

## Congregational Polity<sup>1</sup>

In the matter of governance, Unitarian Universalist congregations today are directly descended from the Puritan churches that were self-governing. Each congregation has title to its property. No official in a religious hierarchy may close a Unitarian Universalist congregation, or fire its minister. No authority outside the congregation can define membership or dictate the annual budget of the congregation. Only the members of the congregation can make such determinations. This structure of self-government is called congregational polity.

While members cannot be consulted on every decision, they do vote on the most important issues. One of the important decisions is the election of leaders, generally a governing board and the call of the minister(s). Implicit in our congregational covenants is a promise to trust leaders to make decisions within particular realms, and to ask when they need guidance. For example, ministers generally have responsibility for worship-related concerns, though some issues such as adding an extra worship service may require a congregational vote, or certainly, input. A religious educator or Religious Education Committee may create a Coming of Age program for youth, but the congregation will determine when a youth may become a member of the congregation.

Membership means that you are able to help make the important decisions. The members collectively own the congregation and are vested with the power of governance. Elected lay leaders and called ministers are accountable to the congregation.

Relationships between congregations are mutual relationships of equals, regardless of the congregations' size or influence. Unitarian Universalist congregations covenant to form the Unitarian Universalist Association of congregations, coming together for mutual benefit.

Unitarian Universalist congregations also participate in Districts, geographic groupings of congregations which work together to promote Unitarian Universalism and to support one another. Unitarian Universalist Community Church is part of the Northern New England District which includes Maine, New Hampshire and Vermont.

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<sup>1</sup> Adapted from *THE NEW UU: A Tapestry of Faith Program for Adults*, Workshop Five, by Jonalu Johnstone.  
<http://www.uua.org/religiouseducation/curricula/tapestryfaith/thenew/index.shtml>

## **I. Administrative**

### **A. Requesting Administrative support**

The Office Administrator works a total of 24 hours per week. Saturday duties are primarily focused on Sunday service. The third and fourth week of the month is primarily focused on the newsletter and monthly website update. Monday morning duties are primarily focused on processing the checks and offering, making the weekly deposit, picking up mail, and catching up on the week's emails. Please take these time sensitive responsibilities into consideration when making a request.

This demanding schedule leaves little extra time for administrative support to committees. However there are times when such a request is quite appropriate. To limit and screen the demands, all requests for administrative support should go through the minister. The minister has a clear sense of other tasks in the pipeline that may have a higher or lesser priority. Please make requests via an email or phone call to the minister.

### **B. Requesting a Special Events Sexton**

The church contracts with a cleaning company for weekly cleaning of the three buildings. The cleaning crew cleans all three buildings on Sunday evenings and the church and Drew House on Friday evening.

A line item in the budget allows for contracting with a sexton 4-6 times per year for clean up after special functions. A special events sexton is appropriate when heavy building use requires an additional cleaning. These may include, but are not limited to, memorial services or Saturday evening events.

To request a sexton for a special event, please complete the sexton request form (See Appendix A) and submit to the Office Administrator and the Minister.

### **C. Scheduling meeting space for church groups and committees**

The Office Administrator oversees the building use by church groups and outside renters. A master calendar of meetings and events is maintained by the Administrator to insure accurate room availability when requests are made.

- Rental requests for church groups are made by phone, email or via the website calendar at <http://www.augustauu.org/event-calendar/>.
- Administrator checks availability of room for date and time requested.
- Verification is then made with group and recorded in the master calendar.
- Additional time for set up and clean up is incorporated into the time the room is reserved.

#### **D. Securing a rental space for outside groups**

- Rental requests from outside groups are usually received by phone. Occasionally requests are received by email.
- Room Rental Agreement/Request for Payment form is emailed or snail-mailed to person or group requesting the rental. A copy is made for the office. This form serves as both contract and bill for the rental. (See Appendix B)
- Rental rates and responsibilities of the renters are discussed.
- Payment is due prior to event. Payment is recorded on deposit spreadsheet as rental income.
- Group information, time and location of event are recorded on master calendar.
- Arrangements for keys are made in advance should the event be held during non-business hours. A “renters” key is given with “do’s and don’ts” list attached to key. Notation of key when given and returned is made on Rental Agreement.
- Key may be left in Summer Street mailbox when event is over.
- Renters are allowed to use coffee pots, stove, microwave and refrigerator. Renters must clean up everything when done. Renters are not allowed to use the china. Renters are asked to supply their own refreshments. This includes coffee, tea, sweeteners and cream.
- There is no charge for the Northern New England District (NNED) to use the room, or for internal church group events.
- The Minister will make decisions to reduce or wave any or all rental fees, upon request.

#### **E. Mailboxes – Staff, committee, church**

- **Staff** mail boxes are located in the church office, 71 Winthrop Street.
- **President and Treasurer** mail boxes are located in the church office, 71 Winthrop Street
- **Committee** mail boxes are located in the committee room in the church building, 69 Winthrop Street.
- A **General** mail box/basket is located in the committee room in the church building, 69 Winthrop Street. Mail to be delivered to staff, members or friends may be dropped off and the Office Administrator will pick up on Monday and deliver to appropriate boxes.

- Items to be picked up by members and friends may also be placed in the general mail box/basket. Please inform people when you leave something to be picked up.
- All staff, leaders and committee chairs should remember to check boxes occasionally. These boxes are not intended to be storage spaces. Please let the Office Administrator know if you would like an additional storage space for your committee supplies.

## **F. Lost and Found**

A lost and found basket is located in the coat room at the church, 69 Winthrop Street. Items not claimed are donated to Addie's Attic at St. Marks.

## **G. Smoking Policy**

Smoking is prohibited on the premises of the Unitarian Universalist Community Church.

## **H. Administrative Policies on Personal Information and Privacy**

**(Adopted by Board 12/10/12)**

*Unitarian Universalist Community Church understands and respects the importance of keeping personal information regarding members and friends of the congregation private. Personal information includes anything that can be used to identify an individual, such as photos, names, postal and email address, phone numbers, personal facebook and web pages. To this end the following policies have been developed to protect personal information.*

### **1. Policy on use of membership and friend information**

Visitors, friends and members have several opportunities to share their personal information with UUCC. Personal information is collected when an individual,

- signs the guest book or fills out a guest card.
- signs the membership book and membership materials.
- registers children in the Religious Exploration program.
- participates in Small Group Ministry.
- 'friends' the minister's facebook page.
- 'likes' the UUCC facebook page.

- makes a donation to UUCC.
- enters into a contractual relationship with UUCC.

When individuals provide personal information, it is understood that this information will be shared on a limited and restricted basis with members and friends of UUCC for internal purposes through the UUCC Member and Friend Directory and with church leadership through membership info (church membership database). UUCC is committed to protecting your personal information. We do our best to maintain appropriate security both in our technology and in our physical records. We limit access to your information to those individuals necessary.

Information conferred through the *guestbook* is signed publicly and remains accessible to other guests.

*Guest cards* provide more privacy as cards are not public documents. Guest cards are stored in the administrator's office.

Privacy level of *facebook* users is the responsibility of the user.

Information provided through the *membership process* and through *children's registration* is kept on the church database with access limited to those individuals necessary for providing you with the services conferred with church membership or as a friend of the church.

UUCC does not share your information with third parties with one exception. Upon signing the membership book, membership is also conferred to the Unitarian Universalists Association (UUA) and the Northern New England District (NNED) and personal information is added to the churches membership list at data services for the UUA.

To change personal information or withdraw consent, please email [admin@augustauu.org](mailto:admin@augustauu.org).

## **2. Guidelines for UUCC communications with personal information**

Newsletter articles and event information are communicated via:

- a weekly insert in the Order of Service
- a mid-week all-church email
- a monthly newsletter and
- on the UUCC website and facebook page.

When submitting articles the author may choose to include their personal information. No personal information will be used without expressed

permission. Personal information submitted by a second party will not be included unless the second party has provided consent written or emailed consent.

*Please note: Articles submitted for one of the above mentioned communication venues may also be used in other printed and electronic communications. Submitting an article with personal information included is considered consent for all communications previously noted.*

### **3. Email list guidelines**

*The Unitarian Universalist Community church office keeps an email list of members and friends who have made their email addresses available. While email lists make available a valuable tool for communication and community building, the ease of use makes it easy to overuse. The church email list should provide important and timely congregational information to our members and friends. The list should not be used for communications of limited interest or with such frequency that members and friends stop reading it.*

The email list is used for the following purposes:

- communications between members, friends, staff and minister
- weekly all-church updates
- monthly electronic newsletters

The following are proposed guidelines that are suggested to keep the use of the UUCC email list effective and appropriate:

When email includes large groups or the entire congregation the use of 'bcc' will be standard practice.

