring Circle will submit annual reports to the Board which will include a listing of gifts and purchases of boulder rocks and pavers as well as expenditures for construction and maintenance of the Memorial Garden.

14. ST. JOHN'S CARING CIRCLE: Subject to the authority of the Board, Minister and these policies all matters in connection with the construction and maintenance shall be the responsibility of the Property Council. Regulation and use of the Memorial Garden shall be the responsibility of St. John's Caring Circle. The Caring Circle shall consist of at least five members or friends of St. John's. The Caring Circle shall fill vacancies as they occur. The Caring Circle shall maintain appropriate records of the subscribers and deceased persons whose ashes are interred on the grounds, assist persons recording biographical data in the Memorial Book, provide price list updates, approve eligibility and appropriateness of memorial garden items, and shall attend to other matters as may be deemed appropriate by the Board. The Caring Circle shall meet at least quarterly.

St. John's Memorial Garden Policies & Procedures: Appendix 1 Right to Interment

ST. JOHN'S UNITARIAN UNIVERSALIST CHURCH
CINCINNATI, OHIO

MEMORIAL GARDEN

RIGHT TO INTERMENT OF ASHES

On _____ (date)

_____ (Subscriber's printed name)

for the sum of \$ _____ has purchased the right to inter the
cremated

remains/ashes of _____ in accordance with the Policies
and Procedures of the Memorial Garden of St. John's Unitarian Universalist Church.
Fee also includes the optional use of a boulder rock for engraving.

Signed: _____, Subscriber

Date: _____

Signed: _____, St. John's Unitarian Universalist Church
Caring Circle Representative

Date: _____

Special Instructions:

St. John's Memorial Garden Policies & Procedures: Appendix 2 Interment Authorization
ST. JOHN'S UNITARIAN UNIVERSALIST CHURCH
CINCINNATI, OHIO

MEMORIAL GARDEN

INTERMENT AUTHORIZATION

Deceased Information

Full Name _____

Born _____ Died _____ M ____ F ____

Birthplace _____ Place of Death _____

Next of Kin _____

Relationship to Deceased _____

Funeral Home _____

Interment Fee Received \$ _____

Statement of Authority

I, _____ hereby certify that I am the

_____ (print relationship) of the deceased; that I have the authority to make these arrangements; that the information herein is correct; that this is your authority to inter the remains of the decedent as stated above, subject to the policies and procedures of St. John's Unitarian Universalist Church.

I understand this is a cash transaction, \$ _____ the receipt of which is due and payable in full before the scheduled interment.

I understand and agree to the terms of this Interment Authorization and the penalties for default of any part herein. I have reviewed the policies and procedures regarding the Memorial Garden of St. John's Unitarian Universalist Church.

Signature _____ Date _____

Address _____ Phone _____

St. John's Memorial Garden Policies & Procedures: Appendix 3 Memorial Garden Fees

MEMORIAL GARDEN FEES

These are the fees at the time of this document and they may be modified at the discretion of the Caring Circle in order to assure sufficient funds for construction and maintenance of the Memorial Garden

1. Right of Interment and the cost of an engraved boulder, within guidelines approved by the Caring Circle, \$750.
2. cost of an engraved boulder and no interment, within guidelines approved by the Caring Circle, \$500.
3. Interment of ashes in designated natural space as approved by the Caring Circle and no engraved boulder, \$250. For active members in good standing, a suggested donation of \$250.
3. Ministerial services are privately arranged.
4. Monetary contributions intended for purchase of benches, plants, or other beautification items for the Memorial Garden can be made to St. John's, earmarked Memorial Garden.

Cremations costs and use of funeral home services or other expenses are the responsibility of the family or estate of the decedent

**Safe Congregation Policies and Procedures
for Children and Youth
Adopted April 20, 2005. Amended in 2007, 2008,
with most recent revision June 21, 2017**

St. John's is committed to creating a safe and caring community,
working for social justice, and
celebrating beliefs that respect freedom of thought.

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St. John's Unitarian Universalist Church Code of Conduct

St. John's UU Church Application for Working with Children and Youth

PERMISSION TO MEET: St. John's "Coming of Age Mentor and Mentee

These policies and procedures will apply to all St. John's Unitarian Universalist programs, services, activities and events, including all Religious Education and Youth Programs, youth/adult activities, events for which child care is provided, field trips and conferences.

1.0 Definitions

Child A person under the age of 18 years.

Child Abuse The injury of a child under the age of 18 years by an adult or older child that might not be intentional, but is not accidental, which results in any of the following: physical or substantial risk of physical injury, or sexual contact or exploitation; serious emotional distress; or any act that constitutes child abuse under the laws of the state of Ohio.

Child Care Providers Persons responsible for temporary care of children at St. John's, whether they are paid or unpaid, while their parents or guardians are participating in events such as choir practice, church dinners and fundraisers, social events, adult religious education programs, etc.

Child Sexual Abuse Child sexual abuse is any interaction between a child and an adult (or another child) in which the child is used for the sexual stimulation of the perpetrator or an observer. Sexual abuse can include both touching and non-touching behaviors. Non-touching behaviors can include voyeurism (trying to look at a child's naked body), exhibitionism, or exposing the child to pornography. Children of all ages, races, ethnicities, and economic backgrounds may experience sexual abuse. Child sexual abuse affects both girls and boys in all kinds of neighborhoods and communities. (National Child Traumatic Stress Network @nctsn.org)

DRE Director of Religious Education, including co-directors.

Education Workers Persons who are engaged in religious education programs with St. John's children and youth, whether they are paid or unpaid, permanently assigned or occasional.

Friend A person who is active in church activities but who has not yet signed the membership book

Group Those children or youth under the age of 18 who have been assigned to an organized program, classroom, room or activity.

Leadership Those members who are in a position of responsibility and have authority, either appointed by the Board of Trustees, the Called Minister or the Congregation or assumed by the individual.

Member A person who has signed the membership book and who actively participates in the activities of the church.

.
Any sexual contact or sexual exploitation between an adult and a child under the age of 18 years.

Sexual Misconduct Any instance of: undesired or inappropriate sexually orientated humor, language, questions, or comments; undesired or inappropriate physical contact; inappropriate comments about clothing or physical appearance; or intimidating or hostile sexually oriented comments. Instances of sexual misconduct may be limited to a one-time occurrence.

Sexual Harassment Occurs when one person subjects another to repeated, ongoing, and unwanted incidents of sexual misconduct.

Supervision The reasonable exercise of thoughtful action and responsibility by adults working with an assigned group, realizing that what constitutes appropriate supervision will vary with the ages of those in the group and the context of the activity.

Unofficial Contact Any contact between an adult and a minor outside of St. John's.

Youth Children enrolled in the 7th to 12th grade.

INTRODUCTION

- a. As Unitarian Universalists, we affirm the inherent worth and dignity of every person. We promote justice, equity and compassion in human relationships. We recognize the challenges inherent in supporting right relations among members, friends, visitors, and staff who make up the community of St. John's Unitarian Universalist Church. As a denomination we belong to a tradition that both respects the rule of law and has worked to change laws. This tradition guides and informs our congregations. It is our responsibility as a community to find a balance between safety and inclusiveness.
- b. There are times when sustaining an inclusive religious community will require that support and compassion align with civil law or congregational polity. Ignoring the requirements of compliance can put the welfare of the congregation at risk. Therefore, concern for the safety and well-being of the congregation as a whole must take priority over privileges of full membership or inclusion for the individual. Current state laws require specific social controls and oversight of persons convicted of sexual offenses against children. This document includes current policy and the requirement for policy review so that an effective response can be made to change in law.
- c. We desire to provide a congregational home to all who seek one, while acknowledging that in the case of an individual with a history of sex offenses, there must be limitations to congregational involvement. Our commitment to inclusion means that only in rare cases might a person be denied access to ministry and fellowship. We have a responsibility to see that our congregation is sexually healthy and free of sexual harassment, abuse, and exploitation. Special consideration for the unique needs and challenges faced by children, youth, and vulnerable adults must be made.
- d. We must balance compassion and support against further harm. A person with a history of sex offense needs special consideration to assure that involvement in the

congregation does not pose a risk to others, and to protect them against false allegations and suspicions.

- e. Ultimately, it is the responsibility of the entire congregation, not just those in leadership or teaching positions, to create and sustain a supportive community that promotes safety and security, respect and right relations for all.

For additional policies on Safe Congregation please read Policy on Sexual Harassment.

3.0 Prevention

- 3.1 We underscore the importance of Background Checks for every person in a Leadership position at St. John's. See 6.0.
- 3.2 Reference to current 'Safe Congregations' Policy Pieces: Youth RE
- 3.3 COCC / COACH Procedures

4.0 Safe Congregations Committee and Response Team

St. John's has established a standing Safe Congregations Committee, which also acts as the Safety Response Team when the immediate need arises for consideration of a particular situation. The Safe Congregations Committee and Response Team is committed to the development, review and maintenance of policies and practices that:

- a. Protect and promote the emotional and physical safety of the congregation
- b. Sustain right relations within the congregation
- c. Honor our Unitarian Universalist Living Tradition

4.1 The Committee will consist of:

- a. At least four members of the congregation appointed by the Board of Trustees and confirmed by the Minister for terms of three years, staggered to ensure continuity so that no more than two members will leave in a given year.
- b. Three ex officio members of the church: the Minister, the Director of Religious Education, and the Board of Trustees Vice President, who will also serve as the liaison between the Board and the Committee.
- c. The committee should reflect the gender diversity of the congregation. It is important that parents of young children be represented on the committee.

4.2 Responsibilities of the Committee include:

- a. Acting as a resource for the community of St. John's;
- b. Ensuring that education is regularly undertaken by Leadership regarding these Policies and Procedures;

- c. Promoting education for the whole community regarding a reasonable expectation of safety and security while balancing this with the need of a person with a history of sex offense for access to compassionate ministry;
- d. Collaborating with other committees of St. John's Unitarian Universalist Church as appropriate to develop and implement comprehensive strategies in these balancing acts.

5.0 Reporting Requirements:

This section of the policy defines the legal and congregational responsibilities for staff, volunteers and members for investigating and sharing information related to sex offenders.

- a. **Mandatory Reporting:** members of several professions as well as volunteers for childcare fall under mandatory reporting guidelines related to knowledge of sex offenders. The guidelines are published here:
<https://www.childwelfare.gov/topics/systemwide/laws-policies/statutes/manda/>.

Whether or not a member of the congregation or staff is covered by the mandatory reporting guidelines, it is the duty of all members of the congregation to be observant of our community and discuss any concerns that may develop with a member of the Safe Congregations Committee. In order to provide all members of the congregation with a safe environment and reasonable protection of privacy, any such discussion should take place in confidence with the committee and with every precaution taken to avoid speculation, rumor or gossiping.

6.0 Background Checks

6.1 The following people shall undergo background checks:

1. RE teachers
2. RE helpers
3. Coming of age mentors
4. Safe congregation committee
5. Staff: Minister, Director of Religious Education, Office Administrator, Music Director, Accompanist, Caretaker
6. Child care providers
7. Lay pastoral associates
8. Seminary student ministers
9. Board members and those who manage church finances

Background checks are done by Trusted Employees, a subcontractor to Church Mutual.

All staff members, including childcare providers, Lay Pastoral Associates, and Seminary Student Ministers, undertake the Employee Standard Package.

All lay volunteers, except for those who handle finances, undertake the Volunteer package.

Volunteers who handle finance undertake the Employee Finance Package.

6.2. The DRE shall be in charge of Background Check management as the Account Manager.

The Secondary Account Managers will be the Minister and the Chair of the Personnel Committee, who will also have access to the results.

1. Institute the background check process.
2. Receive results
3. Institute review process when necessary when concerns are raised.
4. When a new DRE is appointed, the Safe Congregation Committee shall assist in training and supporting the new DRE in doing this).

6.3 Responding to a Problem Check

The committee that decides what to do if there is a concern on background checks shall be composed of the DRE, the Minister, and the Chair of Safe Congregations.

7.0 Responding to Congregational Concerns

When a person with a history of sex offense shows interest in joining St. John's UU Church in any capacity, or a current participant is discovered as having such a history, the Safe Congregations Committee will evaluate the situation in order to make an informed decision about possible inclusion in our community on a case-by-case basis, following the guidelines outlined in UUA Safe Congregations materials, up-to-date requirements by our liability insurance provider, and advice from the Church attorney. The assessment may include:

1. Checking the criminal record to ascertain the legal situation.
2. Requiring access by the Minister to the parole officer of the offender.
3. Expecting open and honest acknowledgement by the offender of the circumstances of the case.
4. Informing the congregation that this person has a history of sex offense.

