

# First Unitarian Universalist Church of West Volusia Policy and Procedures Manual

These policies and procedures shall serve as a source of information for members, officers, and committee members. Changes in policy can be made by the Board of Directors at any regular or special board meeting unless the proposed change conflicts with the Bylaws or the corporate rules, in which case changes must be made in accordance with the procedure given in the Bylaws.

## **DUTIES OF THE BOARD OF DIRECTORS**

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The Board of Directors shall function as provided in the Bylaws, Article 7 with the addition of the following policies:

- The Board cannot accept gifts with any restrictions; this does not preclude donations to specific Board approved projects. Nor does the Board support individual's private sales on Church premises unless an authorization exception passes the board.
- The Board as a group and individually shall assist the incoming board in duties and responsibilities to facilitate a smooth transition.
- The Board is responsible for the Annual Congregational Meeting in the 4th Quarter as outlined in the Bylaws 5.2.1, and notification of the meeting to members and friends of the church according to Bylaws 5.2.3.

At the first Board Meeting of the new Board, the following duties will be assigned by the President and be the responsibility of one or more board members:

### **Weekly**

- Pick up the mail from the post office and distributing it to the appropriate church member or committee.
- Monitor the church phone through Google Voice (attached to Gmail acct).
- Monitor the church email.

### **Monthly (except summer hiatus)**

- Request reports from the committee chairpersons and act as committee liaison to the Board.
- Send out Board Meeting reminders to the board members, committee chairs and person responsible for the newsletter
- Provide a chalice lighting for every board meeting.
- Act as Parliamentarian for meetings

### **Periodically**

- Establish a quorum at all congregational meetings.

- Review and Update Policies and Procedures Manual, especially when Board makes new policy.

### **Annually**

- Lead the annual Auction Fundraiser. (Secure and assist volunteers)
- File the UUA Annual Report of membership online in Jan
- Update Corporation report: Sunbiz.org in Jan
- Tax Exemption Renewal
- Update the Bank Signature Cards
- Change all passwords annually or on an as-needed basis if security of the church is breached. (Passwords are distributed to designated church members only)

### **DUTIES OF OFFICERS**

The Officers of the church shall function as provided in the Bylaws Article 6 with the addition of the following policies:

#### **President:**

Bylaws 6.4.1 and the president shall:

- Be a member of all committees except the Nominating committee.
- Be responsible for checking that all obligations of the Church are carried out on schedule.
- Represent the Church on all appropriate occasions.
- Gather committees before the regular Board Meeting in January.
- Keep a record (provided by Building and Grounds) of who has keys and passwords for the church and where other keys are located.
- Verify with Treasurer that officers sign bank account signature card in January.

#### **Vice President**

Bylaws 6.4.2 and the vice-president shall:

- Assume an active role in assisting the president.
- Be a committee liaison unless otherwise assigned during January responsibilities checklist.
- Chair Task Forces or Ad-Hoc committees – at the-president's request

#### **Secretary**

Bylaws 6.4.3 and the secretary shall:

- Take notes at and may record all regular and special business meetings of the Church and the Board.
- Ensure all meeting agenda and minutes are housed securely at church at the end of each year.

- Produce minutes for approval and make corrections as directed by the Board.
- Notify the membership of a Church meeting at the request of the president.
- Maintain a current list of officers, committee chairs and at-large Board members.

**Treasurer:**

Bylaws 6.4.4 and the treasurer shall:

- Pay all accounts in a timely fashion to avoid any penalties.
- Provide orientation and assistance to the incoming treasurer and transmit all necessary records, documents, accounts etc.
- Coordinate with president to ensure that incoming officers sign all necessary bank documents, including signature cards, and that names are deleted for those no longer in office.
- Keep all necessary records and make reports at Board meetings, and an annual report including a full financial statement to the congregation.
- Provide all records and documents required by the Financial Review Committee by February 1st. (Check stubs, Check request forms and receipts, Income verification sheets and deposit slips, bank statements.)
- When Financial Review Committee is finished, package records, mark year and a shred year seven years in the future, and store in office upper cabinet. Shred records that are seven years old.
- Each Sunday, process collection and have a current or former board member verify cash. Or designate a substitute to do so. Take the deposit to the bank each week.
  - In the absence or inability of the treasurer, the president will assume or assign the duties. If the inability exceeds one month the Board may name a replacement.
- Record individual pledge payments for deposit and maintain confidentiality to the extent practical for pledges and pledge payments.
- Verify, deposit, and track donations made by outside groups using the church premises.
- Pay requests up to \$500 from congregation members who provide Check Request Forms properly authorized by the appropriate committee chair either by signature or attached email, and documentation of proof of purchase. Check requests and/or invoices must include an accounting code.
- Pay requests for non-routine expenses over \$500 using the above process but including a second approval in the form of a second signature from any board member EXCEPT the treasurer either on the Check Request, or via email which the treasurer attaches to the documentation.
- Pay expenses authorized by the fiscal year budget and due process of the board up to \$3000 without secondary authorization. (ie: UUA and insurance)