- The weekly all church email will include announcements regarding upcoming church sponsored events only. To help encourage readers, weekly updates will only include items of significance for the upcoming week.
- The UUCC email list is to be used for communicating congregational announcements or events of general interest to the congregation.
- In most instances, the email list is not to be used for District, UUA or community announcements of limited interest.
- The UUCC email list is not an appropriate venue for personal announcements, personal appeals, personal reflections or editorials. Exception to this guideline includes announcements regarding death, birth or rites of passage of members and friends. Such announcements will not be made without expressed consent. Permission is never assumed.
- In most instances, the email list should not be used for appeals for money or fundraising, except at the direction of the board.

- Members and friends are encouraged to make appropriate uses of the many avenues of communication in the congregation, including the newsletter, the website, bulletin boards and weekly order of service announcements, and to reserve the church email list for the timely announcements of general interest to which the list is best suited.
- The church email list will not be given to individuals or organizations for non-church use.
- Email communications are not the ideal venue to engage in process. It is easy to misread tone and intention. It is easy to be misunderstood. Therefore email communications will help to facilitate communications, but will not be a substitute for discussions and decision making.

#### **4. Guidelines for UUCC Electronic Newsletters**

An electronic version of UUCC's newsletter can exist as:

- An email attachment
- As attachments sent to known subscribers
- In the form of a web-page link from the church's homepage

The guidelines from each version are different.

#### **5. Guidelines for putting church newsletter on the Web:**

Unlike the email newsletter, which, like the printed version, is sent to selected groups of people like members, friends and other UUs, the web newsletter is accessible to the entire world and open to scrutiny from all. For this reason, it is often inappropriate to put certain sensitive information there.

It is advisable that an editor goes through the content of the newsletter with an eye toward protecting the privacy of those served by the congregation. The following guidelines relate to privacy issues:

- No names or identifying information of minors will be published
- Church phone numbers, addresses or emails for staff will be published. Only professional information will be published unless otherwise requested by staff and minister.
- Phone numbers and email addresses of congregants and contact persons for special events of interest groups may be published with their permission. Submission of information with content to the office administrator is understood to be permission.

When making a decision about what to post on the web, ask the question: "Who is the intended audience?" Besides offering a convenient option for people who already receive the printed or email version of your newsletter, is it the aim of a web newsletter to attract visitors to the church?

## **6. Guidelines for sending email versions of the newsletter:**

- There need not be any difference in the content between the printed and email version
- Since the content is unchanged, an email version may replace a printed version at the subscriber's request.
- If attachment is preferred, consider sending as an RTF (rich text format) file, or, as a PDF (portable date format) file, which can overcome the compatibility problem without compromising the formatting. PDF attachment is preferred.

## **7. Guidelines for use of photos**

Prior to posting of photographic images (child, youth or adult) in the church buildings, on church literature, website or facebook page, UUCC will obtain written consent. This consent will be obtained during the membership process or registration in the Religious Exploration program using the designated form – Member and Guest Consent Form in the Operations Manual. This consent may be withdrawn at anytime without explanation. No personal information will be included with the photo without permission.

The following guidelines will be used when posting photos:

- Photo's of church events with no identifiable images do not require consent to be displayed.
- Photos of public events do not require consent to be displayed. Public events for the purpose of postings include events in the wider Augusta and Maine community.
- Photos of church staff do not require consent to be displayed unless express withdrawal of consent has been made.
- The submission of a personal photo to the webmaster or office administrator will be considered consent to publish. Photographs with several people will not be published without consent of each person. Photographs obtained through local media or a professional photographer will be subject to consent before photographer is able to post. To withdraw consent, please email [admin@augustauu.org](mailto:admin@augustauu.org)

## **8. Guidelines for videotaping events at UUCC**

When videotaping an event sponsored or organized by UUCC, an announcement is required prior to the start of the videotaping. This may include posting signs

and adding a note in the order of service and *must include a verbal announcement*. Optional seating to stay out of the video must be made available.

## **9. Website Policy**

The UUCC Website has two primary functions:

- Inviting people who are searching for information about Unitarian Universalism in the Augusta area to come and see who we are and what we have to offer.
- Providing a communication network for people who are already involved with UUCC.

The information on this website is written by those involved with the respective programs and committees, and/or taken from UUCC publications, including the Program Book and the this manual; and files.

Following privacy and Safe Congregation practices,

- Contact information may be used only when an individual's permission is obtained. The exception is for UUCC staff, where name, e-mail and phone number may be listed. Sending an article or announcement with personal information included will be considered consent.
- Personal information submitted by a second party will not be included unless the second party has provided written or emailed consent.
- Additional contact information may be available in the Church Directory for members and active friends. Request for that information can also be made through [info@augustauu.org](mailto:info@augustauu.org) and will be forwarded to the individual.
- Photos of activities involving people, will not include identifying information, unless permission is specifically given by the person.

For a more complete policy regarding identification of individuals and use of pictures see the accompanying sections for administrative policies.

Contact Information: The Website Committee can be contacted through [website@augustauu.org](mailto:website@augustauu.org) or [admin@augustauu.org](mailto:admin@augustauu.org).

## **10. Facebook Policy**

Unitarian Universalist Community Church understands and respects the importance of keeping up with advancing technology in communication including social media. To this end the following practices and policy have been adopted to guide UUCC Facebook users.

Minister and staff members who open a professional page will be required to follow the practices and policies outlined below. The Minister and staff will be responsible for managing their professional Facebook page according to the guidelines stated below.

The following disclaimer will be posted on the UUCC Facebook page:<sup>2</sup>

About this page:

*“The UUCC welcomes all people to contribute to conversations on this page and to share content directly related to Unitarian Universalism. Wall posts, comments, photos, and other content posted on this page are expected to be relevant and respectful.*

*The UUCC has the right to delete any inappropriate content from this page, including but not limited to: irrelevant content, redundant content, hateful content, malicious content, uncivil or disrespectful content, attacks or complaints against an individual, financial solicitations, endorsements of a political candidate or party, and content that violates Facebook’s terms of use, code of conduct, or other policies. Content that violates Facebook’s policies may also be reported.”*

- A designated person will manage the UUCC Facebook page. This person(s) will monitor activity regularly and shall have the authority to create, delete and maintain the content using the following content guidelines.
- All content posted on Facebook pages must be consistent with the mission and vision of UUCC. Content must remain consistent with the Seven Principles and Six Sources of Unitarian Universalism.
- Must avoid slander, libel, violations of copyright, profanity, off-color humor, and advocacy of political candidates.
- Must not reveal private personal information
- Must not advertise commercial business
- Must present information that is accurate and relevant
- Uploaded photographs on the UUCC or minister/staff Facebook must comply with UUCC photo guidelines. UUCC, Minister and staff will make every effort to delete tagged photos that do not meet guidelines.

## **11. Guiding principles for use of UUCC Name**

It’s important for our church to have a visible voice of presence in matters of social conscience. Recognizing that there are times when representing the church as a whole may be controversial, the following guiding principles are offered.

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<sup>2</sup> Adapted from UUA disclaimer. <http://newmedia.blogs.uua.org/2011/03/24/sample-content-moderation-disclaimer-for-congregational-facebook-pages/> March 20, 2012.

The President of the Board of Trustees *may* authorize the use of the church's name by the Minister, the chairs of church committees, or any member of the church when an activity meets the following three criteria.

- The activity clearly falls within our mission and vision statements.
- The activity is consistent with the UUA principles.
- The activity is associated with a non-profit organization.

The President of the Board of Trustees *may not* authorize the use of the church's name when an activity has multiple issues, all of which may not be supported by the above statements unless the congregation votes to approve the use of the church's name.

The church's name *may never be used* when an activity supports a political candidate.

If the President is uncertain where the activity falls within the above guidelines, the President will ask the Board of Trustees to make a recommendation as to where the activity falls within the above guidelines via a regular Board Meeting or through other communications (phone, email)

If the President is unavailable to act, the Vice-President may act in the President's absence. If the decision must be made in a time frame that does not make consultation with the Board practicable, the President may consult with the minister in lieu of consulting with the Board.