The assessment may include, and is not limited to:

1. Contact by the minister with a treatment provider or parole officer.
2. Risk assessment conducted by a qualified therapist with an outcome indicating a low risk factor for recidivism.
3. Offering a Limited Access Agreement, created by the Minister in consultation with the rest of the Safe Congregations Committee and the St. John's UU Church attorney, and approved by the Board. The Limited Access Agreement will condition attendance at St. John's activities by the person with a history of sex offense by:
 - a. Incorporating the principles of transparency and restorative justice by informing the congregation of this history of sex offense.
 - b. Agreement to escort by two shadows chosen by the Safe Congregations Committee.
 - c. Acknowledgement that participation in activities for Youth is prohibited.

8.0 Managing a Sex Offender in the Congregation

1. A sex offender may be welcome to participate in adult services, adult social and educational activities, and must be willing to enter into an appropriate Limited Access Agreement.
2. We must assure that a convicted sex offender does not have the opportunity at St. John's UU Church to offend. A person with a history of sex offense against children should never be allowed to be alone with children, work with children and youth, or socialize with children at the congregation.
3. No person who has been convicted of, or has an unresolved formal accusation of any sexual misconduct can be permitted to be involved in any religious education or youth group activities.
4. A person with a history of sex offense is typically provided with a Limited Access Agreement, as a Friend and not a Member of St. John's UU Church.
5. A person with a history of sex offense may be excluded from participation activities associated with St. John's UU Church if this person:
 - a. Violates Limited Access Agreement
 - b. Cannot Agree to the provisions of the Limited Access Agreement

9.0 Screening and Selection of Volunteers and Staff

9.1 Education Workers

The Director of Religious Education (DRE or co-DRE) is responsible for persons who are engaged in RE programs with St. John's children and youth whether they are paid or unpaid volunteers or parents, permanently assigned or occasional. All education workers who provide direct care or supervision to children or youth must meet the following criteria:

- **Affiliation Requirements.** All advisors for youth and all volunteer Religious Exploration teachers must be active participants at St. John's or a Unitarian Universalist church for at least six months prior to taking on any assigned group, committee, activity or event
- **Age Requirements.** Advisors for high school groups must be at least 25 years of age; advisors for junior high groups must be at least 21 years of age; all other volunteer religious education teachers, infant and children supervisors must be at least 18 years of age. Youth under the age of 18 may act as helpers with children with at least one supervisor present.
- **Application Requirements.** All education workers must complete the Application Form, must consent to such reference and/or background checks as St. John's, in its discretion, deems necessary, and must agree to be bound by the Code of Conduct set forth in these policies and procedures.
- **Training Requirements.** Prior to assigning a new education worker to a program, and whenever St. John's employs new staff, the DRE or designee will provide training in the Safe Congregation Policies and Procedures.

9.2. Child Care Providers

By September 1 each year, the Director of Community Council, in consultation with the Director(s) of Religious Education, will be responsible for designating for the next 12 months either a volunteer or a staff member to manage the screening, selection, and orientation of Child Care Providers in accord with the following requirements:

- **Age Requirements.** All Child Care Providers must be at least 14 years of age. Youth under the age of 18 should receive appropriate adult supervision.
- **Application Requirements.** All Child Care Providers must complete the Application Form, must consent to such reference and/or background checks as St. John's, in its discretion, deems necessary, and must agree to be bound by the Code of Conduct set forth in these policies and procedures.
- **Orientation.** The Director of Community Council or designee will be responsible for assuring that all Child Care Providers prior to being assigned are aware of the Safe Congregation Policy.

10. Supervision Requirements

All workers are required to comply with the following requirements to ensure a safe and secure environment for our children and youth:

10.1 General Supervision Requirements

All Education Workers and Child Care Providers are required to comply with the following requirements to ensure a safe and secure environment for our children and youth.

1. Corporal punishment or abusive language may not be used under any circumstances. This includes behavior that constitutes verbal, emotional or physical abuse, and behavior or language that is threatening or demeaning.
2. When taking children to the restroom, the education workers and child-care providers are to enter and assist only when necessary.
3. The responsible adult or worker will remove a child or youth who behaves inappropriately and parents will be notified.
4. For children in the 6th grade and under, who are disruptive, a worker may remove a child from the classroom and the parent will be informed.
5. If any one adult is alone with a group of children, the window coverings and the door to the room should be open.

10.2 Additional Requirements for Education Workers

All Education Workers are subject to the supervision and evaluation of the DRE and operate under the authority of the Religious Development Council.

1. There will be a minimum of two adults scheduled to supervise each group. The DRE, Minister or adult designated event coordinator may make exception to this rule on a case-by-case basis. Exceptions should be reported to the DRE.

2. If there is only 1 student in any classroom, that student will be reassigned.
3. The DRE and/or a designee will circulate among the RE classroom areas and monitor classroom activities randomly during regular RE classes.
4. If a worker has a church related, one-on-one meeting with a child or youth, the DRE should be notified immediately of the meeting and its purpose. One-on-one meetings with children and youth are strongly discouraged and must be conducted in a public open space. If a meeting takes place it should be reported to the DRE.
5. A disciplinary meeting with a youth requires two adults. The parents and the DRE must be informed of any such meeting and its contents as soon as possible.

10.3 Child Care Provider Requirements for Special Events

All Child Care Providers operate under the authority of the Director of the Community Council. The supervision is provided by the person responsible for conducting the activity (i.e. event organizer, Adult RE Committee, Board, etc.).

1. Two people, at least 14 years older, are required in a childcare situation. Any deviation from that requirement must be approved by the DRE and the parents of the child or children.
2. All childcare providers, whether paid or volunteer, will be informed about the general supervision requirements.
3. There will be appropriate adult supervision if a childcare provider is under the age of 18.

10.4 Outings and Transportation Requirements

1. All outings must be pre-approved by the DRE or Religious Development Director. Participating children or youth must have a signed permission slip from a parent or guardian.
2. All drivers must be a minimum age of 21, carry a valid license and insurance.
3. Drivers, other than parents of a participating child, are to have two or more children in the car when transporting children/youth to and from activities. Alternatively, two adults may travel with a child.
4. As mandated by law, everyone in the car must wear a seatbelt and all children four years of age and younger or less than 40 pounds must have a car seat. It is recommended that all children 12 and under should sit in the back seat.

10.5 Coming of Age Program—

Special Exception to the Safe Congregation Policy

It is acknowledged that participants in the St. John's "Coming of Age" program have special needs for privacy that differ from the Safe Congregation Policy. On January 16, 2008, the Board of Trustees approved a special Coming of Age Permission Form that requires parental approval for mentors/mentees meeting in public spaces.

On June 18, 2008, the Board of Trustees approved adding an Addendum to the Permission Form that clearly states the reason for the special Permission Form and why it is needed. The

Addendum reads as follows: *“The Safe Congregation Policy requires that two adults be present when working with a child/youth during church activities. This Coming of Age Permission Form allows the Mentee and Mentor to meet together without a second adult present in a public space. It allows the youth to explore his/her thoughts with one adult in a safe environment with the approval of the parents.”*

The Coming of Age Permission Form, with the Addendum included, can be found on page 7.2.13.

11. Conduct for All Adults Working with Children and Youth

Adults who work with children and youth at St. John’s are expected to always have the best interests of the children and youth at heart. Therefore, behavior must both *be* and *appear to be* above reproach. Education Workers and Child Care Providers are expected to nurture the physical, emotional and spiritual growth of the children and youth by fostering an environment of kindness, trust, respect, and fun. Workers are charged to both model and encourage kindness and genuineness among the children and youth, and to discourage unkindness and falseness. In this manner, we intend to create an environment in which children and youth will be able to explore the spiritual and religious nature of their lives, both as individuals and as part of a community.

11.1 Adult Relationships with Children and Youth

Adults have a responsibility to model appropriate relationships between each other as well as refrain from and discourage inappropriate relationships, with any child under age 18, no matter how mature the individual. Adults must assume primary responsibility for maintaining appropriate boundaries between all participants of all ages and cultivate an atmosphere of health and trust.

11.2 Unofficial Contact with Youth

For the protection of the youth and the adult, any contact between an adult and a minor outside of St. John’s must be with the knowledge and consent of the youth’s parents/guardians.

11.3 Sexualized Behavior

It is never appropriate to engage in any manner of sexualized behavior with, or in the presence of, a child or youth. This refers not only to explicitly sexual behavior, but also to jokes with sexual context or to make “double entendres”. Physical expressions of affection, such as hugs, certainly have their place, but it is best to allow the child or youth to initiate the contact, and the adult must be sensitive not to allow them to be too frequent or prolonged.

11.4 Tobacco, Drugs and Alcohol & Other Illegal Behavior

Minors are prohibited from using tobacco, drugs, or alcohol while engaged in church activities.

11.5 Confidentiality

While you can assure a child that you will respect the information that is shared and use it confidentially, Education Workers and Child Care Providers should never give a child or youth the impression that they will keep secrets. *Confidentiality is not secret keeping.* For the most part a covenant of confidentiality will mean that you do not repeat information told to you in confidence.

It is sometimes difficult to know when to report. Please use the following lens:

When the information has or has the *potential* of major consequences – *is* or *may be* of a crisis nature, adults must consult with the minister or the DRE about an appropriate course of action.

For example, you may learn that a child or youth is the victim of abuse, is suicidal, has a serious drug or alcohol problem, etc. It is St. John's policy that this type of information be communicated to St. John's professional staff immediately.

Additionally, it is always appropriate to encourage the child or youth to seek help from a parent or other trusted authority.

12. Reporting and Response Procedures for Education Workers and Child Care Providers

12.1 Reporting.

Ohio Revised Code Sec. 2151.421 requires that any persons rendering "spiritual treatment through prayer in accordance with the tenets of a well recognized religion," teacher or other school personnel, and day care provider who *suspects* the abuse or neglect of a child must report these suspicions to Child Protective Services, and any other person who suspects abuse or neglect may do so.

At St. John's if any adult suspects abuse or neglect of a child that adult must immediately report the alleged abuse or neglect to the Minister, the President of the Board or DRE. The Minister and one of the other two people will take up the allegation with the Safe Congregation Committee. A decision will then be made regarding reporting the situation to Child Protective Services.

When the DRE or the Minister ascertains that a child or youth at a church related event is in a situation of risk, the responsible person should immediately remove the allegedly abusive adult (or the child) from the situation and take any other steps necessary to protect the minor.

If the reported abuse involves a Worker at St. John's, the supervisor of that person will immediately relieve that person of any duties involving supervision, care or teaching of children and youth at St. John's until the matter is resolved.

12.2 Documenting.

All persons engaged in the investigation of the allegations will keep a written record of all circumstances. Once the investigation is finalized, these reports will be kept on file with the Minister and passed on to successive ministers.

12.3 Confidentiality.

The Minister or the DRE will inform the President of the Board of Trustees that an abuse situation has been reported. Otherwise, the matter is to remain confidential. Release of information could interfere with successful prosecution, could result in unwarranted damage to the reputation of the accused, or may endanger the child.

12.4 Media Response. If the media contacts St. John's about an alleged abusive situation involving St. John's, only the Minister or President of the Board of Trustees or his/her specific designee will speak for St. John's. In general, the following requirements apply for these situations with the public media. Because of the issue of confidentiality, in the best interests of the child, we cannot discuss specific cases in a public context. It is important that we protect the interests of the child and St. John's, particularly if litigation seems possible. The designated spokesperson will freely discuss what steps we have taken to guard against abusive situations.

13. Awareness and Implementation

- The Director of Religious Development Council will provide announcements about the Safe Congregation Policy and Procedures (Policy) for the order of service and the Reporter twice a year and will make copies available on the web page.
 - The Director of Religious Education will provide Parents and Education Workers a copy of this Policy. Each year at registration, or throughout the year when they enroll, they will be asked to sign a form indicating that they have read and understand the Policy.
 - The Policy will be provided and discussed with all Education Workers, Child Care Providers, and compensated employees who supervise or care for the children and youth of our community.
 - New Education Workers and Child Care Providers must complete an application and sign the Code of Conduct before assuming their duties. Forms will be kept on file in the DRE's office.
 - An "occasional" volunteer who has worked one time in the church with children or youth will be required to undergo the background check and sign the Code of Conduct before working a second time. Forms will be kept on file in the DRE's office.
 - The Religious Development Council Director will ensure that mandatory training on child abuse awareness and prevention will be conducted annually.
 - This policy should be reviewed by the committee and amended as necessary, biannually, by the Board of Trustees.

St. John's Unitarian Universalist Church Code of Conduct

Statement of Position: Adults and older youth in leadership roles in this congregation are in a position of stewardship and play a key role in fostering the spiritual development of both

individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility. The relationship between young people and their leaders must be one of mutual respect if the positive potential of their relationships is to be realized. Respect on the leader's part must include recognition of the absolute right of children and youth to the privacy of their bodies and minds.

