

**ST. JOHN'S UNITARIAN UNIVERSALIST CHURCH**

# Board Policies

January 13, 2021

## Table of Contents

Revisions History	3
St. John's Board Policies	4
<b>Section 1: GENERAL BOARD POLICIES</b>	<b>4</b>
Affiliated Minister's Policy	4
Policy on Congregational Initiatives	6
Policy on Freedom of Beliefs and Public Utterances	9
Policy on Memorial Garden	10
St. John's Memorial Garden Policies & Procedures: Appendix 1 Right to Interment	13
St. John's Memorial Garden Policies & Procedures: Appendix 2 Interment Authorization	14
St. John's Memorial Garden Policies & Procedures: Appendix 3 Memorial Garden Fees	15
Policy on Sponsorship of Ministerial Students	16
Policy on Visitors at Board Meetings	16
<b>Section 2: ADMINISTRATIVE POLICIES</b>	<b>18</b>
Building Use Policies	18
Church Calendar	19
Calendaring Policies	22
Policy on Setting the Annual Congregational Meeting	23
Policy on Church Records	23
Office Policies	24
People Book Policies	25
Privacy and Electronic Media Policy	26
Reporter Policies	26
Technology Policies	27
Website Policy	28
St. John's Key Distribution Policy	28
<b>Section 3: COMMUNITY POLICIES</b>	<b>34</b>
Policy on Alcohol	34
Art Committee Policies	34
Sunday Attendance Counting Policy	35
Policy on Child Care	36

Policy on Membership	36
<b>Section 4: MISSION POLICIES</b>	<b>39</b>
Policy on General Assembly Delegates	39
Policy on Funding Outreach, Service and Action and the Outreach Committee	40
Social Action Bulletin Board Policy	41
Policy on UU Council Delegates	41
<b>Section 5: PROPERTY POLICIES</b>	<b>42</b>
Loans of Church Property	42
Safety Policy	42
<b>Section 6: RELIGIOUS DEVELOPMENT POLICIES</b>	<b>43</b>
Policy on Announcements during Sunday Service	43
<b>Section 7: Appendix: St. John’s Unitarian Universalist Church Commitment to Racial Justice</b>	<b>44</b>

**Note:** This document contains the policies of St. John’s. It is designed to be searchable in its electronic form. In either Word, google doc 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”.

## Revisions History

<b>10/4/2011</b>	<b>Jan, Penny, Frances May, Kathy</b>
<b>7/10/2012</b>	<b>Kathy (added new/revised policies from 2011-12)</b>
<b>7/27/2012</b>	<b>Penny Shada (formatting)</b>
<b>10/23/2012</b>	<b>Judith Strong (formatting)</b>
<b>10/30/2012</b>	<b>Judith Strong (continue formatting and some spelling corrections)</b>
<b>10/30/2012</b>	<b>Judith Strong (add policy on interment of ashes, policy on members with criminal records)</b>
<b>6/16/13</b>	<b>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)</b>
<b>10/8/13</b>	<b>Judith Strong (add policy manual changes to section on inactive members as revised to correspond to the bylaws changes approved in the Annual Meeting)</b>
<b>3/22.14</b>	<b>Judith Strong (add policy manual changes to section on People book regarding how Friends are defined in the church database.</b>
<b>6/15/14</b>	<b>Judith Strong (add new policy on Memorial Garden and its 3 appendices</b>
<b>1/3/15</b>	<b>Mara Sampson (add revised rental policy as it applies to AV operator)</b>
<b>8/5/15</b>	<b>Mara Sampson (add revised KROLFIFER, AND SANCTUARY/CHAPEL AUDIO VISUAL EQUIPMENT POLICY, passed by board in August 2014).</b>
<b>5/31/2016</b>	<b>Judith Strong (remove line in policy manual conflicting with by-laws re: removing inactive members from membership, approved by Board 4/20/2016</b>
<b>5/31/2016</b>	<b>Judith Strong (amendment to People Book policy to more explicitly protect privacy, approved by Board 4/20/2016)</b>
<b>6/19/16</b>	<b>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.</b>
<b>7/9/2018</b>	<b>Carol Fencl (Finance Council Policies completely rewritten approved by the Board in sections between April-July 2017)</b>
<b>7/1/2019</b>	<b>Monica Pellman (board structure bylaws Articles IX thru XI revisions from March 10, 2019 Special Congregational Meeting)</b>
<b>7/1/2019</b>	<b>Monica Pellman (membership bylaws revisions Article VI from March 10, 2019 Special Congregational Meeting)</b>