## **I. Cancellations – inclement weather**

### **UUCC Information regarding service changes due to inclement weather:**

The UUCC Minister will consult with the UUCC Board President or Vice President to determine appropriate action during inclement weather. In the absence of the Minister, the Worship Associate will consult with the Board President. In the absence of the President, the Minister or Worship Associate will consult the Vice President.

UUCC members and worship participants and religious exploration teachers are always encouraged to use their own sensibilities when traveling to church in inclement weather. No one should feel obligated to be at church.

**The safety of UUCC Ministers, staff, members, families and friends is what matters most and always comes first.**

If there is a parking ban in effect on the streets of Augusta or the Governor has declared a state of emergency, worship services and meetings may canceled.

Notification of service changes, postponements or cancellations will be sent in an all church email and an updated recording will be placed on the church voicemail at 622-3232. The following local television and radio stations will be notified of UCC closing for broadcast.

WCHS 6	784-0599	<a href="http://www.wcsh6.com">www.wcsh6.com</a>
WGME 13	797-1313	<a href="http://www.wgme.com">www.wgme.com</a>
WMTW 8	782-0703	<a href="http://www.wmtw.com">www.wmtw.com</a>

Be Safe!

## II. Building and Grounds

Property is the window into the soul of the church  
~Thomas G. Bandy

### A. Aesthetics

Members of the congregation have worked tirelessly to renovate and improve the church property. Stewardship and preservation is the responsibility of all church members.

Please leave the rooms as you found them. Put items away and clean up after yourself. If you would like to request a bulletin board or have an item hung, please contact the Building and Grounds chair person(s).

It is the policy of UUCC that no tape or nails be used to hang items in any UUCC building (church, office, annex). This includes doors and windows. Clips have been provided on all doors to post items at the entrances

Please do not leave items in the coat room. This room becomes cluttered quite quickly when people use this space for storage. If your committee or group needs storage space, please contact the Office Administrator.

### B. Building and Grounds Safety and access to buildings, including distribution of keys.

#### Purpose

To establish a procedure to ensure that church buildings and grounds are maintained, designed and constructed to assure a safe environment for all who use it.

#### Policy

It is a policy of UUCC Augusta to maintain the buildings and grounds to assure a safe environment for all staff, members and visitors. Access to the church owned buildings and all its services, will be clearly marked, well lit and obstruction free.

#### Responsibility

The Building and Grounds Committee is responsible for safe illumination, snow and ice removal, signage, hazard identification and removal, and maintenance of walkways and building entrances.

All areas of the buildings, walkways, and building entrances are inspected for hazards semi-annually by the Buildings and Grounds Committee.

Building and Grounds Committee chair or a designated subcommittee, is responsible for ensuring that processes are in place to ensure the safety of buildings and persons within areas undergoing renovation or new construction.

#### Procedure

All buildings are inspected with an attempt to keep them free from hazards on a semi-annual basis.

All new construction will meet Local Building Codes and ADA standards. All buildings are designed and equipped with consideration for age of the population served to the best of our ability.

Fire exits are examined for functional use semi-annually.

### Keys

Keys will be distributed by the office administrator. Copies of Key Request Form are kept by the administrator. Lending keys to others is strongly discouraged.

Suggested guidelines around who would likely need a key include:

- Board President, Board Treasurer, Minister and Church Staff (RE Director, Choir Director, Pianist), Cleaning service, Chairs of Committees that meet regularly in one of our buildings, and organizations who regularly rent space. Keys can also be given to vendors who may need emergency access to the buildings at the discretion of the office administrator or buildings and grounds chair.
- For those who need access to the buildings only intermittently or rarely, they should make arrangements with the office administrator to obtain and return a key after each meeting or function.

Semi-annually the log will be updated by the office administrator. Those persons who have not been in contact for that timeframe or whose need for a key has changed will be asked to return their keys. If greater than 20 of the keys are missing then the administrative assistant will notify the Buildings and Grounds Chair and Board President to determine if new locks (and which) need to be replaced.

## **C. Physical Item Donation Policy**

- Any member or friend wishing to donate a physical item to the church is asked to put in writing a description of the item in some detail. (See Appendix D)
- A recommendation will come from the appropriate committee (Finance, Building and Grounds, Aesthetics, etc) whether or not to accept the item.
- The decision will be based on the potential use of the item, the condition of the item and how it fits with the UUCC mission, decor and fellowship activities.
- All donated items become the property of the UUCC and will be accepted only on the condition that the UUCC has the authority to make whatever final disposition of such materials it deems suitable.
- Donors shall receive a receipt for their donation.

### **III. Financial**

#### **A. Submitting program receipts for reimbursement** (updated 2/2013)

Receipts for reimbursement should be submitted to the Treasurer in a timely manner and according to the following process.

1. Fill out the check authorization/Reimbursement Form(see Appendix E) with all required information:
  - The date and amount of request;
  - The name and address of the person to whom the reimbursement check should be issued;
  - A brief description of the expense; and
  - The appropriate budget line for the expense (required).
2. The form must then be signed by an appropriate authority-e.g. for committee-level expenses, the committee chair must sign
3. Attach the original receipt
4. Submit these documents to the Treasurer for payment.

Committees are strongly encourage to submit receipts for all expenditures, thereby setting a good practice and standard for the congregation by holding the entire community responsible for the cost of congregational life and church business.

The reimbursement process ensures an accurate reflection of the cost to support a given program. While in-kind donations are generous, our church's budget should not rely on them.

#### **B. Budget Process and Calendar**

September-October: Notify committee chairs of the need for annual budget proposals, and outline steps needed to prepare a budget request. Collect data needed for preparation of capital budget (Building and Grounds, Minister, Administrator.)

November-December: Collect budget requests from minister, committees and church office, and follow up as needed.

November or December: Begin monthly meetings for budget preparation

January-February: Prepare budget draft to be used in annual canvass. Draft should include different scenarios needed to fund 1) current services, 2) results of "zero increase" budget, and 3) expanded staffing.

March: Present preliminary budget recommendations to the Board.

April: Present revised budget outlook based on canvass results and updated financial report.

May: Board adopts final budget proposal for submission to congregation.

### **c. UUCB POLICY ON CHURCH FUNDRAISING**

Adopted by Board: October 7, 2013

Members of the congregation are encouraged to initiate fundraising activities on behalf of the church within the following parameters:

1. The leader of the activity shall fill out the fundraising application form shown below.
2. A fundraising application for each fundraising activity shall be submitted to Fundraising Co-Chairs for approval, coordination with other events and record-keeping purposes.
3. If the fundraising activity is a one-time event held at the church, the room or rooms should be reserved in advance through the church office.
4. During the Sunday Coffee Hour a maximum of two separate fundraising activities may take place in the Fellowship Hall at one time.
5. Every fundraiser initiated by a child shall be led by a sponsoring adult who fills out and signs the application form and coordinates with the church office to get the event on the church calendar.
6. The person sponsoring the fundraiser is responsible for publicizing the event. The Fundraising Co-Chairs will assist by providing a listing of newspaper contact information when the application is approved.
7. For the purposes of keeping track of money raised for the church, the leader of each activity shall notify the Fundraising Co-Chairs in writing or by E-mail of the total amount of money an event raises.

8. The Fundraising Co-Chairs shall keep a running total of money raised and notify the Treasurer in writing each time fundraising money is given to the church office.

The church should receive some benefit from all fundraising, although it doesn't need to be financial. Except for children's school and scouting fundraisers, UUCC should receive a minimum donation of 10% of all fundraising proceeds. A non-financial contribution (such as volunteering an hour) can be given. On the application form each fundraising activity will be clearly marked as to who is benefiting and how UUCC will benefit from this activity.

## IV. Membership

### A. Pathways to Membership

#### 1. First time or one time guest

- Guests will be encouraged to sign our guest book in the vestibule or guest card found in the pews. Guest cards are turned in to the greeters and placed in the bag with the weekly offering.
- Greeters will invite visitors to wear a guest name tag.
- Guests who have signed the guest book or given a completed guest card to the usher will receive a newsletter for the next 4 months.