Statement of Expectation of Behavior: As specified in the St. John's Unitarian Universalist Church Safe Congregations Policies and Procedures all Workers are expected to adhere to the following behavior.

1. All Education Workers and Child Care Providers will not engage in behavior with children or youth that constitutes verbal, emotional, or physical abuse; this includes behavior or language that is personally threatening or demeaning.
2. All Education Workers and Child Care Providers will neither indulge in sexually harassing behavior or engage in sexual, seductive, or erotic behavior with children or youth.
3. All Education Workers and Child Care Providers shall not allow the use of tobacco, drugs or alcohol or any illegal activities among children or youth.

Statement of Action: In the case of paid or volunteer workers failing to meet the above expectation, St. John's Unitarian Universalist Church will take appropriate actions.

Statement of Agreement.

1. I will not be under the influence of illegal drugs, alcohol, or any other drug which would impair my judgment or ability to function effectively while in a leadership role with children or youth.
2. I will not engage in sexual, seductive or erotic behavior with children and youth. I will not sexually harass or engage in behavior with youth which constitutes verbal, emotional or physical abuse.

I have read and understand the St. John's Unitarian Universalist Church Safe Congregations Policies and Procedures and the Code of Conduct. I agree to abide by the provisions of this Policy and this Code of Conduct and to honor and preserve the trust placed in me by the members of this congregation.

I will take responsibility for maintaining appropriate boundaries with children and youth under my supervision and will cultivate an atmosphere of health and trust.

Print Name: _____ **Signature:** _____

Date: _____

St. John's Unitarian Universalist Church Application for Working with Children and Youth

Name _____ Phone # _____
Email _____

Other names I have used:

Date of Birth _____ Social Security Number _____

Address _____
Street City State Zip Code

Are you a member of St. John's? ____ Yes ____ No

If yes, since _____

If no, describe your relationship with St. John's or indicate if you are new to St. John's. If you have been attending St. John's, include how long you have been attending.

Describe previous experiences working with children/youth.

Provide references: names and contact information for two persons familiar with your experiences that are relevant to the work you are interested in doing at St. John's.

Have you ever been convicted of a crime? ____ Yes ____ No

If you answered yes, provide details:

I swear and affirm that these statements are true. I have read St. John's Safe Congregations policy and signed the Code of Conduct. I also understand that St. John's may require a finger print and criminal records check to work with children and youth.

Date_____

Signature_____

PERMISSION TO MEET: St. John's "Coming of Age Mentor and Mentee

The undersigned parents(s) guardian(s) of _____, do hereby give our permission for our daughter/son, _____, to meet directly and in a public space with _____, the mentor for our daughter/son under St. John's Unitarian Universalist Church's Coming of Age Program. We understand that we will be given prior notice by our daughter's/son's mentor of each such meeting including the general time and date of the meeting as well as the place for the meeting.

 Parent/Guardian signature Parent/Guardian signature, if appropriate Date:

 Date: _____

MENTOR AGREEMENT

As mentor, I, _____, agree to keep the above parent(s)/guardian(s) informed in advance of all meetings with my mentee and I have signed the St. John's Safe Congregation Code of Conduct.

 Coming of Age Mentor signature

Date: _____

Addendum: The Safe Congregation Policy requires that two adults be present when working with a child/youth during church activities. This Coming of Age Permission Form allows the Mentee and Mentor to meet together without a second adult present in a public space. It allows the youth to explore his/her thoughts with one adult in a safe environment with the approval of the parents.

Coming of Age Permission Form approved on 01.16.08 Addendum approved on 06.18.08

Policy on Sexual Misconduct and Sexual Harassment

Adopted February 16, 1994 and amended April, 1995; amended **June 15, 2005**

Related Policy: **Personnel Policies**
 Safe Congregation Policy
 Disruptive Behavior Policy

Applies To: **Minister**
 Congregation
 Staff
 Volunteers

St. John's Unitarian Universalist Church of Cincinnati, as a spiritual community, affirms the principles of the Unitarian Universalist Association:

We, the member congregation of the Unitarian Universalist Association, covenant to affirm and promote:

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

In concert with these principles, it is incumbent upon the Minister, all paid staff and volunteer adult leaders and the congregation to act with integrity and authenticity to support and enable the spiritual and personal growth of our children and congregants. In this privileged role, adult leaders will exercise caution and sound judgment to avoid sexual harassment or any other behavior that could be so construed.

No Minister, adult leader, child care employee, church school teacher nor any other person working in a paid or volunteer capacity under the auspices of St. John's Unitarian Universalist Church shall engage in sexual harassment, or discrimination. Only a church environment of mutual respect and genuine care for all individuals enables this policy to be realized.

Definition of Sexual Misconduct

Conduct of a sexual nature that, although not so serious or pervasive that it rises to the level of sex discrimination or sexual harassment, is unprofessional and/or inappropriate for the educational and church environment. Examples include:

- Repeatedly engaging in sexually oriented conversations, comments or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the church environment or classroom, even if such conduct is not objected to by those present;
- Gratuitous use of sexually oriented materials not directly related to the subject matter of a class or meeting.
- Failure to observe the appropriate boundaries of the teacher/youth, minister/congregant, minister/employee, church leader/congregant or youth.

Definition of Sex Discrimination

Conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education on account of their gender. This might include:

- Exclusion from educational activities on the basis of one's gender or sexual orientation
- Being subjected to jokes or derogatory comments about one's gender or sexual orientation

Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination that involves the imposition of an unwanted condition or requirement on the continued employment or education of the victim. Two forms of sex harassment are recognized:

1. Quid pro quo harassment involves unwelcome sexual advances and/or requests for sexual favors, whether explicit or implicit, that are made as a condition of employment or education. Only persons with the power to confer or withhold an employment or educational benefit can engage in quid pro quo harassment.
2. Hostile environment harassment usually involves a persistent, pervasive, unwelcome, and/or unwanted conduct of a sexual nature that has the purpose or effect of unreasonable interfering with an individual's performance as an employee or volunteer or which creates an intimidating, hostile or offensive environment. Behaviors that may constitute sexual harassment are:
 - Intentional touching
 - Explicit or implicit propositions to engage in sexual activity
 - Remarks of a sexual nature about a person's clothes or body
 - Persistent, unwanted sexual/romantic attention
 - Deliberate, repeated humiliation or intimidation based upon the sex of an individual.

Policy Provisions Unique to Ministers:

With respect to married Ministers or those in committed relationships, this policy prohibits a Minister from dating, establishing or encouraging a romantic relationship with a member of the congregation. With respect to single Ministers or those not in committed relationships, this policy prohibits dating, establishing or encouraging a romantic relationship with any minor, counselee or the partner of a person in the

congregation. Romantic relationships with single members of the congregation are discouraged because of the potential for abuse of power. If a single Minister and a single congregant do find themselves in such a relationship, the Minister shall make sure the congregant understands the power differential issues. The Minister shall also promptly inform the Board of the church of the relationship to minimize allegations of impropriety.

The Minister is also responsible for following the UUMA ethical guidelines with regard to romantic relationships with congregants.

Reporting Violations

Anyone who believes that he or she or anyone else has been the victim of sexual harassment in violation of this policy shall report the allegation to the Minister, or to any Board member of the church. Specifically members of the congregation are urged to report any incident of harassment or discrimination between congregants or between staff/volunteers and congregants.

Anyone covered by the personnel policies (staff, Minister and volunteers) of St. John's Unitarian Universalist Church shall never knowingly condone or fail to report violations.

All allegations of sexual harassment under this policy shall remain confidential except to the extent reports must be investigated under this policy.

Investigating Alleged Violations

- **Responsibility for Investigations**
 - Allegations of sexual harassment shall be promptly forwarded to the Board President, who will coordinate the investigation unless he or she is the target of the allegation. In that event, the Board Vice President will coordinate the investigation.
- **Appointment of Ad Hoc Committee**
 - The Board President shall then appoint an ad hoc committee consisting of the Board President, one other Board member and one member of the congregation to investigate the allegation. At least one member of this committee must have training and/or expertise in the area. The work of the committee shall be completely confidential.
- **Interviews by Committee**
 - The committee will interview the person who made the report, and the alleged victim and prepare a detailed written summary of the allegations of the victim. The committee will then interview the alleged perpetrator and prepare a detailed written summary as relayed by the alleged perpetrator.

An interview and written summary will also be prepared for any additional witnesses possessing relevant information.

- People may be recalled by the committee after it receives the testimony of others in order to pursue questions raised by such testimony. The committee will strive to minimize recalls and will work expeditiously without sacrificing thoroughness.
- **Outcome**
- The committee will offer assistance to the victim and the perpetrator by presenting the options that are available to him/her:
 - a. Victim and perpetrator will be urged to seek counseling and if necessary the committee will assist with the referral outside the church environment; or in the case of the victim within the church environment if he/she chooses
 - b. Victim may meet with the perpetrator with the Committee present
 - c. Victim may meet with the perpetrator with a different personal representative chosen by the victim

Consequences for Those Committing Violations

Minister:

Violation of this policy by the Minister shall constitute good cause for discipline. The Board shall also inform the following of any determinations of serious violations of this policy:

- (a) The Director of the Department of Ministry of the UUA
- (b) The Ministerial Fellowship Committee of the UUA
- (c) The Unitarian Universalist Ministers Association

Staff and Volunteers:

The Board shall determine consequences appropriate to the violation including but not limited to removal from the staff and/or all positions of authority within the church.

Guidelines for Maintaining Appropriate Boundaries

These guidelines apply to Ministers, employees and volunteers.

1. Refer to professional counselors all matters that you are not qualified to handle.
2. Be careful with physical contact. Some people appreciate hugs; some do not. Any unwanted physical contact could be interpreted as sexual harassment.
3. Counseling should include words of encouragement, support and affirmation—not words of love and affection. Adults working with children, minors and vulnerable

adults must establish a relationship of mutual respect and refrain from imposing their own emotional or physical needs in this situation.

4. Church-sponsored retreats, weekends, trips and overnights for minors should always have two responsible adults that reflect the gender mix of the group. There must be no use of alcohol or illegal drugs by any member of the group at these events.
5. There should be a minimum of two responsible adults in the building when meetings involving minors are held at the church.
6. The Minister will encourage counselees to attend sessions in the Minister's office. The Minister shall use discretion on a pastoral visit to the home of a person who is alone.

Sponsorship of Ministerial Students

Policy adopted May 15, 2002, amended **September 15, 2004**

Purpose: To clarify when a prospective student will be sponsored by the congregation and the responsibilities of St. John's and the student of that sponsorship

The Board of Trustees has the authority and responsibility to address all requests for the congregation's sponsorship of ministerial students. Sponsorship indicates that we have confidence in the person's potential and suitability for UU ministry and that the person is actively committed to the Purposes and Principles of the UUA. In most cases, the person will have been active in the congregation for at least two years.

The student may be requested to participate in congregational activities.

Sponsorship does not include a financial commitment to the student, but fundraising opportunities within the congregation are possible

Visitors at Board Meetings (1.81)

Policy adopted November 15, 2000, amended **July 18, 2001, August 20, 2008**

Purpose: Guidelines for visitors. The term "visitor" refers to any individual who is not a regular or ex officio member of the Board.

- Official meetings of the Board are open to St. John's members and friends except during executive sessions of the Board. Individuals other than members and friends may attend only with the advance approval of the Board President or Vice President.
- The Board will hold an executive (closed) session only when there is a specific need; examples include discussions about personnel or other specific individuals. The decision to hold an executive session can be made by a majority vote of Board members at a meeting or by the Board President (or Vice President in the absence of the President). In most cases, an executive session will take up only a portion of a Board meeting. Votes on changes in church policy will not be made during executive sessions.
- Members and friends who wish to address the Board should request a time slot on the agenda in advance of the meeting at which they wish to speak. This request should normally be made to the Council Director whose area is most relevant to the topic. This will allow many issues to be resolved at the Council or committee level rather than having to come to the Board. Also, Council Directors can often help individuals refine their query or proposal to the Board so that issues that do come to the Board can be addressed as effectively as possible. If the individual still wishes to address the Board after consulting with the Council Director, the request will normally be conveyed to the President by the Council Director; the Council Director will subsequently contact the individual with information about whether and when the individual will be able to speak. In rare cases, requests to speak at a Board meeting can be made directly to the Board President; however, the President may refer the individual to a Council Director if that seems most appropriate.
- The Congregation has elected the Board to make many decisions that affect the church. To facilitate the Board's ability to conduct business efficiently and effectively, visitors will be asked to sit at the table with the Board only during the time period in which they are presenting the specific material that they have asked, or been asked, to present. Before and after their presentation, visitors will normally sit in an area designated for visitors. Visitors who choose to remain at a Board meeting when they are not presenting material may be invited to make comments; decisions about the frequency and timing of such invitations will be made by the Board member who is conducting the meeting (normally the Board President).