- Utilities are paid automatically with electronic checking withdrawals.
- Online banking bill pay and checks are considered the same process for routine and regular expenses.
- Ensure all payments have written documentation backing it up. Regular routine payments (i.e., utilities, etc.) may be documented by noted receipts or bank statements.
- Maintain an untouchable minimum of \$20,000 in the Accumulation Account to serve as self-insurance for wind damage.
- Maintain approximately \$6,000 in the Operating Account by periodically transferring excess amounts to the Accumulation Account.
- Store records of deposits and payments in monthly envelopes dated to match bank statement dates for the operating account.

### **Other elected officials:**

#### **Nominating Committee**

The three-member committee shall present to the congregation one or more nominations for President, Vice-President, Secretary and Treasurer. Also, one name for Nominating Committee and such other offices as the Board shall decide. The slate should be publicized and distributed to members at least one week prior to the Annual Meeting.

### **Board Sub-Committee:**

#### **Budget and Finance**

The Budget and Finance Team (B&F) is a sub-committee under the board comprised of the Committee Chair, Pledge Coordinator, Treasurer, and any number of committee members. B&F works closely with the Treasurer regarding all financial issues of the Church. It has no budget, accounting code or purchasing power itself.

#### **Pledge Drive –**

- In order to have an estimate of the pledge revenue for the following year, the B&F will conduct a pledge drive, which may start the month before the annual meeting.
- The pledge drive may be conducted using pledge cards and/or an online pledge form attached to our Church website.

#### **Annual Budget –**

- B&F and Treasurer shall prepare a proposed annual budget for the Church's new fiscal year
- Budget will be prepared with input from the various committees, seeking their needs and anticipated expenses.

#### **Annual Meeting –**

- Present the current year's revenue and expense report through the prior month.
- Present the proposed budget for the new fiscal year to the congregation to vote on.
- Present the financial condition of the church and the annual pledge needs.

- Pledge cards may be distributed at the annual meeting and collected from those who complete them the annual meeting.

### **Pledge Drive Follow-up –**

During the week following the annual dinner, work to collect the completed pledges from those who have not pledged.

### **Comparison of Pledged Amount and Adopted Budget –**

- With Treasurer, compare results of pledge drive with adopted budget to ensure that budget appears to be achievable
- Report results of comparison at Board meeting
- If pledges do not support budget, request direction from the Board
- Based upon direction provided by Board, if any, begin the process of adjusting the budget to pledged amount.
- Present the amended budget to the board for approval.

### **Record Keeping –**

- From information collected by Treasurer, record pledges of individuals by amount and by contribution to specific fund.
- Record pledge giving on weekly, monthly and annual basis.
- Prepare reports for individuals for purposes of income taxes within one week when requested.
- Inform members of the status of their pledge when requested.
- Verify pledge status and identify members in good standing before any congregational meeting.
- One month before the Annual Meeting, contact members regarding pledge status when no identifiable financial contribution has been made for or by them in the current year.
- Inform the secretary when individual membership ceases as outlined in the Bylaws 3.4.
- Two times during each year and additionally as requested, inform the Board of Directors, Members and "Friends" of the status of the church's revenues and expenses using mail, email or in person at board/annual meeting.
- Capital expenses are recorded under assets.