#### 2. Newcomers

Newcomers are those guests interested in additional information regarding Unitarian Universalism or Unitarian Universalist Community Church. UUCC encourages Newcomers to:

- Wear a name tag. A name tag may be requested by signing your name to the list near the tags in the coat room.
- Browse the literature racks. We encourage newcomers to take home and read a variety of literature about Unitarian Universalism and Unitarian Universalist Community Church from the racks.
- Attend a newcomer welcome dinner held twice during the year.
- Add their names to the church database by contacting the Office Administrator at [info@augustauu.org](mailto:info@augustauu.org)
- New families with children can enroll their children in the Religious Exploration program.
- Begin participating in the life of the church by attending open classes and church wide events
- Considering joining the choir. Attend the choir rehearsal on Thursday evening at 6:00 p.m. or contact the Music Director at [musicdirector@augustauu.org](mailto:musicdirector@augustauu.org)
- Consider joining one of the Small Group Ministry circles. This option can be discussed with Small Group Ministry Coordinator by sending an email to [kell6787@gmail.com](mailto:kell6787@gmail.com) or by calling 445-4415.
- Consider attending the Peaceful Heart Sangha. The Sangha meets on Monday evenings at 6:30. For more information please contact Marty Soule at [martysoule@gmail.com](mailto:martysoule@gmail.com) or 685-9270.
- When you are ready, set up a meeting with the Minister to discuss membership. Rev. Carie Johnsen can be contacted at [revcariejohnsen@gmail.com](mailto:revcariejohnsen@gmail.com) or 632-3663.

## **B. Becoming a Member**

**Membership requirements:** You are at least thirteen years of age. You are active in church life. You make an annual financial contribution to the church. You sign the membership book.

**Sign the membership book** - Newcomers who are ready to become a member are asked to set up a meeting to sign “the book” with the Minister or a member of the membership committee.

**Make a pledge** – Signing your first pledge card is an important part of the membership journey. Making a fiscal commitment to the congregation where you choose to worship is just one way to engage in stewardship at UUCC. Annual dues to the Unitarian Universalist Association (\$58) and the Northern New England District (\$14) per member per year are paid by UUCC.

**Creating community** – You can deepen your connections and sense of belonging by getting involved in the life of the congregation. Talk to a member of the membership committee, the Director of Religious Exploration or the Minister to explore where you want to begin building relationships and nurturing a sense of meaning and purpose.

## **C. Annual Process for Updating Membership List**

In November, the Clerk and Minister should begin the process for updating the membership list. The process should conclude prior to reporting membership to the UUA at the end January each year.

The following steps should ensure that the list is up to date and accurate.

1. The Minister, Director of Religious Education and Treasurer will, in turn, go over the current membership list and identify individuals who have been active at church in the past year. Active means a member of the family is known to have participated in church life and/or made a pledge or financial contribution to the church in the past fiscal year. This first review shall be completed within two weeks. This first review will result in a list of people who are apparently inactive.
2. Next the Small Group Ministry Coordinator, Membership Committee and Peaceful Heart Sangha will review the culled list to identify any members they know to have been active in the last year.
3. After all groups/individuals have reviewed the list and identified active members, the Membership Committee will make a contact by phone or letter to those members identified as apparently non-active. The information

gathered from these phone calls will be reported back to the Minister and the Clerk.

4. The Clerk will send a letter to any apparently non-active member who did not respond to Membership Committee calls. The letter will request that they respond within thirty days if they wish to remain a member, wish to be removed as a member or wish be moved from member to friend status.
5. The Clerk and Minister will work with the Office Administrator to update the membership list.
6. The Minister will report all removed members from this process to the Board of Trustees and the UUA.

## v. **Worship**

Sunday morning worship is the responsibility of the settled minister, by contract, and it takes a team to create fifty-two inspiring, thought-provoking, stimulating, multigenerational and spiritually energizing thematic Sunday services every year. The various elements of the Sunday services are completed by the Minister. In the absence of the Minister, the Worship Leader with assistance from the Worship Associate will provide the coordination.

Service themes are selected by the Minister in conversation with the Worship Committee. Service suggestions may be offered to the Minister, who is responsible for the worship schedule. Suggestions for summer services may be offered to the chairperson of the Worship Committee.

### **A. Worship Arts Team**

- **Worship Associates** - A team of worship associates support Sunday services. Each week an associate assists the worship leader with the liturgical elements and pragmatic aspects of the service. The worship associates meet about every 4-6 weeks to plan services with the Minister.
- The worship associates are responsible for coordinating and assisting with filling the pulpit with quality worship once a month on the Minister's Sunday out of the pulpit and during summer lay-led service.
- **Fellowship of Pianists** - A fellowship of five pianists share in the assignments to Sunday morning services throughout the year. One pianist takes up the responsibility of scheduling. The pianist works as requested with the worship leader to plan music.
- **Choir** - Under the direction of the Music Director, the choir sings twice a month at Sunday Services. The choir helps the congregation sing better, sets the tone for worship and deepens the worship experience. The choir practices on Thursday evenings from 6:00 to 8:00 in the Sanctuary. The Music Director meets with the Minister once a month to plan choir participation.
- **Special Music** – Special music and guest musicians are coordinated throughout the year. Selections are made based on service theme and intention as well as member gifts and talents.
- **UUC Occasional Orchestra (UCCOO)** – This new group started in the Spring of 2011 with 11 instrumentalists, including people playing alto sax, bass, cello, clarinets, flutes, trumpet, violin and piano. Under the direction of Dale McCormick, UCCOO rehearses monthly alternating between

Friday evenings and Saturday mornings, and will participate in worship services about three times during the church year. Musicians of all ages and levels of experience are welcome.

- **Sacred Dancers** - This new ministry invites participants to move to hymns using poetic movement as well as to create original movement to “express the journey of the heart.” All ages are invited to join.
- **Offering** - Sunday offering is collected during each service. It is the responsibility of the greeters to take the offering to the committee room to be counted and placed in the safe. This task should be completed by two people. It is best that these two individuals not be partnered. The checks are gathered and the money is counted and separated by denominations and recorded on a slip that can be obtained from the right drawer of the counter in the committee room. A money bag may also be obtained from this drawer or the lower cabinet. After the money is counted, it is placed in the bag and slid in the deposit slot which accesses the safe. The deposit slot is found on the side of the cabinet in the committee room (reach inside the curtain that hangs below the mailboxes and look to the left.)
- **Share the Plate** – Once a month the Sunday offering is given to a local, national or international nonprofit organization.

## **B. Sunday Morning Hospitality**

- **Greeters** – A group of hospitality coordinators under the direction of the membership committee is responsible for scheduling two Sunday morning greeters for each service. The greeters for the first service are asked to arrive early to fold the bulletins. Greeters are responsible for the Sunday morning offering (see note above).
- **Hospitality** - Sunday morning hospitality is coordinated by a group of hospitality coordinators under the direction of the membership committee. Snacks on the table are contributed by members. This is a random snack donation. Fair trade coffee is served. The monthly hospitality coordinators keep items (coffee, tea, sweeteners, cream, and stirrers) stocked.

## **C. Summer Services at UCC**

Summer service format begins on Memorial Day and ends on Labor Day. During this time the one service at 10:00 a.m. is led by a lay leader of the congregation. Each Sunday a worship associate is assigned to assist the worship leader. Sunday programming includes nursery care for children up to age four and spirit play for children between the ages of four and twelve. A Sunday coordinator supports worship and oversees Sunday program ensuring safe congregation policies.

**D. Worship Committee Policy for Professional fees for Guest Ministers  
(Adopted 12/2010; amended 6/2011; updated 1/2013)**

At the December 2010 worship committee meeting the members of said committee and the Minister, Rev. Carie Johnsen, agreed to adopt a new practice for paying professional fees as recommended by the Unitarian Universalist Ministers Association guidelines to ordained clergy and clergy candidates when they serve as guest worship leaders for Sunday morning or programmed services.

These fees will be paid from Program Expense–Worship (line item #307) in the operating budget. The UUME recommended professional fees for sermons, other program service are \$250 (one service) \$300 (two services) plus current IRS mileage allowance.

**E. Policy for Professional fees for Retired Ministers who are UUCC Members**

1. When UUCC (Minister or Worship Committee) asks a retired minister/UUCC member to fill the pulpit, without a doubt, they are paid according to professional guidelines noted above.
2. When the retired minister/UUCC member asks for a pulpit date for the service they want to share, they do not get paid.
3. When the retired minister/UUCC member co-leads service with a church group they belong to as a member, they do not get paid.

**F. Church Policy Regarding Paying Guest Musicians (Adopted 1/14/2013)**

This is intended as a provisional policy and will be reviewed and developed by the Music Committee in consultation with the Minister, Music Director, and others interested parties as necessary.