Administrative Council Policies

BUILDING USE POLICIES

Adopted June 14, 1993, Amended December 19, 2001, June 15, 2005, July 13, 2007 and **August 15, 2007**

PRIORITIES FOR BUILDING USE

- A. To serve the Church by providing space for worship, religious education, committee and member's needs.
- B. To service the community by providing space to groups which share our values or whom we decide to support. Provided Church and designated community needs are met, also provide space for other religious services, community groups, and social events.
- C. To obtain revenue for the Church operating budget.

GUIDELINES

- Sunday Mornings
 - Sunday mornings are reserved for worship services and church-related activities. No other outside activity usually will be scheduled until after 2:00 p.m., 1:30 during summer hours.
 - The area of Krolfifer closest to Haehnle and the kitchen is reserved for coffee hour and internal St. John's activities. Fundraising for external causes is restricted to the north wall of Krolfifer, if space is available. Internal St. John's activities have priority for card tables.
 - No card tables are allowed to be set up in Haehnle.
 - Exceptions must be approved in advance by the Building Use Committee.
- Monday through Saturday
 - A. One of the Church school rooms downstairs shall be held exclusively for Church-related programs and shall not be rented to outside groups or scheduled for music rehearsals.
 - B. Tenants with regular arrangements with St. John's are to have priority over one-time tenants.
 - C. Use of the building and associated parking shall be conducted in such a way that we remain a good neighbor and be considered as an asset to the local community.

RESPONSIBILITIES OF ALL BUILDING USERS

- A. To schedule all events and meetings per the Calendaring Policy.

- B. To assure the safety of the whole St. John's community by keeping doors locked before and during an event or meeting. Any unlocked door must be monitored by a member within sight of the door.
- C. To assure that lights are turned off and all church doors are closed and locked at the conclusion of the event or meeting.
- D. To return keys which are no longer used.

CHURCH CALENDAR

See "Calendaring Policies" adopted July 21, 2004

- A. The Office Administrator is responsible for maintaining the church calendar and is the only person who is permitted to make additions or changes to it.
- B. To schedule an event or to schedule a room a "Room Request " form must be completed and submitted to the Office Administrator.
- C. When there is a major event scheduled, other groups will refrain from scheduling anything that might interfere.
- D. A space will not be assumed to be reserved until either verbal or written confirmation is made by the Office Administrator.

RESPONSIBILITY FOR CONTACT WITH RENTERS

- A. The Administrative Council Director or in her/his absence any member of the Building Use Committee shall be given authority to act on behalf of the Board, to make exceptions to any of the procedures established for building use. Any exceptions would normally be made only after consultation with the Minister and any other staff member as deemed appropriate. All exceptions would be reported to the Board at the next meeting and recorded in the official Board minutes.
- B. The Building Use Committee composed of the Administrative Council Director, the Property Council Director and the Finance Council Director, will handle the ongoing relationship with long term or full time renters. Church staff as well as Church members with concerns about a renter's use of the building shall contact the Building Use Committee.

CHURCH STAFF ROLE IN BUILDING USE

- A. Minister
 - 1. Shall decide on the use of the building for purposes of religious services. In the Minister's extended absence, the President of the Board shall make these decisions.
 - 2. Shall be consulted by the Building Use Committee regarding decisions about building use and proposed exceptions.

- B. Office Administrator
 - 1. Is responsible for maintaining a system to record requests for building use.
 - 2. Maintains an accurate, complete Church calendar.
 - 3. Serves as the initial contact person for potential renters of facility, collecting necessary information and handles routine rentals according to procedures outlined by the Board.
 - 4. Informs the Administrative Council Director of any concerns regarding renters or requests for deviations from Board policies and procedures.
 - 5. Informs the Custodian regarding building use requests.
 - 6. Coordinates with the Church Financial Secretary for receipt and refund of deposits.
 - 7. Dispenses and collects building use keys.
- C. Custodian
 - 1. Checks calendar for events that are scheduled and prepares facilities for the event.
 - 2. Notifies Building Use Committee or Property Council Director of concerns or violations of building use policies.
 - 3. Informs Office Administrator of rental groups' failure to follow agreements where security deposit may be involved.

RATES

- A. The Board, as needed, shall review the rental rate structure as suggested by the Building Use Committee.
- B. The Rates established by the Board for Church rental should apply at all hours for all people, with the following exceptions:
 - 1. Members, pledging friends and all employees of St. John's Unitarian Universalist Church will not be charged the standard fee for use of the building for a wedding and reception for themselves or a dependent family member, for a memorial or funeral service for someone in the member's family or household, or for some other personal religious service arranged with the Minister. Additional fees may apply. Member users must pay the Custodian's fees. All users must pay the AV operator's fee.
 - 2. The Minister may use the building for meeting of groups with which he/she is officially affiliated.
 - 3. No fee will be charged if the meeting or activity is recognized as a St. John's or Unitarian Universalist function. This includes events held by organizations with which the Church or one of its committees is officially affiliated. Other members' and pledging friends' building use

shall be in accordance with the regular rates established by the Board. This means that unless a group or activity meets the guidelines under "Approval of Exception," a Church member's participation in a group or activity does **NOT** qualify that group for a free or reduced rate at the Church.

C. APPROVAL OF EXCEPTIONS

1. Any exception to the rates needs to be approved by Administrative Council Director or in her/his absence any member of the Building Use Committee. Any exceptions granted shall be reported back to the Board and recorded in the official minutes.
2. Certain social action, public service or civic groups without access to rental funds may be allowed to use the building at free or reduced rates.
3. Special rates may be negotiated by the Building Use Committee for a group that wishes to use the space on a regular basis or for a fixed series of meetings, following the above guidelines.

D. SECURITY DEPOSIT

A security deposit must be paid in advance and will be returned in full when it is determined that there was no damage to Church property, cleanup was adequate and the building locked, the key returned, and the Custodian paid in full. If all of those conditions are not met, part or all of the deposit will be withheld to defray the cost of making corrections. Guidelines for the size of the deposit, time of deposit and cancellation policy will be set by the Board. The Church Office Administrator will be responsible for recording security deposits received and coordinating their handling with the Church Financial Secretary, to insure that they are deposited in a timely fashion in the bank before the event, and that the security deposit is returned when the above conditions are met.

RENTAL SELECTIVITY

While St. John's acknowledges the importance of freedom of speech, it also wishes to uphold the integrity of the denomination and its members.

St. John's shall be selective in its offering building use to a person or group wishing to use the facility by use of the following guidelines:

Building use shall not be permitted

- A. If it is determined by the Building Use Committee that damage, or violent confrontation, or disturbance to the neighborhood could occur; or
- B. If the group has violated the freedom of speech of any other group at St. John's or in the community; or
- C. If a group's ideology is in fundamental opposition to the Principles and Purposes of the UUA.

RESTRICTIONS

- A. No firearms, loaded or unloaded, or any other weapon will be allowed in the Church building or on the grounds at any time. Notices will be put on the main entrances in accordance with Ohio laws.
- B. A NO SMOKING policy applies to all users of the building.
- C. Alcohol: Beer and wine may be served only to persons of legal age. The building use request must state whether or not alcohol will be served. Refer to The Policy on Alcohol in the Community Council section of the Policy Manual.
- D. Illegal drugs will not be allowed on Church premises.
- E. Groups renting the building shall confine use of food and drink to the non-carpeted areas of the building.
- F. Any space will not be assumed to be reserved until either verbal or written confirmation is made by the Office Administrator.
- G. Any exceptions to the above restrictions must be approved by the Board.

KROLFIFER, AND SANCTUARY/CHAPEL AUDIO VISUAL EQUIPMENT POLICY

- A. Use of Krolfifer AV equipment, the sanctuary sound system or the large screen TV located in the chapel must be arranged in advance. A requesting group or individual must: (1.) Check with the Office Administrator to see whether Krolfifer, the sanctuary or the chapel is available. (2.) Contact the appropriate AV Team Coordinator about equipment use.
- B. The AV Team Coordinator may designate certain individuals as officially approved operators. Only those operators may use the equipment. Internal groups that want to ensure a qualified operator is available for their events may identify volunteers to be trained on the use of the equipment.
- C. Groups will ordinarily be charged for the services of the operator according to established rates (see rental agreement). For some internal events, operators may choose to volunteer their time.
- D. The fact that a group wishes to use the equipment does not obligate an operator to be present. If no operator is available, the equipment will not be used.

Calendaring Policies

Policy adopted January 16, 1991, amended July 21, 2004

Purpose: To clarify calendaring, room assignments and major event scheduling.

- The Office Administrator is responsible for maintaining the church calendar and is the only person who is permitted to make additions or changes to it.
- To schedule an event or to schedule a room a “Room Request “ form must be completed and submitted to the Office Administrator.
- When there is a major event scheduled, other groups will refrain from scheduling anything that might interfere.

Policy on Church Records

Policy adopted August 21, 1991, amended July 21, 2004, December 13, 2006 and **February 21, 2007**

Purpose:

To clarify the documents that should be archived, where they should be archived, in what form they should be retained, and for how long.

What Documents Must Be Archived

- Contracts and terms of employment with staff and consultants
- Congregational Surveys
- Financial records
- Board Meeting Minutes
- Legal correspondence
- Membership information that includes:
 - Pledges of Membership signed by new members
 - Letters resigning church membership (original copy or print version of electronic copy)
 - Membership Action Sheets indicating a member's request to change membership status

Where Documents Must Be Archived

- The archived documents will be kept on file in the church office or on the church property.
- Backup files will be kept off site.

How (In What Form) Documents Should Be Archived

- The following documents may be kept as a hard copy or on computer file
 - Financial records
 - Congregational Surveys
 - Board Minutes

- Contracts and legal correspondence should be kept in original form.
- Membership documents should be kept as hard copy in date order.

How Long Documents Should Be Retained

- Financial Records – 5 years
- Board Minutes should be kept on the church computer or on computer disc indefinitely.
 - Hard copies may be archived offsite after 5 years.
- Contracts should be kept in the church office for 5 years after the employee has left service
- Congregational Surveys should be kept on computer file indefinitely
- Pledges of Membership should be kept on computer file indefinitely
- Other documents covered by this policy – 10 years

Storage of Documents Managed by the Secretary of the Board of Trustees

The Office Administrator will keep paper copies of the Board Packets stored in the Church Office. The Board Secretary will sign the official minutes (following any revisions) and store them in a binder. In addition, the binder will include official documents received by the Board Secretary regarding Board business. The material will be stored with dividers indicating the sections.

In addition, the Board Secretary will keep electronic copies of the minutes and turn the binder and the CD into the Church Administrator at the end of his/her term of office. The binder will be dated on the outside to note the time period covered.

Office Policies

Policies adopted January 9, 1991, amended July 21, 2004

Purpose: To clarify the use of office equipment

- Office equipment is primarily used by the Office Administrator and church staff for business use. When it does not interfere with normal business, office equipment may be used for personal use.
 - The copy machine may be used for personal use but should be limited to 20 copies. The charge for copies will be set by the Administrative Council and may be changed at any time
- Committees are to use their own budgets for supplies and not the church office budget

People Book Policies

Policy adopted August 31, 1988, amended July 21, 2004, amended March 19 2014, amended 4/20/2016.

Purpose: To clarify guidelines for the People Book.

- The People Book is for personal use only
- The People Book may not be used:
 - For business use
 - For mailings, other than those pertaining to St. John's
 - To collect email addresses for mass mailings
- The People Book, including the leadership list at the beginning of the People Book, may be distributed to Members, Friends and Staff only (those who are listed in the People Book).

The People Book provides information to and about people who are listed in the church database as either Member, Friend, Child or Staff. Although this policy is called a People Book Policy, the actual change in status is made in the church database. This policy describes how a Friend is entered into the database and how a person's status is changed from Friend to Visitor.

A person may be listed in the People Book as a "Friend" if he/she wishes to be included and representatives of the Membership Team and Community Council Director determine that the person meets one of the criteria below.

- Has participated in the life of the church for three months through the contribution of time, talents or contribution of money on a regular basis.
- The individual is a member's partner or family member in the same household.

Once children are of post high school age, they are considered adults, and, where appropriate, can have their own separate listing as a member or a friend if they meet criteria of membership or of being a friend. Exception is made for members' children who are in college. At the adult child's request or the parent's request, they may be listed as friends using the adult child's permanent address while he/she remains in school.

Friends may be removed from the People Book (status changed to Visitor):

- At the request of the Friend.
- At a review meeting held at least annually using the criteria above in consultation with a representative from Finance who has read access to contributions in the database (extenuating circumstances considered).