# **DUTIES OF COMMITTEES**

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## **COMMITTEE GUIDELINES**

- Committees shall be formed annually from the members and friends of the congregation. A leader shall be identified, as soon as is possible, from church membership who will be fiscally responsible for the committee and supply reports of meetings to the Board of Directors
- If possible, each year, a previous member shall continue as a member of the new committee to provide continuity.
- As recommended by "Shared Ministry," committee leaders are urged to strive for the following: The leader is not to control or dominate but to foster a sense of community, delegate work, build a shared vision, encourage consensus, and give support to others so they feel a strong ownership and want to share their gifts.
- Each committee, at its first meeting, shall review the activities of the previous committee, establish goals for the year and present a plan for their implementation and evaluation to the Board. Any action to be taken in the name of the Church or that would affect the members shall require Board approval.
- Each committee will hold regular meetings; submit a monthly report to the Board or the Vice President (Committee liaison) who will act as chair over all committees.
- Each committee shall operate on an annual budget. Any bills and check requests for purchase or reimbursement must be given to the treasurer to be paid. Check requests shall be signed by an authorized member of the committee for items up to \$500. Check requests for over \$500 must be pre-approved and signed by a board member or have an email approval from a board member attached.
- Review Article 10.1 of the bylaws which state that no group shall express sentiment on behalf of the church on specific issues unless authorized by the congregation to do so.
- By September 1st, each committee shall present a budget for the coming year to the Budget and Finance Committee.
- At the end of each year an evaluation should be made by each committee and filed in the records. A written report shall be given at the Annual Meeting. This written report will include the names of committee members, and summary of committee work during the year.

## **BUILDING AND GROUNDS**

- The committee will be responsible for the maintenance and repair of the building exterior, parking, grounds, A/C, heating and plumbing.
- The committee will suggest major changes or repairs to the Board.
- The committee maintains/updates record of which members hold keys and passwords and the location of all keys. This record is provided annually to the board of directors.

- The committee will post a schedule of such use, in accordance with policies set by the Board and will maintain a wall calendar showing the meeting dates of groups using the building.
- The committee recommends furniture that may be needed and is responsible for cleanliness of the building, i.e: hiring a cleaning service, seasonal carpet cleaning, wall painting, etc.
- The committee makes sure supplies are adequate (cleaning products, toilet paper, paper towels, candles, cups, napkins, etc.).

### **DENOMINATIONAL AFFAIRS COMMITTEE DUTIES**

The Committee will serve as the official liaison with the following groups:

- ⇒ Southern Region UUA
- ⇒ Unitarian Universalist Association (UUA)
- ⇒ Other UU congregations and UUA sponsored groups
- The Committee will inform the congregation of activities of these groups.
- The committee will encourage participation at events and programs presented by other UU organizations.
- The Committee will provide to the congregation information from the monthly newsletter or other email communications from:
  - Southern Region support: sr@UUA.org
  - National UUA support: UUA.org
  - Other UUA sponsored groups

### **CONGREGATIONAL LIFE**

The Congregational Life team is to facilitate the development of a congregation that strives to be warm, welcoming, caring, and supportive to members, friends, and guests, encouraging membership and participation in our church and promoting the general health and spiritual growth of the congregation.

Areas of Responsibilities and Duties:

**Hospitality:** Create an informative and inviting introduction to the fellowship for guests, and to make guests, members, and friends feel welcome, appreciated, and cared for.

- Greeters will welcome guests as they enter the church, providing orientation, managing all logistics that make our guests feel welcome and at ease upon arrival. Special visitor name tags will be offered so that everyone has the chance recognize, offer assistance, and welcome newcomers.
- Coffee and snacks will be provided weekly by volunteers in the Fellowship Hall following the service. They are responsible for clean up of the kitchen area.

- Organize a monthly potluck.

**Membership:** Welcome newcomers, promote membership for those interested, and help all become fully integrated into the church so that we have fulfilled individuals in a thriving community.

- Support Hospitality
- Attend Sunday Service regularly and visit with guests and newcomers to chat and answers any questions they may have.
- Follow up with a note inviting guests to come back again.
- Provide name tags as needed.
- Monitor membership rolls and reach out to inactive or missing members.
- Explain the path to membership as appropriate, followed by facilitating the signing of the Membership Book for those who choose to become members.
- Keep pamphlets and brochures stocked about the UU Church for handing out upon request and for including in new member packets.
- Communicate with UUA Data Services and Southern Region as needed, to update critical member and contact information.
- Offer new member orientation classes to better familiarize newcomers and new members with Unitarian Universalism and our FUUCWV.
- Produce and distribute annually a new and updated Church Directory of members and friends.
- Once yearly, welcome new members at a Sunday Service, with our *Extending the Right Hand of Fellowship* ceremony.
- Organize and promote monthly fun community shared activities.