When musicians who are not otherwise affiliated with the congregation are to be hired for special music during services (regular Sunday or special services) they will be compensated out of the music budget. Recommended compensation is \$75 for a double service or \$50 for a single service (per musician) which is the rate paid to Sunday pianists (as of 201-2013 church year). The Minister is encouraged to alert the individual(s) responsible for the music program budget (Music Committee or Music Director as appropriated) of the need to hire outside musicians to ensure that sufficient funds are available. It is estimated that current budget would allow 1-2 guest musicians to be hired for 2-3 occasions per church year.

Members and friends of the congregation are encouraged to share their gifts on a voluntary basis as they are willing and able. Due to the complexity of determining who is considered a professional musician, and recognizing that there are musicians affiliated with the congregation who are regularly compensated for their work elsewhere, exceptions to this will be considered by the Minister and Music Committee on a case-by case basis.

## **VI. Religious Exploration Health and Safety Policies for Children and Youth**

**Adopted by Board June 10, 2014**

### **A. Health and Safety Policies**

The health and safety of our children and youth requires a partnership between parents and volunteers. This partnership is based on an understanding and affirmation of responsibilities and boundaries.

Parents are solely responsible for their children at all times, except when they are under the direct supervision of the Director of Religious Education and/or trained volunteers during Religious Exploration programming.

All adults and youth will acknowledge the weight and seriousness of their responsibility while also understanding they are a part of a team which is both supportive and equally responsible.

Every adult and youth volunteer is required to review and sign "The Code of Ethics for Adults and Older Youth who are in Leadership Roles with Children and Youth" on an annual basis. It states;

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

Those qualifications include knowledge of what is required for a safe and healthy environment. These policies address legal requirements and insurance obligations. They are also designed to help staff and volunteers provide a safe and healthy environment that fosters spiritual growth.

To that end:

All volunteer teachers must attend the Unitarian Universalist Community Church of Augusta for at least 6 months prior to volunteering. This provision can be waived by the Minister and Director of Religious Exploration (DRE), in consultation with each other, when the individual in question has been an active member with experience volunteering with children or youth in another UU church and can provide a reference from that church.

Youth who wish to provide childcare should be at least 14 years of age. This provision may be

waived by the Minister and DRE, in consultation with each other, when the individual in question has demonstrated competence, by successfully completed a babysitting course, for example.

New adult volunteers will:

- a. Affirm the “Code of Ethics for Adults and Older Youth Who are in Leadership Roles with Children and Youth” (adopted by the UUA in 1985)
- b. Provide references
- c. Agree to a criminal records check
- d. Agree to Maine Child Abuse Record Search

Every year thereafter, adult and youth volunteers will reaffirm their commitment to the “Code of Ethics” as part of their annual training. Annual training will include a review of these policies and procedures.

## **B. Education and Training Policies**

Education and training are critical for maintaining a healthy and safe Religious Exploration program as well as a healthy and safe environment for children and youth within the congregation at large. Information, knowledge, and understanding support the development of healthy relationships. To that end the Religious Education program will provide the following:

### **Procedures**

The Director of Religious Exploration and Religious Exploration Committee are responsible for:

- offering age-appropriate sexuality education (Our Whole Lives) for our children, youth and adults on a regular basis.
- III. providing a required annual training that includes a review of health and safety policies to anyone working with children and youth and
1. keeping the staff and congregation, including but not limited to, parents, volunteer teachers, youth advisors and youth working in the nursery informed about these policies, reviewing and affirming them annually through the use of the following:

- a) “The Code of Ethics; for those working with children and youth at the Unitarian Universalist Community Church of Augusta”, hereafter identified as “The Code of Ethics” (Attachment B),
- b) Safety Procedures; including Section C that follows and fire alarm and safety evacuation of classrooms.
- c) Posted copies of policies in classrooms and the nursery and

d) Review of policies in the publications of the church such as the Newsletter.

## **C.**

At least two adult volunteers will be assigned to and will be present in each classroom and youth group activity, including in-church events or overnights, off-site retreats, conferences, and other church-related activities. One individual may be briefly alone with a group when the other must leave as dictated by common sense and necessity for such purposes as bathroom breaks.

When traveling to and from outings, conferences, meetings, or other church activities, no child or youth will be alone with one adult in a car.

All children and you must have a completed medical release form (Attachment F) in order to participate in any off-site activity. This form will be signed by parents and reviewed by the DRE and volunteers to help ensure any special needs are noted as is appropriate within confidentiality guidelines.

Exceptions to the two volunteer policy are discouraged but may be approved by the DRE, Minister or Religious Exploration Committee in an emergency situation.

If there is a foreseeable reason a teacher, advisor, or other volunteer will be alone with a child or youth, the written consent of the child's parent or guardian will be obtained in advance, (i.e. an adult mentor meeting with a participant in the "Coming of Age" program.

We all want church to be a safe place for our children and youth. However, before and after Religious Exploration class time, parents are solely responsible for the supervision of their children and youth, both inside and outside the building. At no time should a child be asked to watch another child, especially outside.

## **Procedures**

The DRE, or a designated substitute, will check in on all classes during the course of a Sunday morning, to ensure compliance with policies and answer questions or meet needs which may arise.

All children under the age of 11 will be picked up from class by their parents as close to 10:30 as possible. They will not be released until parents arrive unless prior arrangements have been made with the teachers to walk them over to the church to meet their parents.

No children or youth will return to Drew or Judd House after class time without an adult.

Children in the nursery will not be released to a person other than the parent(s)/care giver or the family member who initially brought the child into the room. (Example, if a mother brings a child into the nursery, she cannot send her great aunt to come pick up the child.)

## **D. Behavior Expectations**

All children and youth are expected to behave with respect towards each other, adults and their space. Each class creates a covenant stating shared expectations at the beginning of the year. Any child or youth who is being disruptive or threatening his/her own safety or the safety of others will be asked to stop the disruptive or unsafe behavior. If the child or youth can not/will not, then the parent will be called from church to remove the child or youth from the classroom until the behavior can be amended. All efforts will be made by the DRE and volunteers to help children and youth know what the expectations are.

### **Procedures**

Please feel free to report problems at any time to ask the DRE or Summer Coordinator for help.

If a child is being aggressive to the other children, the child care worker must report the incident immediately to the DRE, who will contact the child's parents to work out a solution.

Any problems that arise must be reported to the DRE immediately. It is extremely important that we know what is going on and communicate quickly with parents where needed. Please do your best to come up with a solution in the moment, but then report the incident so that we can look at it from all angles.

## **E. General Health and Safety Procedures**

The Director of Religious Exploration, with support from the RE Committee, is responsible for the oversight of the following safety procedures:

### First Aid

Each classroom will be equipped with a first-aid kit. There are also first-aid kits located in the kitchen in Drew House, the kitchen in the Church, the DRE's office and in the downstairs bathroom in Judd House. The DRE will instruct teachers in their use, including the use of "Universal Precautions" to prevent the spread of infectious disease.

Each kit contains

- Band-aids
- Gauze
- Tape
- Cold pack
- ACE bandage
- Gloves (latex)

Tweezers  
Tick removing spoon

There should be a good supply of paper towel in each location

If you notice something is missing or running low please let the DRE know. Kits do not contain anti-biotic cream, burn ointment or aspirin. No one but the parent of a child should administer any form of medication. If necessary, find the child's parent immediately.

Shelves and furniture in classrooms will be cleaned regularly and checked for damage. Damaged items will either be fixed or promptly removed.

#### Candles

Burning candles is generally not permitted in classrooms. Each class is provided with a battery operated chalice for their use. Jr. and Sr. Youth may light a chalice at the beginning of class with adult supervision. The flame must be extinguished immediately following any opening ritual and must not be permitted to burn for the duration of the class or activity. Matches can be obtained and must be returned to the DRE or her substitute.

#### Transportation

Guidelines for transportation to/from off-site events with children and/or youth:

- DRE will verify license and insurance coverage of drivers
- Drivers will insure that seatbelts are available for all occupants and worn at all times
- Travel arrangements and destinations of participants must be confirmed, especially if the terminal points and travel times differ from general plans.
- Drivers must plan to be awake and alert at all times
- If the driver is a youth, be aware of the current laws regarding new and youth drivers
- The parents of youth traveling with a youth driver must give consent to the adult from the church that is coordinating the event. The adults attending the event must also be aware of the plans.