Privacy and Electronic Media Policy

Policy adopted October 20, 2004, amended October 17, 2007, March 19, 2008, and **January 18, 2012**

Related Policies: People Book Policies, Reporter Policies

Purpose:

To clarify guidelines for the privacy and confidentiality of information of members and friends

Privacy and confidentiality of members and friends are of the utmost importance.

E-Mail List

- St. John's email list may only be used for church-related events. It may not be used without the permission of one of the following: the Minister, the Board President, or the Administrative Council Director.

Electronic Media

- The online and e-mailed versions of the Reporter will not show members' personal information, including but not limited to email addresses and phone numbers.
- Wheel of Life summaries may appear in the e-mailed version of the Reporter on an item-by-item basis. The individual giving the information during Wheel of Life must grant prior permission.
- While the Reporter page of the church website is viewable by the public, Wheel of Life summaries may not appear in the website version of the Reporter, because internet search engines may also access the newsletters.

Web Site

- Personal information, i.e. addresses and phone numbers about members and friends will not appear on the website

Pledges

- The dollar amounts of pledges are considered personal information and shall not be revealed to anyone other than those individuals who require access to such information in order to perform the financial functions of the church.
- Those individuals permitted access would include but not be limited to
 - Finance Council Director
 - Treasurer
 - Financial Secretary
 - Assistant Financial Secretary
 - Stewardship Chair
 - Minister

Reporter Policies

Policy adopted February 16, 1994 and January 28, 1998, amended July 21, 2004 and **October 17, 2007**

Related Policy: Privacy and Electronic Media Policy

Purpose: To clarify the purpose and guidelines for the use of the Reporter.

The Reporter is published as a service to members and friends of St. John's. Its purpose is to facilitate communication between members and friends, the staff, and the Board of Directors. To that end, the following guidelines should be observed:

- The Editor is empowered to publish articles within the guidelines set by the Board of Directors and to edit, postpone, or exclude submissions in order to meet the constraints of the publication deadlines and of the space available.
- All submissions must be signed
- All relevant postal rules and regulations must be obeyed including but not limited to:
 - Regulations concerning the exercise of the bulk mail license granted to St. John's as a not for profit organization
 - Regulations concerning material that is defamatory, inflammatory; violates copyright laws; or is otherwise actionable by law
 - No flyers will be accepted. Response oriented reply forms must be incorporated into the newsletter itself
- Only articles that are relevant to our audience will be printed, including, but not limited to:
 - Church business, including financial information
 - Pastoral letters from our minister or lay leaders
 - News about members and their families
 - Announcements of events organized by groups sponsored by St. John's
 - Calendars of church events
 - Reports from church programs and activities
 - Acknowledgements of members' service to the church or wider community
 - Denominational events
 - Other topical items of interest or concern to members or friends
- There will be no advertising except for sales of products that support the UUA, UUA programs, or St. John's

Technology Policies

Policies adopted November 29, 2001, amended **July 21, 2004, January 15, 2005, and December 21, 2011**

Purpose: To clarify church support for and the use and maintenance of technology equipment.

Church Support: The professional and volunteer staff of St. John's, in order to effectively administrate for the church community, will be supported with efficient information technology. This technology includes computers, computer software, copy centers, telecommunications, and Internet access. As administrative needs change, the church will regularly and routinely plan for the replacement of equipment and software.

Use:

- The church office computer may only be used by authorization from the Office Administrator
- The computer in the library may be used by any member. Files may be stored on this computer only by staff and authorized groups and committees

Maintenance:

- The maintenance of all technology equipment will be handled by the Technology Committee in coordination with the Property Committee and the Administrative Council Director

Website Policy

Policy adopted **August 20, 2008**

Purpose: To define content of the pages of the St. John's website.

Location

- All St. John's programs and committee web pages must be contained within the St. John's website.

Links

- Links to outside websites placed on St. John's website shall be limited to
 - Other Unitarian Universalist organizations (e.g. UUA, UU Council of Greater Cincinnati, other UU churches) or their affiliates (UU Service Committee, Interweave)
 - Outside organizations with whom St. John's has an outreach relationship (e.g. Interfaith Hospitality Network, Drop Inn Center)
 - Groups that are a part of a St. John's sponsored program or event (e.g. artists showing in the gallery, musicians performing in the Music Series)

- The Administrative Council Director can request removal of a link meeting these criteria if in his/her judgment the page linked to is not compatible with the mission of St. John's or might cause St. John's to lose its 501(c) 3 tax-exempt status, such as sites affiliated with political parties.

St. John's Key Distribution Policy

Adopted 12 October 2011

Our policy is to allow reasonable and convenient access to the church for members of the church, church staff, and renters of church space. Through reasonable procedures, we will support such access while assuring the safety of church employees, members, visitors and renters and the security of the church building and its contents.

St. John's Key Distribution Procedures

Adopted 12 October 2011

I. Definitions

- A. Key Holder – The person authorized to have a key; must be at least 18 years of age.
- B. Key Distribution Form – The document the Key Holder signs to show acceptance of the listed responsibilities of a Key Holder and agreement to this Key Distribution Policy.

II. Who May Receive a Key to the Exterior Doors

- A. All church staff.
- B. Current Board members
- C. The Treasurer and Financial Secretary
- D. Contracted Bookkeeper
- E. Committee chairs of recognized church committees
- F. Renters of church space (or, if a group, their named representatives) or other parties with specific approval to use church space.

- G. Members of the church with an appropriate short-term need for use of a key during non-business hours as determined by the Office Administrator in consultation with the Minister and/or Administrative Council Director.

III. Who May Receive a Key to the Office or Other Locked Interior Rooms

- A. Office – All those listed in II. above except those in F and G (unless they have additional permission from staff or Administrative Council Director) are eligible.
- B. MUSE office – Up to three individuals from MUSE may sign out a key to the MUSE Office. A key to the MUSE office will be kept in the office for emergency use.
- C. Other rooms in the building – Keys to are kept in the office on a key board in the copy room and are available for use on an as-needed basis.
- D. The RE Director's office – The RE Director will receive a key to this office.
- E. The Minister's office – Only the Minister and the Office Administrator will have a key to this office.

IV. Key Distribution Form

- A. Every person receiving a key to the exterior doors of the building, to the church office, or any other room will be required to sign a Key Distribution Form. A copy of the form can be found at the end of this policy.
- B. The Office Administrator shall maintain a binder in the church office containing all the current signed Key Distribution Forms filed alphabetically.
- C. The back of the Key Distribution Form shall state these primary responsibilities of a Key Holder:

1. Check and lock all outside doors before leaving the building.
2. Clean up all spills and messes and return chairs and tables to their previous positions.
3. Remove all items brought to the building, including leftover food.
4. Remove all trash generated by your group, place in the trash bin in the parking lot or take with you. Place recyclables in the containers in the kitchen or take them with you.
5. Make sure all lights are turned off. Check all rooms and bathrooms.
6. Contact the Building Use Contact for any problems or emergencies.

ST JOHN'S KEY DISTRIBUTION FORM

_____ (PRINT NAME) from the _____ rental group or committee will be responsible for the lock up of the church when the above committee or group meets or otherwise uses the church's facilities. This person is also responsible for seeing that the requirements on the back of this form are met.

Only one (1) key will be issued to each renter, committee or church group. A note to the signee:

It is very important that you and/or your group help ensure the protection of church property and the members and staff who work at St. John's. Please take this responsibility seriously. Any security or safety risks that you or your group incur will result in the loss of key privileges.

NAME _____ DATE KEY _____
RECEIVED _____
(Signature)

Address:

Phone #:

E-Mail Address:

Type of Key Issued:

NAME _____ DATE KEY _____
RETURNED _____
(Signature)

Responsibilities of the Key Holder:

1. Check and lock all outside doors before leaving the building.
2. Clean up all spills and messes and return chairs and tables to their previous positions
3. Remove all items brought to the building, including leftover food.
4. Remove all trash generated by your group, place in the trash bin in the parking lot or take with you. Place recyclables in the containers in the kitchen or take them with you.
5. Make sure all lights are turned off. Check all rooms and bathrooms.
6. Contact the Building Use Contact for any problems or emergencies.

Community Council Policies

Policy on Alcohol

Policy adopted August 19, 2000, amended **August 18, 2004**

Purpose: To clarify when alcohol is allowed on the premises and what alcohol is permissible.

- Alcohol may not be stored on the premises except under these circumstances:
 - It may be chilled in the refrigerator but only on the day that it is being used.
 - When pre-purchased for a special event. It should be stored in the office or in a locked room or closet.
- Only beer and wine are permissible.

Art Committee Policies

Policy adopted June 16, 1999, amended **August 18, 2004**

Purpose: To clarify what obligations the Art Committee has to artists that show works in the gallery and what obligations those artists have to St. John's.

St. John's Responsibilities

- Members of the Art Committee must send to each artist a packet of materials that include the following:
 - Artist's Agreement
 - St. John's Mission Covenant Statement
 - A St. John's brochure

Artists Responsibilities

- Artists must sign and return the Artist's Agreement

*Artist's Agreement may be found in the "Covenants and Contracts" section of this manual.

Sunday Attendance Counting Policy

Policy adopted **September 15, 2004**

Purpose: To ensure the consistent counting of attendees at Sunday morning services.

When:

- ☐ After the children have gone downstairs
- ☐ If children are having their own service – during the offering

Who:

- ☐ Count everyone on the main floor. Generally every warm body. This includes:
 - Minister

- Minister of Music
- Associate Director of Music
- Co-celebrants
- Announcement person
- Audio person
- Children in seats (count separately from adults)
- Adults
- Do *NOT* include in your count (RE will count their own):
 - Children/babies *not* in a seat:
 - Children in classrooms
 - RE teachers
 - DRE's (Directors of Religious Education)

Where:

- Everywhere on the main floor:
 - Sanctuary
 - Krolfifer
 - Haehnle
 - Chapel
 - Kitchen
 - Office

Policy on Child Care

Policy adopted May 21, 1997, amended August 18, 2004
and September 24, 2008

Purpose: To clarify when child care will be available, taking into consideration the budgetary constraints of a given year. When appropriate, volunteers will be sought. The Safe Congregation Policy will be followed for staffing level and guidelines..

- When there are events that are seeking contributions of time or money from members, or are considered to be primarily of benefit to the church, including committee or Board meetings and the Congregational Meeting, childcare will be free of charge
- When there are educational events provided to adults in the congregation, including New Member classes, childcare will be free of charge.
- When there are events that are purely social in nature or celebratory, there will be a charge for childcare.

Policy on Membership

Policy adopted January 15, 2005. Revised August 21 2013 Revised June 15 2016

Purpose: To clarify the responsibilities and duties of maintaining an accurate and complete Membership List as defined by our By-laws. Refer to By-Laws, Article 6.

Definitions

Member

As defined by the by-laws, a person who has signed the Membership Book and a Membership Pledge. Refer to Appendix 1: By-Laws, Article 6, Section 1.

Emeritus-Member

As defined by the by-laws. Refer to By-Laws, Article 6, Section 1.

Friend

A person who has not signed the Membership Book but participates in the life of the church through their contribution of time, talents or money.

Inactive Member

An Inactive Member is a person who was once a member and no longer participates in the life of the church including voting at congregational meetings. The status may be acquired by request or as part of the Membership Review Process. See below.

Maintenance of the Membership List

The Secretary of the Board will make sure that the list is being maintained by coordinating with the following groups:

- Membership Committee responsibilities:
 - Coordinates the yearly review of the membership list.
 - Sends names of visitors and new members to the Office Administrator.
- The Office Administrator maintains the Membership Database according to instructions provided by the Secretary of the Board and/or the Membership Committee.
- The Financial Secretary is the conduit for the list for the Stewardship Committee

Recording New Members

New members will sign the Membership book as outlined in the By-Laws (See Appendix.)

New members will also:

- Complete the New Member Information Form.
- Sign the Pledge of Membership Form.

New members are strongly encouraged to completed UU introductory session(s) with the Minister or have previous experience as a UU.

Signed Pledges of Membership will be kept on file on the Office Administrator's computer or put in a notebook in the Church Office and be kept at least three years after a member is no longer active .

Membership Status Changes**I. Membership Review**

The Chair of the Membership Committee is responsible for convening the Membership Review Committee described below. The purpose of the Committee is to review the Membership list in order to identify those persons who are no longer participating in the life of the Church.

It is suggested that the review of the Membership list be done in November or December. This will ensure that information from the pledge campaign is coordinated into this list and also ensure that a count is ready to send to the UUA in January. The Membership Review Committee is convened once a year to review the Membership list. Persons to be invited to the Membership Review Committee meeting include but are not limited to the following:

- Secretary of the Board
- Finance Council Director
- Financial Secretary
- Chair of the Stewardship Campaign for the previous year
- Director(s) of Religious Education
- Community Council Director
- Chair of the Membership Committee
- Members of the Membership Committee
- Minister
- Representatives of the social groups that have a significant membership

The Membership Review Committee will review the Membership list using the following guidelines:

- Identify members who appear to have gone Inactive.
- Inactivity is defined as failing to make a contribution of time, talent or money.
- Consideration is given to past contributions and present extenuating circumstances.