7/1/2019	Monica Pellman (quorum definition revision Article VII Section 3 from June 2, 2019 Annual Meeting)
7/1/2019	Monica Pellman (updated Membership Policy as provided by membership team, May 15, 2019 to coincide with bylaw changes made at Special Congregational Meeting March 10, 2019)
10/1/2019	Monica Pellman (update RFF Policy as per revisions Sept 18, 2019)
09/09/2020	Nancy Henry (updated and removed Personnel Policy into a separate document—see Personnel Policy for revision Sept 9, 2020)
12/2/2020	Nancy Henry (updated and removed Finance Policy into a separate document—see Finance Policy for revision December 2, 2020)
1/13/2021	Nancy Henry (updated and removed Safe Congregation Policy, Policy on Sexual Misconduct and Sexual Harassment, and Policy on Dangerous, Disruptive, and Offensive Behavior into a separate document—see Safe Congregation Policies for revision January 13, 2021)

## St. John's Board Policies

### Section 1: GENERAL BOARD POLICIES

#### Affiliated Minister's Policy

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 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

## **Policy on 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.

## **Policy on Visitors at Board Meetings**

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

## Section 2: ADMINISTRATIVE 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 "Calendar 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 Setting the Annual Congregational Meeting**

Policy adopted January 22, 2020

Every year, on September 1, if the Board has not previously set a date for the Annual Meeting, the Annual Meeting date shall default to the first Sunday in June.

## **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

## **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.

## Section 3: COMMUNITY 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  
Revised and approved by Board May 15, 2019

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 VI.

### **Definitions**

#### **Active Member**

As defined by the by-laws, Article VI, Section 1.

#### **Emeritus-Member**

As defined by the by-laws, Article VI, Section 2

#### **Friend**

A person is a "Friend" if s/he wishes to receive that status, if the person hasn't signed the membership book to become an active member, and if representatives of the Membership Team determine that the person meets **one** of the criteria below:

\*Has participated in the life of the church for at least three months by contributing time, talents, or money on a regular basis.

\*Is a member's partner or family member in the same household.

### **Inactive Member**

As defined by the by-laws, Article VI, Section 3. Inactive members include deceased, resigned, or suspended members. The Office Administrator will assign the appropriate status as directed by the Membership Coordinator or Board Secretary.

### **Maintenance of the Membership List**

The Membership Coordinator will make sure the list is being maintained by giving names of new members to the Office Administrator and by coordinating a yearly review of the membership list.

The Office Administrator maintains the Membership Database according to instructions provided by the Membership Coordinator.

### **Recording New Members**

New members will sign the membership book as outlined in the By-laws. New members will also complete the Member Information Form and sign the Membership Commitment Statement.

New members are strongly encouraged to complete a UU introductory session(s).

Signed Membership Commitment Statements will be kept on file in the church office for at least three years after a member is no longer active.

### **Membership Status Changes**

#### **I. Membership Review**

The Membership Coordinator is responsible for convening the Membership Review process at least once a year. The purpose is to review the membership list to identify those persons who are no longer participating in the life of the church. It is suggested that the review be done during July and August. At this time it becomes evident who has failed to make a financial contribution of record during the preceding fiscal year. Persons invited to be part of the Membership Review process may include the following but are not limited to the following:

- Secretary of the Board
- Finance director or a representative
- Chair of the stewardship campaign for the previous year
- Director of Religious Education
- Members of the Membership teams
- Minister
- Representatives of groups that have a significant membership

The Membership list will be reviewed in order to identify members who appear to have gone Inactive, which is defined as failing to make a financial contribution of record for two years in a row.

If a member has failed to pledge during the most recent pledge campaign and if they have not made a contribution of record during the previous fiscal year, the member will be informed that their membership status will change to inactive if they don't make a contribution of record during the current fiscal year. This notification will include the offer that the member may contact the Minister to request a contribution be made on their behalf, should this be necessary. This contact is also a good time to discuss the member's current relationship with St. John's.

If after two years a member has not made a contribution of record, the member will be contacted to confirm the lack of a contribution and to confirm their lack of commitment to St. John's. They will also be reminded of the opportunity to request assistance from the Minister. If the member concurs that they are no longer involved, it will be suggested that they either resign or request inactive status. If the member fails to respond to contacts after 30 days, the Membership Coordinator will recommend to the Board Secretary that the member be classified as Inactive.

The Board must approve all names of members to be moved to "Inactive status" unless the member has requested the change in writing. Once the Board approves of changes, the Secretary of the Board will notify the member by US mail of the status change. The Secretary will also notify the Membership Coordinator, who will provide the Office Administrator with the necessary information to update the Membership Database.

## **II. Returning to Active Membership Status**

See by-laws Article VI, section 3

## **III. Emeritus Member**

See by-laws Article VI, section 2

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.

## **Section 4: MISSION 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

### **Section 5: PROPERTY 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.

<b>Policy</b>	<b>Number</b>
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.

## **Section 6: RELIGIOUS DEVELOPMENT 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.

## Section 7: 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](http://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

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