### **f. Nursery Policies for the UUCC**

Two childcare workers must be in the nursery at all times. (If one needs to leave, make sure the other one knows where they are going, why, and that both understand that the second one will return within five minutes.)

Both child care workers in the nursery must be aware at all times of the number of children they have in their care.

Children older than four will not be allowed to hang out in the nursery without permission from the DRE. Older children have the game room and their classrooms as their space.

Only parents or caregiver and the DRE are allowed in the nursery. Please discourage others from coming in. If you have an insistent adult, let the DRE or Summer Coordinator know.

Nursery caregivers are required to read and follow nursery guidelines (see attached).

*Pay for nursery care providers is \$10/hour.*

**G. Policy for Child Care for Events at the UUCC** (Adopted by the Board 1/9/12)

In accordance with our Safe Church Policy, all events/meetings/classes that provide childcare or include children/youth must have two screened and trained adults or youth (with a supervising adult checking in on them) present at all times.

For UUCC congregation-wide events and meetings (including newcomer dinners), the DRE will be responsible for obtaining childcare. For all other events, the sponsoring group is responsible for childcare obtaining.

We encourage the use of childcare to provide greater options for all members of our congregation to participate in the important and valuable opportunities our church offers.

Please note, “youth” are defined as people ages 13 to 18. For childcare, we recommend youth 16 or older. At the DRE’s discretion, youth under age 16 may be selected to be childcare providers if they have had formal training in childcare or commensurate experience.

**Procedures**

The RE Committee and Director of Religious Exploration (DRE) will build and maintain a list of potential childcare providers available to all UUCC groups wishing to employ providers. This list will consist of recommended youth and adults who have had criminal background checks and have had an annual orientation for work as a childcare provider or classroom facilitator; in addition, youth must have provided references able to verify their suitability as childcare providers.

Requests for child care for a church-wide event will be submitted to the Director of Religious Exploration. The DRE will assist with securing two child care workers for church wide events (i.e., harvest feast, annual meeting, newcomer dinners) and submit request for payment to the church Treasurer. Childcare for church wide events will be paid from the RE budget.

Individual committees and groups may obtain a list of childcare providers from the DRE. They are responsible for arranging for child care and submitting request for payment to the church Treasurer. It is the responsibility of the program or group requesting childcare to pay for these services from the committee budget. If youth are employed or volunteer, the group is responsible for checking in with the youth over the course of the event.

All groups wishing to provide childcare will be required to read the Safe Congregation Policy Summary and sign a statement that they understand the responsibilities they take on as a group when providing childcare for our congregation.  
(See Appendix F)

## **H. Youth Overnight Policy**

Together, the youth, the DRE and the Adult Leaders/Chaperones will create a covenant for the overnight. (Below are listed the elements of the covenant that must be included for safety and to emphasize group responsibility.)

There will be a set time for lights-out and sleep. Adults will remain awake until all youth are asleep.

If there is an unexpected change in the group dynamics or the physical setting that prompts concern, the group will shift to two adults at a time taking shifts to stay awake the entire overnight period.

A youth who needs to leave the immediate area during the night (bathroom or any other reason) will wake two adults; the "immediate area" will differ among locations and will be determined prior to lights-out.

Parents and youth participating in the overnight will be required to attend a short meeting before departure during which all will hear the covenant and sign it as a binding agreement, knowing that consequences for violating the covenant can result in a parent being called to come pick up the youth.

All parents and youth will co-sign a permission slip and agreement for right relations (that is, adhering to the covenant) for the overnight.

The DRE will go through a safety checklist with the adult leaders before departure. (The checklist is printed below.)

Parents will fill out and sign a medical release form that the DRE will carry with her at all times.

### **Safety Checks for Overnights Away and at Home**

Procedures:

A. The DRE will meet with the adult leaders/chaperones to assess the place we are going and the youth involved to pinpoint any potential difficulties or things to be aware of. For instance, there may be one youth particularly introverted who will need extra attention, or a new couple within the group who will need to be reminded our experience is a team experience, not a date. Health concerns, allergy and food choice, and impulse issues will also be kept in mind.

B. The DRE will find out if the place we are staying has a safety policy. If it does, we will work to meet its policies as well as our own; if it does not we will follow our own policies.

C. The DRE will ensure that all adult leaders/chaperones have met the requirements of our Safe Congregation Policies, which includes being known to the church for at least one year, and being screened through ScreenNow.

D. The DRE will check all adult leader/chaperone's licenses, registration, and insurance before driving. The adult leaders/chaperones will make sure all people in their vehicle have properly put on their seatbelts.

## **Policies for Covenanting for Overnights**

When creating the covenant with the youth and adult leaders, the DRE must be mindful of including certain elements for group responsibility and safety. The listings need to be very explicit, making our expectations of each other very clear.

Because we respect each other and value the experiences we share, we understand that we are accountable for the success of our journey. It is up to each of us to understand the expectations of this covenant and to call each other to follow the expectations we have agreed on together.

Respect for all (which includes honoring personal space and verbal boundaries, and taking care of the physical space we are occupying)

No exclusive behavior (we are participating as a team, representing Unitarian Universalism as well as our own faith community and concerned youth)

No sex, sexualized behavior, sexual harassment, or exploitive behavior

No alcohol, drugs, illegal behavior

Set lights-out/sleep time honored by all

A policy for electronics will be decided on by the group, with the goal of non-exclusive behavior being most important to our group experience

All will exercise personal safety which includes staying with the group and refraining from risky behavior (if any of us find ourselves in an uncomfortable or risky situation—for instance, being isolated with another youth or with an adult—we will state our discomfort, get out of the situation, and tell an adult leader and/or the DRE)

All will take good care of selves, paying attention to eating properly, getting enough water/liquid, getting enough rest and down time, speaking up if your personal needs are not being met. All are welcome also to look out for each other, asking an adult chaperone for help if needed.

All will pledge to be a part of the group, the team, open to the opportunities of new experiences, paying attention to personal and group safety

Youth and adults will operate as a team, listening carefully to each other's needs, and all deferring within reason to the plans the group has made

Youth and adults will adhere to the schedule and rules of the event/adventure in which we are participating

Consequences of breaking covenant depend on the seriousness of the breach and can range from a verbal warning to phoning parents to come pick up the youth. Procedures for decisions about consequences will start with adults but may go to a youth council for decision.

All youth and parents, DRE and adult leaders/chaperone will sign covenant as a binding agreement.

### **Procedures for Overnights**

For sleeping times, adults will sleep by doors. We will make decisions about gender-specific sleeping areas according to the needs of the group. (Expectations are that all will sleep, as sleep deprivation is detrimental to health and to the good spirits of the group as a whole.)

The adult leaders and/or the DRE will carry at all times a charged and working cell phone. The phone number for this cell phone will be shared with all parents and youth.

Permission slips will include two emergency contact numbers, permission to administer health care if needed, insurance information, allergy and health concerns information. DRE will have permission slips at all times. Both parents and youth will have signed the permission slip, which will also state consequences for not following covenant.

Adult chaperones will be in charge of keeping track of their assigned youths, and youth will be in charge of keeping track of their assigned adult chaperone. Group will check in with each other as a whole periodically throughout any adventure.

### **Supplies for Every Overnight**

#### First Aid Kit

Band-aids  
Antibiotic cream  
Tylenol, Advil  
Benadryl  
Ace bandage  
Period supplies  
Sunscreen

#### General

Sewing kit  
Scissors  
Spare t-shirt, jacket, sweat pants  
Umbrella(s)  
Gloves and hats (sun hats, too)  
Water bottles  
Flashlight

## **VII. Small Group Ministry (SGM)**

### **A. Programs Policy for Supporting Healthy Group Dynamics in SGM**

#### **Theological Grounding for Policy**

The Unitarian Universalist Community Church of Augusta honors the inherent worth and dignity of all members, friends and guests. UUCC wants to support the religious diversity and spiritual growth of members and friends through by encouraging open and inclusive groups where individual expression and group dialogue fosters respect and celebration of shared, different and divergent ideas and experiences. To this end, the following policy has been developed to support right relationship in small group ministry and respond to concerns regarding group dynamics.

#### **Procedure**

When conflict or other concerns about group dynamics arise within a small group, the individuals involved should attempt to resolve the problem through open, respectful dialogue. If the issues are not resolved promptly and do not involve the group leader, the issues should be brought to the attention of the group leader for further attempts at satisfactory resolution. All attempts at resolution should be guided by the theological grounding principles described above.