Once the individuals are identified, the Membership Committee will attempt to contact them in multiple ways, if necessary, to determine the intent of the member going forward. If the individual was identified in error, the member will maintain his/her Full Member status and the Membership Review Committee will be notified. Otherwise, the member will be given the option of resigning or becoming Inactive.

If after 30 days the member is unresponsive to the Membership Committee's inquiries, the Membership chair will recommend to the Board Secretary that the member be classified Inactive and provide contact attempts documentation.

- The Board must approve all names of members to be moved to “inactive status” unless the member has voluntarily requested inactive membership in writing.
- Once approved the Secretary of the Board will:
 - Notify the member of the change of status by US mail.
 - Notify the Membership Committee Chair of changes who will provide the Office Administrator with necessary information to update the Membership Database.

II. Returning to Active Membership Status

- Persons in “Inactive Member” status who desire to change to “Member” status will sign the Membership Book and the pledge as if they were a new member.

- Former members who wish to rejoin the church will be treated as if they are new members.

(See “Recording New Members” on page 2.)

III. Termination of Membership

No member will be removed from the membership list unless:

- A letter of resignation has been received by the Membership Chair, Office Administrator or the Board.
- The Office Administrator or Secretary of the Board is informed of the member's death.
- Their membership has been suspended as a result of recommendations by the Committee on Achieving Congregational Harmony.

IV. Emeritus Member

The Membership Review Committee in consultation with Caring Circle will recommend members who have been active for an extended period of time and are no longer able to actively participate at St. John's due to age or infirmity as Emeritus Member. The member will be contacted and invited to become an Emeritus Member. After the Board of Trustees has approved the change to Emeritus Member, the office administrator will change the member's status from Member-Active to Member-Emeritus in the church database.

Policy on accepting members with criminal records:

Adopted Aug. 15 2012

St. John's Unitarian Universalist Church, in recognizing the inherent worth and dignity of all individuals, welcomes all people. Potential members who may have criminal records from their past will also be respected and welcomed.

Relatedly, this church has implemented the UUA Safe Congregation policy to protect the safety of the congregation. In addition to practices outlined in the Safe Congregation policy and to ensure safety and accountability within St. John's, those individuals with criminal records will recognize the possibility that they may not be allowed responsibilities at St. John's within areas relative to those of their crimes. If necessary, the safe congregation committee or the committee on congregational concerns may provide input on membership of a person with a criminal record. The ultimate decision on allowing membership in such a case rests with the executive committee of St. John's board of trustees.

Finance Council Policies**Overview**

Policy adopted April 19, 2017

Purpose: To set guidelines for the checks and balances within the church's financial system, following generally accepted accounting practices.

These policies, accompanied by procedures within these parameters, developed by those responsible for each area, will provide that no related persons should do any two of the following functions:

1. Handle money or other forms of income
2. Approve payments for expenditures
3. Sign checks
4. Reconcile bank accounts or produce financial reports

Overview of financial system

The Board-appointed Financial Secretary shall oversee the procedures and people for handling assets received, including cash, checks, and other assets given to the church. Cash and checks will be counted by two people, following church procedures.

The Office Administrator/Bookkeeper will record all income and pledges in the church software system.

Approval of payments, on the appropriate Request for Funds form(RFF), will have two signatures

First approval signature-

- a. Either Council Director for RFF of activity in that Council or Staff member (if under \$250)
- b. President for RFF from the Minister

Second approval signature

- c. Finance Council Director – final (second) signer on all RFFs

President or Vice-President of Board signs in absence of any of the above, but all RFFs need two different signatures.

Checks will be prepared by the Office Administrator/Bookkeeper

Checks will be signed by one of the three Board-appointed Check signers, accompanied by the appropriate documentation.

All bank statements and other financial records are reconciled by the Board-appointed Treasurer, who also oversees production of needed financial reports and any financial reviews or audits.

Policy on Income/Revenue

Policy on Bank Accounts

Policy adopted 2005, amended April 19, 2017, and July 19, 2017

All monies collected for committees, group or organizations within St. John's must be kept in church bank accounts. Procedures for accessing these will be the same as described below under Expenditures and Liability Funds.

Policies on Donated Assets, Gifts and Pledges

Policy on Donated Assets

Policy adopted April 20, 2005

A donated asset will be defined as a gift of something valuable without reciprocity. Donations of property, equipment or other assets will be recorded at the fair market value of the asset transferred, and reflected in financial statements at their estimated values, when ownership changes. Ownership changes when title and insurance process takes place. The estimated value of these items is determined, based on the cost of obtaining comparable items and services, at their fair market value at the time received. If necessary, an independent appraisal to determine the fair market value of the asset will be done.

Policy on Gifts

Policy adopted April 18, 2002, amended December 15, 2004, amended May 18, 2011

Either Donations or Bequests to St. John's which are specifically earmarked by the donor must be approved by the board before they are accepted by the church. If the gift is made to one of the already established Endowment Funds of St. John's, it will be added automatically to that fund.

In the spirit of protecting and growing gifts made to the church, all unrestricted or undesignated gifts or bequests to St. John's will be distributed as follows:

1. Any unpaid pledge or gift suggestion from the current or previous years will be deducted from the bequest and transferred to the current year's Operating Budget.
2. 50% of the amount of the most recent pledge, whether satisfied by a gift during the donor's lifetime, or per number 1, above, will also be deducted from the bequest and added to the Operating Budget for the next fiscal year.
3. Any balance after paragraphs 1 and 2, above, will be transferred to the Legacy Fund and will be distributed per the current Legacy Fund policy.
4. Gifts provided as stock, or other investment vehicles, will be immediately liquidated and be distributed as above.

Policy on Pledges

Policy adopted May 21, 2001 and December 14, 1993, amended April 21, 2004, and April 19, 2017

Purpose: To clarify the use of pledge money.

Pledges provided as stock or other investment vehicles, will be immediately liquidated and deposited into the Operating Fund

St. John's will not accept designated pledges for the General Operating Fund. A pledge cannot be designated to a specific program, line item or Council.

Policy on Fundraising

Adopted April 20, 2005, amended on April 19, 2017

Fundraising is defined as raising money by either asking, individually or collectively, or by selling items or services.

Groups or individuals within St. John's whose fundraising helps the congregation, as a whole or through the activities of a particular group, to achieve its mission are not required to share proceeds with St. John's General Operating Fund.

Groups that rent space from St. John's for fundraising events are not required to share proceeds with the church.

Groups and individuals within St. John's that raise funds to benefit outside causes or organizations with which St. John's or one of its committees does NOT have an official affiliation are not required to share proceeds with St. John's.

Authorization for fundraisers

All fundraisers must be approved in advance, with decisions made in a timely manner. The Finance Council Director shall be responsible for the development, revision, and publicizing of the procedures, in consultation with the Board. The current Procedures should be distributed to all committee chairs in even numbered years, and made available to the general congregation when requested.

FUNDRAISER PROPOSAL FORM

- 1) State the name of the Church committee, group or member that is proposing the fundraiser:

- 2) Describe how the funds will be raised:

- 3) State the primary use of any funds raised:

- 4) State the name of the individual(s) who will:
 - a) Act as point of contact for the fundraiser:

 - b) Assume responsibility for handling of funds:

 - c) Issue a written report of the fundraiser's results:

- 5) State the dates that the fundraiser will take place:

- 6) State any funds the Church may be expected to commit to cover expenses for the fundraiser; and the approximate amount of that commitment:

- 7) State the financial gain a third party may realize as a result of the fundraiser; and their name(s) and the estimated amount that each will receive:

- 8) Estimate the projected revenue, expenses and the dollar amount the Church is expected to raise from the fundraiser:

Submitted by _____

Date _____

Approved by _____

Date _____

If you have questions or need help completing the form, please contact the Director of the Finance Council.

FUNDRAISER REPORT FORM

To be filled out by Director of the Council of the group that sponsored the fundraiser.
The Fundraiser Report Form should be given to the Director of Finance Council.

- 1) How many people attended the fundraiser (if applicable)?

- 2) How much money was raised?

- 3) Amount to designated recipient of the fundraiser

- 4) Amount to St. John's General Operating Fund

Reported by _____ Date _____

Policy on Grants

Approved July 19, 2017

Any grant submitted in the name of St. John's must be approved by the board before submission, and signed by the President, or Vice President in the absence of the President. If the grant is received, financial records are to be maintained by the Treasurer. A copy of the final report for any grants received should be shared with the Board and the Treasurer.

Other Revenue

Art Gallery

Policy adopted July 19, 2017

If an artist's work is purchased while or as a result of being on exhibition in the Haehnle Gallery, 15% of the sales price will be paid to St. John's.

For information about sales of the Art Gallery, see Community Council Policies

Policy on Special Plate Collections

Policy adopted Dec. 11, 2016, amended July 19, 2017

Special Plate Collections

In the event of an emergency situation or natural disaster that requires immediate funding, the Executive Committee, in consultation with the minister, may designate a special plate collection. In this case, it may decide to postpone a previously scheduled Split Plate Collection, and the entire collection would be designated for the cause.

Split Plate Collections Guidelines

1. Designate the second Sunday of each month between September and June to include a "special split plate" justice collection.
2. The Outreach Committee will select recipients with suggestions from church and Justice Ministry members.
3. Provide two-week advance notice of "special plate" in order to provide time for publicity in Reporter and prior week order of service.
4. Include in the above notice, a report of the amount collected in the prior month.
5. Cash collections on the designated Sunday will be split 50/50 between the organization and St John's. All checks should be written to St. John's, and if a person would like to donate a percentage of their check different than 50% to the given organization, they should designate this in the memo line of their check, and St. John's will act accordingly. If a person would like to donate a specific percentage in cash, they can designate this by putting the cash in an envelope and marking it appropriately.

Policy on Expenditures

Overview of Expenditures

Policy adopted August 21, 1991, amended April 21, 2004, May 21, 2008, and April 19, 2017.

Purpose: To clarify authorization for expenditures.

The Board authorizes the following individuals to make or authorize expenditures on behalf of St. John's to the limits described below:

All Board Members, Committee Chairs and Staff with respect to their Councils, programs or committees, to the extent of the budget approved for those purposes.

Transfers of money from a line item in the budget to another line item is prohibited without Board approval,

Members of the Board are responsible for:

- Overseeing the budget for their Council and other areas assigned to them
- conducting a quarterly review of all transactions within their council

- Tracking of expenditures within their budgets

- Submitting to the Finance Council Director for approval any expense that is over the budgeted amount.

The Finance Council Director is responsible for:

- Making the decision whether to approve overages of budgeted amount or bringing it to the Board for approval at the next Board meeting

- Signing requests for funds (RFF's) for expenses so that checks can be prepared.

RFF's should be signed on a weekly basis. If Board members are unable to do so, they will be responsible for having the President or Vice-President sign.

Any exceptions to the above guidelines must be approved by the Finance Council Director and documented for audit purposes. The Finance Council Director reserves the right to bring any exceptions to the Board of Trustees for their approval at the next Board meeting.

Policy on Cash Reserves Protection

Policy approved July 25 2012, Amended April 19, 2017

The Board has the fiduciary responsibility to maintain cash reserves sufficient

- a) to allow for adequate cash flow in the operating budget and
- b) to respond to emergencies without disrupting the approved fiscal-year budget.

An amount equivalent to at least 2 ½ months of the operating budget shall be held in reserves. No more than 25 percent of the remaining cash reserves may be accessed to erase a deficit budget in any given year

A proposed budgeted deficit cannot exceed the guidelines above.

Policy on Check Signing

Policy adopted April 19, 2017

All check signers shall be approved by the Board.

After the checks are prepared by the Office Administrator/Bookkeeper, the Check Signer will check the accompanying payment, and only sign if the required documentation and authorized signatures are present.

Policy on Contracts

Policy adopted August 21, 1991, amended April 21, 2004 and July 19, 2017

Purpose: To clarify signatory authorization on contracts.

Contracts

Board authorization is needed for any contract that goes beyond budgeted amounts for the specific line item. Either the Council Director or a staff member will work with the Finance Council Director if this is the case, to decide the timing and need. Amounts within budget guidelines need only the authorization as detailed under *Policies on Expenditures*.

All contracts for St. John's are to be signed on behalf of the Board by The President, or the Vice-President, in the absence of the President. after the recommendation from a Council Director or staff member,

Policy on Liability Funds

Policy adopted May 21, 2004, amended May 21, 2008, July 19, 2017

Purpose: To give clarity on how a Liability Fund may be created and used. A Liability Fund is defined as an account of monies received for a specific cause, group, or event.