**Caring:** Create and foster a loving and caring community in which 1UUCWV Members and Friends receive nurture, support, and assistance when life's trials occur.

- Mobilize the resources of the church to respond to individual members and friends who are ill, experiencing loss, hospitalized, or are going through a traumatic situation.
- Encourage all to be part of the Caring Team to provide supportive care which may include cards, phone calls, meals, transportation, visitation, and whatever else our church may be able to provide.

## **PROGRAMS/WORSHIP**

The committee shall coordinate the year's programs. These programs should provide a diversity of speakers and encourage topics that relate to UUism. Members should be involved in the selection and presentation of services. The program chair/leader may delegate these responsibilities to others. A yearly program calendar is to be set up in time for the December Board meeting showing the holidays and other days for which there are special programs.



Responsibilities of the committee include the following:

- Plan the details of the service (select hymns, readings, arrangement of chairs and blinds, etc.) in accordance with the order of service and taking into consideration any requests of the speaker and secure a pianist.
- Produce the Sunday order of service.
- Provide special music for holidays and/or other special occasions.
- Shall bring before the Board any contracts with speakers that are for more than two consecutive months.
- Present an annual fee schedule and mileage rates to the Board at the December meeting.
- Will pay the UUA rate for UU Ministers. A minister is expected to do the entire program, including a Children's Moment.
- Give information concerning speaker and date of presentation to the Publicity Chair/Leader and Media personnel
- Inform the Treasurer of the amount of the check to be written for the speaker and oversee the payment of speaker.
- Secures a Service Leader who will choose elements for the service, conducts the service including introduction of the speaker and leading the time for connections, comments or questions.

### **PUBLICITY**

The committee is responsible for ensuring notification and publication to the community of programs and other events at the church to the community.

Duties include:

- Create a monthly newsletter or communication of church events, programs etc.
- Update and maintain IS/Web site.
- Keeping an up-to-date email/mailling list of members/friends and community.
- Obtain speaker information, including synopsis from Program Committee and forwarding to local newspapers and/or other media as appropriate

### **RELIGIOUS EDUCATION**

The committee is responsible for planning and supervising the Religious Education program of the Church.

Responsibilities of the committee include the following:

- Determining policies on enrollment, class groupings and conduct.
- Select curriculum for use for the year.

- Obtain and train teachers of curriculum being used. **\*\*See Risk Management Policy for further directions\*\***
- Assure classrooms are properly equipped.
- Assure teacher is scheduled for each class.
- Supervise and evaluate teachers.
- Maintain communication with parents where appropriate
- Provide supplies as needed by teachers.
- Plan children's RE service for Sunday service at least twice a year.
- Plan and execute programs for the continuing education of adults.

Additional positions included in R.E. Budget:

- **Librarian:** Organizes and maintains the church library. Tracks books that are leant out, orders new material and discards material as is necessary.
- **Historian:** Maintains photos or other methods to retain a history of events, people and general happenings at the church through the years.

### **SOCIAL ACTION AND JUSTICE**

This committee provides support and direct opportunities to champion the social justice issues faced by the local and community at large. These may include the following:

- Climate and environmental justice
- Racial justice
- Economic justice
- Immigration justice
- Reproductive justice
- LGBTQI justice
- Other social justice issues that arise

Responsibilities of the committee may include the following:

#### **Fund-raising projects**, such as:

- UU Service Committee "Guest at Your Table"
- Equal Exchange Coffee Sales
- Others as determined by committee and church members

#### **Educational projects**, such as:

- Two-year UUA Study/Action Issues
- Present church service program on current social action and justice issue of the year

**Community service and action activities**, such as:

- Interfaith Kitchen participation
- Neighborhood Center Food Pantry collections
- Attend and volunteer at local events supporting issues of the current year
- Others as determined by committee and church members

The Committee leader may delegate responsibilities for specific projects to committee members, as needed.

The committee shall take no action nor make any recommendations concerning support of either political party or of elections.

The committee should present the resolutions being considered at the Unitarian Universalist Association (UUA) General Assembly to the congregation for voting on their preference of which study/action issue to recommend for two-year study.

The committee should provide discussion/study opportunities to the congregation on the issues chosen by the UUA.

**Mediation Council-*ad hoc***

This Ad-Hoc council may be requested and is appointed by the Board of Directors when a problem among Members and/or Friends cannot be resolved by other means and additional assistance is needed for resolution. See the church By-Laws for additional information.