Issues that are not resolved within the group should be brought to the attention of the SGM Coordinator by the group leader. If the group leader fails or refuses to do so, any SGM member with ongoing concerns may contact the SGM Coordinator.

The SGM Coordinator will share the information received with the SGM Committee, and together they will, again based on the principles described above, determine and undertake any intervention necessary to resolve the ongoing problem. The Coordinator and SGM Committee may consult the Minister and/or the Committee on Ministry for guidance.

If in the judgment of the SGM Committee, group dynamics have deteriorated to the point that the group can no longer function in a way that meets the purposes and goals of the SGM program, the SGM Committee may disband the group. The SGM Coordinator will refer any members of the disbanded group who wish to continue in the SGM program to another group when openings are available.

## VIII. Right Relationship & Safe Congregation

### A. Policy toward right relationships<sup>3</sup> (Adopted 2005; amended 2011)

The Unitarian Universalist Community Church of Augusta has enjoyed a long tradition of peace, fellowship, and civility within our congregation. Each Sunday, we affirm our commitment to being a free and open church where differences are respected. In order to secure our tradition of civility and tolerance, we recognize the need to address the potential for behavior that may challenge our sense of individual and communal safety and well-being. Therefore, the following shall be the policy of our Church if and when such a challenge may arise:

#### **Procedure:**

1. Situations involving disruptive behavior will be brought to the attention of the Board of Trustees President. The Board President may ask the Committee on Ministry to investigate the matter using this policy as its primary source of guidance.
2. Persons identified as being disruptive will be responded to as individuals of dignity and worth.
3. Information concerning the alleged incident(s) that led to concern will be systematically collected from the concerned parties by delegated committee members and documented before any action is taken.
4. The committee will meet to assess the findings and decide on a course of action, with the following four levels of response recommended to them.
  - a. Level One: A committee member or members contacts the person named as the source of the disruption and informs them of the nature of the concern. The person's viewpoint of the matter will be elicited, valued, and documented. Committee members will then assess the situation.
  - b. Level Two: If the basis of the original concern is determined to be valid, this finding will be clearly communicated to the person in question and a contract for clearly defined behavioral change will be negotiated. Such communication and contract will be documented.
  - c. Level Three: If the person in question refuses to negotiate a contract, refuses to abide by a contract, or is engaging in behavior of sufficient severity, he or she may be excluded from the church for a specified period of time, with reasons for such action, and conditions for return, clearly communicated and documented.

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<sup>3</sup> Previously titled and noted elsewhere as Policy Regarding Disruptive Behavior

- d. Level Four: The person in question is permanently excluded from the church and the church premises with steps taken as needed to enforce the integrity of this decision.
5. Should the Committee on Ministry decide that exclusion or expulsion from the church is necessary, they will consult the Board of Trustees prior to action being taken.
6. The four levels of response recommended by this policy may be applied in the order determined by the Committee on Ministry and the Board in their best judgment.
7. If appropriate, the committee may offer referrals for professional services.
8. In the event of imminent risk or actual harm to church members, church employees or church property, immediate action will be taken to secure the safety of persons and property.
9. All documentation developed in the course of investigating and resolving allegations of disruptive behavior will be kept confidential. The President of the Board of Trustees will be responsible for determining access to such documentation and for ensuring its security.

The following are offered as dimensions to be used in assessing the nature and severity of referred problems:

1. **Dangerousness** – Is the individual a source of threat or harm to persons or property?
2. **Disruptiveness** - What is the extent of disruption to church functions?
3. **Congregational Integrity** – How likely is it that existing or prospective church members will be driven away by the alleged behavior?
4. **Probability of Change** – How likely is it that the problem behavior will diminish in the future?
5. **History** – What has been the frequency and the degree of disruption caused by the individual in the past?

## **B. Policy regarding responding to the safety of the congregation and potential threatening situations and/or persons.**

The Unitarian Universalist Community Church of Augusta honors the inherent worth and dignity of all members, friends and guests. Equally UUCC holds a thoughtful and important voice and stance on the important issues of social justice and civil rights in the greater Augusta community. UUCC wants to maintain a welcoming open door, a voice that is heard, while having some oversight to the safety of the congregation, minister and staff. To this end, the following policy has been developed to respond to the potentially threatening behavior during Sunday morning services and church activities throughout the week.

A policy regarding disruptive behavior was adopted in May of 2005 to address emerging concerns regarding situations or persons whose behaviors disrupts and challenges congregational safety. This policy addresses situations where imminent risks to the congregation require an immediate response.

There are many situations where it is neither appropriate nor expedient to try to assess risk and engage with people who are angry and/or demonstrating threatening behavior. This would apply to an unknown person or a known person who is acting in a way that is dramatically out of character.

### **Procedure**

If there is a person inside or outside of the church engaging in an escalating, angry, questionable, or threatening behavior, the following steps will be followed.

1. Err on the side of safety. **Call 911 to report the situation immediately.**  
The police are trained to assess the risk and threat level and intervene accordingly. The police would prefer to respond when someone is walking away rather than when someone has entered the church to cause harm.
2. If a potentially threatening person is outside the building on church property or the edges of the property, encourage members to stay indoors. Assign a church leader to keep an eye on the person. Do not confront the threatening person.
3. If a potentially threatening person is in the building, try to lead the person out the nearest door by using active listening and agreement.
4. If needed, ask someone to lead children away from a potential threat if this can be done safely without further escalating the situation.
5. Inform the Minister of the situation as soon as possible.

Multiple groups in the church will review this policy at the start of each Church year in the fall. Those groups are Minister, DRE, Board of Trustees, Committee on Ministry, Committee Chairs, Worship Associates, Usher Coordinator and regularly scheduled greeters. These are the people who will look to each other to work together to respond to any threat.

There will always be a phone available in the kitchen when the church is open.

### **Notification & Follow-up**

In the event the above policy is implemented or there is a concern for safety on the church grounds, the following people will be consulted and/or notified:

1. Minister
2. Church President
3. At least one member of the Committee on Ministry
4. UUCS Staff
5. Group leaders who have meetings scheduled during the upcoming week

The minister will work with the Committee on Ministry member, Board President and Office Administrator regarding who will be contacted. They will share responsibility for communicating information to the relevant parties.

Adopted November, 2010, Amended Sept. 1, 2011 by Rev. Carie Johnsen, Abbie Lourie, Committee on Ministry, Sheila Comerford, Board President

## **C. Policy for Supporting Healthy Group Dynamics**

### **Theological Grounding for Policy (Adopted 2/2013)**

The Unitarian Universalist Community Church of Augusta honors the inherent worth and dignity of all members, friends and guests. UUCC wants to support the religious diversity and spiritual growth of members and friends by encouraging open and inclusive small groups where individual expression and group dialogue fosters respect and celebration of shared, different and divergent ideas and experiences. To this end, the following policy has been developed to support the good relations in small groups and respond to concerns regarding group dynamics.

#### **Policy Statement:**

For the purpose of this policy, groups will include, but not be limited to committees, choir, work group, task forces, and teams.

When conflict or other concerns about group dynamics arise within a group, the individuals involved should attempt to resolve the problem through open, respectful dialogue. If the issues are not resolved promptly and did not involve the group leader/chair the issues should be brought to the attention of the group leader/chair for further attempts at satisfactory resolution. All attempts at resolution should be guided by the principles described above.

Issues that are not resolved within the group should be brought to the attention of the most appropriate staff person (SGM coordinator, Director of Religious Exploration, Choir Director or Minister) by the group leader or chairperson. If the group leader/chair fails or refuses to do so, any group member with ongoing concerns should contact the appropriate staff person or Minister.

The staff member or Minister will share the information received with the appropriate committee and together they will, again based on the principles described above, determine and undertake any intervention necessary to resolve the ongoing problem. The staff or committee may consult the minister; and the minister may consult or refer to Committee on Ministry for guidance.

If in the judgment of the Committee or Board of Trustees, group dynamics have deteriorated to the point that the group can no longer function in a way that meets the purposes and goals of the program, the Board of Trustees may disband the group.