Creation of a Liability Fund:

Liability Funds will be used as a "parking place" for a committee or organization to keep track of their money.

No monies from line items that are a part of the Operating Fund may be put into a Liability Fund, with the following exception:

Major Repair carry over from Property Council (adopted 9/1999)

The following guidelines apply to the Liability Funds:

Amount:

There is no minimum or maximum amount that may be put into or stored in a fund
Responsibility:

All Liability Funds will be assigned a Board Member to sign RFF's for expenditures.

Assignments will be documented and retained for audit purposes

Inactivity:

The Treasurer will audit these accounts annually and inform the Director of Finance Council of any line items that are inactive. The Board may move funds inactive for two or more years into the church's reserve funds.

Policy on Request for Funds(RFF's): for other than Staff

Policy adopted April 21, 2004, amended December 12, 2007, September 16, 2009, September 21, 2011, and April 19,2017

Purpose: To clarify the use and procedures for making a Request for Funds (RFF) in order to execute payment or reimbursement for reasonable expenses.

Each RFF must have a receipt, letter of agreement, email correspondence, meeting minutes or other form of expense justification attached.

Signatures are required as follows:

- The Approval Line must be signed by the appropriate Board member responsible for the program under which the expense occurs.

In the absence of the appropriate Board Member, the President or Vice-President should sign.

Expenses that occur for Liability Accounts must have the signature of the Board Member associated with that Liability Account. (The listing for such accounts may be found in the office in the file with the RFF's).

The Approval Line may not be signed by the person receiving the check.

All RFF's must have the signed authorization of the Finance Council Director.

Sales tax will be reimbursed, although a sales tax exemption should be used whenever possible. (Exemption forms may be found in the office in the file with the RFF's).

Any exceptions to the above guidelines must be approved by the Finance Council Director and documented for audit purposes.

Policy on Request for Funds (RFF's): For Minister and Staff

Policy adopted April 19, 2017

No person may sign the Approval Line for a self-reimbursement.

Each RFF must have a receipt, letter of agreement, email correspondence, mileage log, meeting minutes or other form of expense justification attached.

Approval signatures are required as follows:

The First Approval Line may be signed by a staff member or minister if:

the expense occurs within their program and

the expense is under \$250 and

the expense is not a reimbursement to the staff member or minister

For staff, the First Approval Line must be signed by the appropriate Board member responsible for the program under which the expense occurs if any of the situations above are not met.

For the minister, the First Approval Line must be signed by the President.

The Finance Council Director shall be the Second approval signature.

In the absence of the appropriate Board Member, the President or Vice-President should sign.

There should always be two different signatures on the Approval Lines.

In the absence of the Finance Council Director the President or Executive Vice-President should sign.

In addition, any expense that is over the budgeted amount for a line item must have the Finance Council Director's prior approval. The Finance Council Director reserves the right to bring any expense over the budgeted amount for a line item to the Board of Trustees for their approval at the next Board meeting.

No reimbursements will be made for 1099 employees (child care, musicians, guests speakers) through a staff member. All checks must be written directly to that entity and properly documented.

Sales tax will be reimbursed, although a sales tax exemption should be used whenever possible. (Exemption forms may be found in the office in the file with the RFF's).

Mileage will be reimbursed at prevailing IRS rates and must be submitted within 30 days of travel.

Any exceptions to the above guidelines must be approved by the Finance Council Director and documented for audit purposes.

Policy on Budget, Reports, Reconciliation

Responsibilities for Budgeting

Policy adopted April 19, 2017, amended 7/21/2017

The Finance Council Director will lead the annual budget planning process, working closely with the Finance Council to predict proposed Income. Proposed expenditures will be submitted Board members, the Personnel Committee in consultation with the Minister, and other relevant groups. Congregational input as well as total Board review will be solicited before the Board approves the Budget to be voted on by the Congregation at the Annual Meeting.

As provided in the By-Laws (Article VII, Section 1) at least 10 days prior to the annual meeting, the proposed budget must be made available in writing to the members.

The Board, through the Treasurer's reports presented by the Finance Council Director, will monitor the expenditures compared to the budget throughout the year and make any adjustments it deems necessary.

At year's end, any unspent money from the Operating Budget will revert to the church's reserves, except for the Property Council, Major Repairs

Reports and Reconciliation

Policy adopted April 21, 2004, amended April 19, 2017

The Monthly finance report should be posted in Haehnle by the Finance Council Director,

The Treasurer is responsible for the Financial Reports. These tasks include Preparation of year-end reports to individual donors, quarterly reports for the Fund Trustees, monthly reports for the Board, year-end reports for the Board and congregation.

The Treasurer is also responsible for reconciling of all church financial records on a timely basis. This includes bank statements and other external financial accounts, internal transfer of funds between accounts, and managing the liability accounts. The Board will authorize an audit or financial review to be conducted in the even years.

D. Policy on Endowment Funds

Policy adopted July 19, 2017

The Endowment Funds are managed by the Fund Trustees, elected by the congregation. (Section 10 of By-laws)

Each of the Endowment Funds has a charter, which can be modified by the Board. The Charter sets investment objectives and guidelines, as well as spending policies for that Endowment Fund.

(See the Specific Charters for current information.)

Current Endowment Funds and their purposes

1. The **Legacy Fund**, formerly known as the Memory Fund, was expanded in 2002 to become an unrestricted endowment fund for contributions and for all undesignated gifts to St. John's.
The purpose of this fund is to be used by the Board for any purpose that is not included in the regular church operating budget.
2. The **Miller Lorentz Property Fund** is to be used in the erection of a new building or the financing of permanent improvements or major repair to the church property. These are defined as a project or item that has a value over \$4000 and a life expectancy of at least 10 years.
3. The **Music Endowment Fund** was established to support the music program of the church. It has an original restriction, modified over time by previous boards, that a portion of its value (stated in its Charter) is to be transferred to the Cincinnati Conservatory of Music if St. John's ceases to exist or affiliates with any other denomination.
The purpose of this fund is to be used for non-recurring expenses associated with the music portion of the church service.

The Board of St. John's must approve all requests for funds from any of the Endowment Funds.

The approval motion shall include:

Which fund shall be used

the purpose of the request

the specific amount, or budget for a project

the Project Leader who is responsible for the project

the date funds are needed.

After the Board has approved a request and communicated it in writing to the Fund Trustees, the Fund Trustees will decide if the request meets the requirements of the specific charter of that fund. Their decision will be communicated in writing to the Board and the Treasurer.

The Treasurer will be responsible for reporting the financial status of the project and returning any unspent funds to the Fund Trustees to be reinvested within six months of the estimated project completed deadline unless there has been an extension with proper documentation.

ST. JOHN'S UU CHURCH – FUND TRUSTEES REQUEST FORM

- ☐ Requests must have board approval.
- ☐ Provide a budget/description of the project to be funded.
- ☐ Requests are approved at quarterly Fund Trustee meetings.

Submitted by: _____

Date submitted: _____

Date check is needed: _____

Anticipated Project Completion Date:: _____

Amount requested: \$ _____

Payable to: _____

Check should be: _____

☐ Delivered to: _____

at church

(click/check one)

☐ Mailed to: _____

Fund	Budget/Description	Amount
(click/check one)		\$
<input type="checkbox"/> Legacy Fund		
<input type="checkbox"/> Miller-Lorenz Fund		\$
<input type="checkbox"/> Music Fund		
		\$
		\$
Total		\$

Approval Signatures:

Project Lead: _____

Date: _____

Board Member: _____

Date: _____

Fund Trustee: _____

Date: _____

Funds Transfer Date: _____

Project Completion Date: _____

Unspent Funds Transfer Date: _____

E. Miscellaneous Financial Policies

Minister's Discretionary Fund

Adopted June 18, 2004, amended December 15, 2004, revised July 25 2012, revised April 19, 2017

Purpose: Guidelines for income and disbursements of the Minister's Discretionary Fund. As part of our commitment to creating and sustaining a loving community that provides support and care for others through the best and most difficult of times, St. John's Unitarian Universalist Church has provided for a Minister's Discretionary Fund, administered by the Minister. This fund is held in a separate checking account and underwritten primarily through the full amount of the Christmas Eve plate collections and some individual donations throughout the year.

To ensure integrity, fairness, transparency and good stewardship in the management of and dispersal of these monies, the following guidelines have been developed:

Both contributions to and disbursements from the fund will conform to IRS guidelines.

The fund may not be used to benefit the minister or the minister's family.

The fund may not be used for purchase or repair of church equipment, improvements to church property or any existing or potential operating budget expenses including staff bonuses.

Financial gifts to the fund may not be designated for specific person's use.

Highest priority goes to emergency assistance to St. John's participants, with exceptions made at the discretion of the Minister.

Records will be kept in a secure location. Records will be reviewed yearly by a person selected by the minister and a member of the Board. Other than the necessary review, records are to remain confidential.

Settled Search Committee Expenses

Policy adopted ?

Purpose: To provide the means for a Settled Search Committee to

- Cover the cost of expenses, including travel and lodging for candidates and committee members without encumbering members' personal funds.
- To enable the purchase of air travel on line
- To prevent revealing candidate identity during the RFF process

When a Settled Search Committee is established and the Board of Trustees approves the Committee budget an account will be created specifically for the search. The account exists only to hold the amount budgeted for the search.

When the account is established for the Search Committee the vehicle for using the account (*i.e.* purchase card, check) will be selected and set-up such that there will be limits on the credit and/or spending, as well as limits on the kinds of items and services that can be purchased.

The Settled Search Committee will be responsible for presenting the Treasurer with monthly receipts. The Treasurer will be required to maintain, in confidence, the name of potential ministerial candidates and therefore will function as an *ex officio* member [without voting privileges] of the Settled Search Committee supporting the Committee members selected to handle the account.

No more than two committee members may have access to the Committee account.

If a member of the committee has out of pocket expenses they will be reimbursed out of the Committee account. These receipts must be presented to the Treasurer in the monthly reconciliation.

The account will be closed within 30 days of payment of the last bill for the committee's expenses. Monies left in the account once the search is complete will be returned to the source fund or operating budget as appropriate.

Mission Council Policies**Policy on General Assembly Delegates**

Policy adopted (unknown), amended May 19, 2004 April 16, 2008 and **January 2011**

Purpose: To define how General Assembly delegates are selected and what expenses will be covered.

Process: Selection of General Assembly delegates

- a. Two months before the General Assembly registration deadline, notices will be published informing members of St. John's about the opportunity to be delegates. Publication will be via
 - i. The Reporter
 - ii. Sunday Order of Service Announcements
 - iii. St. John's Website
 - iv. All-church e-mail
- b. Applications will be available
 - i. in the church office
 - ii. in Krolfifer during Sunday Coffee Hour
 - iii. on the website
- c. Applications must be submitted to the Board for approval no later than the Board meeting before the UUA deadline.

Funding from St. John's

- a. Individuals may pay all or a portion of their registration fees
- b. St. John's will pay the Registration fees of non-staff delegates to the extent possible
- c. Some additional expenses may be covered depending on the availability of funds.

Policy on Funding Outreach, Service and Action and the Outreach Committee
Policy adopted August 16, 2000, amended May 19, 2004 November 17, 2004 January 16, 2008, and Feb 20 2013.

Purpose: To form guidelines for the funding of Outreach Service and Action.

Guidelines for Funding of St. John's Outreach Service and Action

At least half of the Outreach money budgeted will be allocated to support Service and Action Committee expenses as well as youth and adult member service projects approved by the Mission Council Director following Outreach Committee review and recommendation for expenditures exceeding \$500. Such projects might include Interfaith Hospitality Network, Green Sanctuary, UUSC, and service work camps.

Guidelines for Outreach Grants or Awards to Organizations

- No more than half of the Outreach money budgeted may be awarded to not-for-profit organizations that are involved in community service or action in the Greater Cincinnati area
- Grants or Awards will be between \$500 and \$2000
- The Outreach Grant Committee will be responsible for the gathering and review of proposals, and the awarding of grants or awards.
- The Mission Council Director will be responsible for giving final approval to recipients selected by the Outreach Committee.
- There can be no direct benefit of a grant to a member of St. John's
- All previous applicants and recipients are eligible

Guidelines for submission of proposals:

- Each request for a grant or proposed award must include the following:
- Identification of the St. John's sponsor. Ideally, the sponsor will have first hand knowledge of the project or organization
- Identification of the organization (title, address, phone numbers)
- Identification of the contact person (name, address, phone numbers, email address)
- A brief paragraph describing the organization
- Description of the specific project for funding
- Description of how volunteer hours by St. John's members might be used by the organization
- Amount of funding being requested, as well as a minimum amount that would be helpful
- Application and supporting information may not total more than 4 pages

Guidelines for Outreach Committee:

- The Mission Council Director will be responsible for bringing to the Board a slate of Outreach Grant Committee members. The Board must approve all members
- The Committee will be composed of 6 members of the congregation, each serving

staggered three year terms. The Mission Council Director will serve in ex officio capacity.

- Members may not serve two consecutive 3-year terms.
- Members serving out a portion of an unexpired term may serve the 3-year term that follows.
- The Mission Council Director will convene the first meeting of the Outreach Committee, at which time the committee will select its chairperson.

Social Action Bulletin Board Policy

Adopted November, 2004 by the Social Action Coordinating Committee
Endorsed by the Board of Trustees **November 17, 2004**

Purpose: Guidelines for the posting of materials on the Social Action Bulletin Board

- The bulletin board is run by the Social Action Coordinating Committee and in no way represents the official or collective opinion of St. John's membership, its Board of Trustees, or the Social Action Coordinating Committee.
- The purpose of the bulletin board is to foster involvement and action by publicizing social justice events, volunteer opportunities and other information about social justice issues.
- Anyone may post an item on the bulletin board if it relates to social justice / political action.
- You must print your name and the current date on any item you put up.
- Any item may be removed to make room for something deemed more important or timely.
- We will remove any item that includes "fighting words" or obscenity or which violates IRS regulations about churches and political actions they may engage in.
- Complaints about anything on the bulletin board should be directed to the SACC chairperson. A complaint rejected or over-ruled by the chairperson may be appealed to the church Board of Trustees.
- While on appeal, the item will remain up or down, whichever reflects the chairperson's decision.
- Let us all respect the views of others while exercising our own freedom of expression.

Policy on UU Council Delegates

Policy adopted August 20, 2008

Purpose: To define how delegates to the UU Council will be selected.

The Denominational Affairs Committee will recruit three Delegates and one Alternate who may substitute for any one of the three regular Delegates

Property Council Policies

Loans of Church Property Adopted **November 28, 2001**

The Office Administrator, Property Council Director, the President, or the Minister must approve all loans of church property. A request form must be filed.

Policy	Number
Announcements during Sunday Service	7.1.1
Safety Policy	7.1.2
Safe Congregation Policies and Procedures for Children and Youth	7.2.1

Safety Policy

Adopted **April 20, 2005**

Evacuation Plan

- An Evacuation Plan Map will be posted in each public room that doesn't have a marked exit to the outside, suitably marked with exit paths for that room.
- All teachers and adult helpers will study and be familiar with the Evacuation Plan.
- A safety drill for the youth will be performed during the first month of the new church year by the Directors of Religious Education.

Religious Development Council Policies
Policy on Announcements during Sunday Service

Policy adopted April 20, 2005, **amended June 15, 2011**

Purpose: Guidelines for announcements on Sunday Mornings

- Committees are asked to have announcements printed in the Order of Service if possible.
- Any announcements that must be spoken from the pulpit should be placed in the “announcements” mailbox in the church office no later than 15 minutes before the start of the service.
- If a committee wishes to have their own representative give the announcement (rather than have their announcement read with the other announcements), they will need to contact the Office Administrator in the church office no later than noon on the Thursday before the Sunday they wish to speak. This deadline is to give the Worship Arts Committee and the Minister time to make sure that the service schedule can accommodate these spoken announcements and their appropriateness. In general, if there are multiple requests, one speaker per service will be chosen based on the most timely and appropriate message.

Appendix: St. John's Unitarian Universalist Church Commitment to Racial Justice

Approved by the congregation at the June 12, 2016 annual meeting

1. **Whereas**, Unitarian Universalist principles affirm the inherent worth and dignity of every person, justice equity and compassion in human relations, and the goal of world community with peace, liberty, and justice for all, and
2. Whereas, the Unitarian Universalist Association calls on us as a religious movement to the work of Anti-Racism, Anti-Oppression, and Multiculturalism (AR-AO-MC), and
3. Whereas, delegates to the 2015 UU General Assembly approved an Action of Immediate Witness calling on us to support the Black Lives Matter movement, and
4. Whereas, the Organizing Collective of Black Lives of UU has called on congregations to work toward a future where black lives are truly valued in our society, and
5. Whereas, UUs are working to reach a consensus that respects the will and intent of the Black Lives Matter movement, (see FAQ2) and
6. Whereas, St. John's covenant includes a commitment "to do our utmost for justice, peace, and equity," and
7. Whereas, the Urban League study, *The State of Black Cincinnati 2015: Two Cities*, found increased racial disparities from 1995 to 2015 in education, housing, employment, voting, health care, and the environment due to continuing institutionalized discriminatory practices, and
8. Whereas, police use of lethal force in Cincinnati, mass incarceration, and the war on drugs has had a disproportionate impact on minority families and communities, and
9. Whereas, we are determined to continue in this work, confident that by doing so we will thrive as a fully engaged, relevant faith community that brings healing to the world,

Therefore, recognizing that actions are more powerful than words, St. John's Unitarian Universalist Church resolves to promote racial justice by a series of meaningful actions. These include:

1. Developing a racial justice congregational lens for learning to recognize structural racism and the many forms of privilege enjoyed that arise in related issues involving race, gender, sexual orientation, class and ability. (See FAQ3)
2. Assuming the best intentions of all, forgiving and supporting those who unintentionally offend in ways that feel like micro-aggressions to others, with responses that advance intercultural competence. (See FAQ3)
3. Affirming that all individuals are welcome, recognizing that no should feel invisible in our spiritual home. (See FAQ5)

4. Taking risks as individuals in learning to accept discomfort as we engage in hard conversations using compassionate communication to achieve right relations. (See FAQ3)
5. Exploring additional racial justice curricula that enhance multigenerational interchange through both adult religious education and for children and youth. (See FAQ6)
6. Finding additional ways to engage young adults, listening to and respecting their concerns, and acknowledging their critical role as current and prospective leaders.
7. Budgeting for professional development, auxiliary expenses and arranging volunteers for needed release time so that staff can effectively support our commitments to racial justice.
8. Display St. John's commitment to racial justice with appropriate banners and/or artwork both inside and outside our building with special fundraising to cover the expense. (See FAQ1)

Therefore, be it further resolved that in order to support the Movement for Black Lives (see FAQ2) St. John's will work in collaboration with partners and allies to address broad social ills that may include:

1. Reforms that remedy school inequities that impact racial minorities and the poor.
2. Initiatives to assure quality health care for all.
3. Efforts to end homelessness and *de facto* residential segregation.
4. Remedies for food deserts, toxic waste disposal in marginalized communities, and tainted drinking water.
5. Efforts to reduce mass incarceration, facilitate reentry by returning citizens, reform police practices, abolish the death penalty, and welcome immigrants.
6. Efforts to provide a living wage, and opportunities for minority business enterprise.
7. Efforts to assure effective voting rights for all.
8. Welcoming immigrants of all nationalities and faiths.
9. Efforts to combat religious intolerance.

Therefore be it further resolved that when preparing annual reports to the congregation, the Board President and Council Directors will include an assessment of progress toward these 17 goals.

The Congregation voted to approve this resolution on June 12, 2016.

James McDonough, Board President

Mitra Jafarzadeh, Minister.

The following Frequently Asked Questions (FAQs)

Related to St. John's Racial Justice Resolution

were prepared and presented to the congregation as part of the process of passing this initiative:

FAQ1. *Will passing a resolution and public displays affirming a commitment to racial justice result in any effective action or simply make our members feel virtuous?*

A. Resolution: It is important to our leaders, and to all St. Johners doing justice work, to have this formal declaration from the entire congregation as something to which they can publicly refer. It affirms the engagement of the church as a whole on racial justice initiatives.

In addition, the yearlong initiative process has already stimulated multi-generational, inter-racial conversations and improved understanding of difficult racial issues, past and present. Those hard conversations have only just begun.

The resolution calls for the Board and Council Directors to include in their annual reports to the Congregation an assessment of progress toward the goals.

B. Displays: St. John's has affirmed its commitment to peacemaking with a Peace Pole in the Memorial Garden and peace cranes in the sanctuary. Bearing public witness to our racial justice commitments both inside and outside the church would make clear to passersby and visitors that St. John's welcomes persons of color and stands for equal rights. While some members may simply feel virtuous by association when viewing the displays, for others they will serve as reminders of the need to act on our formal commitments.

St. John's religious education and music programs regularly use racial justice themes as do our public art exhibits. Appropriate committees and members who create art would collaborate in deciding on proposals for congregational review and consideration. An exterior colorful wall mural or banner would bring together our commitment to racial justice and aesthetics. No interior or exterior locations have been identified. For a mural, special fundraising would be needed to meet the expense and to qualify for matching grants from ArtWorks. No special permit would be required.

FAQ2. *How can we find consensus when some members wish to bear public witness that Black Lives Matter, while others prefer to affirm that All Lives Matter?*

At least three UU Congregations in Ohio display Black Lives Matter banners, a majority in one rejected a proposal to do so, and another added the phrase "All Lives are Precious." See On Being Asked to Change "Black Lives Matter to All Lives Matter"

(www.uua.org/worship/words/reading/change-black-to-all). Consensus can be reached when those in the minority agree to live with an outcome that is not their first choice. St. John's Bylaws

and policies require a super majority for calling a minister and for adopting a congregational initiative resolution. When unable to reach consensus, members to agree to disagree when the decision process is fair and democratic.

FAQ3. *Will Resolution #s 1, 2, and 3 relating to internal congregational commitments impose on members a “politically correct” doctrine and practice that suppresses freedom of expression?*

Imposing any politically correct doctrine would violate our UU principles affirming the “free and responsible search for truth” and “the right of conscience.”

Learning to use a racial lens is a consciousness raising tool, but perspectives differ with the eye of the beholder. We need to reflect on and share with others our different thoughts/feelings about race. Marginalized individuals often feel wounded by what they consider micro-aggression (“verbal, behavioral, or environmental indignities, whether intentional or unintentional, that communicate hostile, derogatory, or negative slights and insults”). Whites may feel injured if accused of racial insensitivity, and may feel threatened by expression of anti-racist anger. St. John’s will support members interested in learning about intercultural competence (“the ability to communicate effectively and appropriately with people of other cultures”). Feeling uncomfortable when people speak freely in the pursuit of truth may lead to positive change.

FAQ4. *How can we do more to affirm that all are welcome and help those who feel invisible?*

One possibility for Welcoming Words: We are a welcoming congregation. When I name an identifying group, please join me in saying: “you are welcome here.” Whether you are young or old, or in between, “you are welcome here.” Whether your skin is black or white, brown or red, “you are welcome here.” Whether you are gay or straight, or in between, “you are welcome here.” Whether you walked into the sanctuary or rolled in, “you are welcome here.” Whether you are married, partnered, single, divorced, or widowed, “you are welcome here.” Whatever your beliefs or political affiliation, “you are welcome here.” Whoever you are, whomever you love, “you are welcome here.”

FAQ5. *What materials are being considered for religious education on racial justice?*

UU Justice Ohio has an online list of resources for adults and children to facilitate book discussions, film screenings, workshops, curricula for adults and children. UUA resources include:

- UUA Journey Toward Wholeness Path to Anti-Racism
- UUA curricula on Whiteness
- See also Beloved Conversations Curriculum and AR-AO-MC materials.

FAQ6. *How can St. John’s realistically commit to addressing broad social ills? Shouldn’t the resolution focus exclusively on racial justice?*

When injustice impacts poor marginalized individuals and families, St. John’s has made varied commitments to protect the environment, reduce income inequality, shelter the homeless, combat discrimination against all, assure due process for those accused of crime, reduce mass incarceration and more that all promote significant improvement for persons of color. For example, providing quality pre-school education for all 3 and 4 year olds will reduce racial disparities. When St. John’s members pursue a broad range of Justice Ministry activities they are encouraged to apply a racial justice lens.

Realizing our limited resources, we work with partners and allies in efforts to achieve goals that may not be realized in our lifetime, if ever. When initiating a project, St. John's enlists those from other faith communities and justice organizations to join us. St. John's also frequently signs on to campaigns initiated by allies as part of a multi-racial interfaith Coalition – the AMOS Project, MARCC, Ohio Justice and Policy Center, Contact Center, Interfaith Worker's Center, Intercommunity Justice and Peace Center, UU Council of Greater Cincinnati, UU Justice Ohio and more.

Justice Ministry *denotes member of Congregational Initiative Drafting Committee

Cassandra Barham, Amy Carrelli, Joy Croy, Wanda Crawford, *Phyliss Flanagan, Jay Gunther, Marty Harrington, *John Kachuba, Amy Monson, *Manuel Susarret, Jeanne Nightingale, Nikki Orlemann, *Matthew Peterson, Mira Rodwan, Charles Seibert, Sarah Loar Seibert, *Howard Tolley, *Nina Tolley, Will Wagner, *Rev. Mitra Jafarzadeh, *ex officio*