## **F. Response to Allegations of Abuse or Misconduct**

### **Theological Grounding for Policy**

The Unitarian Universalist Community Church of Augusta honors the inherent worth and dignity of all members, friends and guests. Equally, UUCC holds a thoughtful and important voice and stance on the important issues of social justice and civil rights in the greater Augusta community. UUCC seeks to maintain an open door and freedom of expression, while having some oversight to the safety of the congregation, guests, minister and staff. To this end, the following policy has been developed to ensure a balanced, thoughtful and respectful response to any allegations of misconduct, sexual or physical abuse, harassment or neglect.

#### **Policy Statement:**

##### **I. TO BRING CONCERN FORWARD**

Any complaint of misconduct, abuse, neglect, or harassment should be reported to the Minister or the Director of Religious Exploration or President of the Board of Trustees, whoever is most appropriate for the circumstance or with whom the complainant is most comfortable.

For complaints involving members of the congregation see section II

For complaints involving UUCC staff, including contract staff, see section II and section III.

For complaints involving the Minister (to be reported directly to the President of the Board of Trustees) see section II and section IV.

For complaints involving the abuse or neglect of a minor or vulnerable adult (elderly or disabled) see section V.

##### **II. RESPONSE TO COMPLAINTS OF MISCONDUCT, ABUSE, NEGLIGENCE, OR HARASSMENT:**

1. When any such complaint is received, a Response Team will be convened immediately and will consist of the Minister, the President of the Board of Trustees, the Director of Religious Exploration (as appropriate), a member of the Committee on Ministry, and at least one other member of the congregation appointed by the President. If the complaint involves any member of the Response Team listed above, the BOT will replace that member with an appropriate person.

2.The team will gather information to develop a planned response to the allegations or concerns. The plan will be in writing, specific to the particular complaint, and updated by the team as new information or findings become available.

3.The Response Team will refer to the UUCC's Right Relationship and Safe Congregation Disruptive Behavior Policy in developing a response. For the safety of all involved, the Team may include in the Response Plan restrictions on the alleged abuser's attendance, contact with children, or other such boundaries, such as having an approved "buddy" with the accused at all church events. Expectations of and limitations on the alleged abuser will be clearly communicated to him or her in writing.

4.The Response Plan will include methods to address the Pastoral needs of all involved. This may include referrals to an appropriate professional, support group, or church resources for the victim, the alleged abuser, and others affected by the allegations, including family members, church staff, reporters, and witnesses of said abuse. If warranted, the Response Plan may include outreach to other victims who may have been reluctant to come forward.

5.Allegations of physical or sexual harassment of minors which do not require involvement of the DHHS, such as peer to peer harassment, will be referred to the Director of Religious Exploration and the Minister. The DRE and Minister may request the involvement or advice of the Response Team. The parents of the minor(s) involved shall be informed, and involved, as appropriate, in the development of a plan to ensure a resolution of these complaints.

### III. RESPONDING TO COMPLAINTS AGAINST STAFF

In the event there is a substantiated complaint against a UUCC staff (including contract staff) the Response Plan may include restrictions on work performance and other disciplinary actions. The Response Plan will become a part of the minister or staff person's personnel record. The Response Team will determine which records will be removed and under what circumstances they will be removed and which records will become permanent part of the personnel records.

### IV. RESPONDING TO COMPLAINTS AGAINST THE MINISTER

Effective ministry is grounded in honesty, respect, trust, wholeness and right relationships. Ministerial misconduct may occur when the Minister violates the Code of Conduct included within the UUMA Guidelines for the Conduct of Ministry. Examples of misconduct include: sexual activity,

sexualized behavior or sexual harassment with congregants or employees, and misappropriation of money or property belonging to the congregation. The Code of Conduct is posted on the Leadership Bulletin Board in the vestibule of the church building. The Code of Conduct is also included in the Appendix section of the Operations Manual.

In the event there is a substantiated complaint against the Minister, the Response Plan may include restrictions on work performance and other disciplinary actions. The Response Plan will become a part of the minister's personnel record. The Response Team will determine which records will be removed and under what circumstances they will be removed and which records will become permanent part of the personnel records.

#### IV. MANDATED REPORTING OF ABUSE OR NEGLECT INVOLVING A MINOR OR VULNERABLE ADULT

**CHILDREN** It is not the function of any representative of the Unitarian Universalist Community Church to conduct an investigation of the alleged or suspected child abuse or neglect; that responsibility lies solely with the State. This includes complaints or suspicions of physical, sexual, or emotional abuse or neglect. Maine law dictates that such concerns be reported immediately to the Department of Health and Human Services Child Protective Unit.

All suspected child abuse/neglect will be reported to the Minister and DRE. The Minister will call the report into the DHHS Child Protective Unit. The Minister and DRE will inform the parent or guardian that a report is being made or has been made to DHHS. The only exception to informing the parent/guardian is if the information could cause greater harm to the child or any member of the family. The Minister and DRE will keep the informant's name confidential. The phone number for the child protective unit is 1-800-451-1999,

**ADULTS** It is not the function of any representative of the Unitarian Universalist Community Church to conduct an investigation of the alleged or suspected abuse or neglect of any vulnerable adult; that responsibility lies solely with the State. This includes concerns about physical, sexual, emotional or financial abuse or neglect. Maine law dictates that such concerns be reported immediately to the Department of Health and Human Services Child Protective Unit.

All suspected abuse/neglect of a vulnerable adult will be reported to the Minister and DRE. Minister will call the report into the DHHS Adult Protective Unit. The Minister will inform the family that a report is being made or has been made to DHHS. The only exception to informing the family is if the information could cause greater harm to the adult or any

member of the family. The Minister will keep the informant's name confidential. The phone number for the adult protective unit is 1-800-624-8404.

Once a report of abuse or neglect has been made, the Minister will also notify the Northeast District Executive and the Church's insurance company for their advice and counsel. In the event the accused is the Minister, the filing of reports falls to the President of the Board of trustees.

## **E. Emergency Evacuation and Fire Safety Plan**

Adopted by Board June 10, 2014

Developed by Safe Congregation Task Force, April 24, 2014

### **SAFETY EQUIPMENT**

Fire extinguishers are located at three exits in the church building, one in the kitchen and one each floor of the Judd and Drew House.

Judd and Drew House have interconnected smoke alarms on the first and second floor with battery back up.

The fire alarm in the church building is connected to the fire department. Smoke detectors are in multiple place. the kitchen has a heat detector and freezing sensor.

### **LOGISTICS**

The Church has manual fire alarms are located at each entrance (Summer Str, Winthrop Str, side entrance of fellowship hall).

Drew House and Judd House do not have manual fire alarms. Whistles will be hung in in the doorways of each classroom, the primary and secondary entrances and in the kitchen of the Judd House and Drew House.

The nursery care and chalice children classrooms and will have knotted ropes available in their classrooms to hold on to during drills, and in actual emergencies, to help them stay safely together.

### **INFORMATION AND PUBLICITY**

UUCC Minister, staff, board of trustees, leadership council and classroom teachers will receive information on fire safety at the start up of each church year and during orientations and new family registrations. Printed copies will be part of the yearly RE registration. Copies of the plan will be posted in all kitchens and RE classrooms and at the Summer and Winthrop Street entrances of the church building. The evacuation plan will be publicized periodically in church newsletter and orders of service.

### **ANNUAL FIRE DRILL**

The Minister and Director of Religious Exploration are responsible for conducting a yearly fire drill at each of the three church buildings: Judd House, Drew House and The church.

### **EVACUATION PROCEDURE for 69 Winthrop:**

In the case of a fire, smoke, fire alarm or other announced emergency situations, **pull on of the manual fire alarms located at each church entrance as you evacuate the**

**building.** This alarm informs the security company and fire department automatically and immediately. For fire drills the same evacuation procedure will be used

- At the sound of the alarm, all greeters and worship leaders will assist in directing people out of the church building. A knotted rope will be used to guide the children in nursery care.
- All people evacuating the church will assemble in parking lot across Summer Street (Yellow House) at 67 Winthrop Street.
- The worship associate will proceed to the Judd House and Drew House to inform the director of religious exploration and classroom leaders of the situation.
- Do not reenter the building until an “all clear” is issued by the Fire Department.

IMMEDIATELY inform the Minister, Board President and Building and Grounds Chair of the situation, injuries and necessary follow-up.

#### **EVACUATION PROCEDURE for Judd House at 71 Winthrop Street:**

In the case of a fire, smoke, fire alarm or other announced emergency situations, blow the whistle, **call 911 immediately**, and evacuate the building. For fire drills the same evacuation procedure will be used

- IV. At the sound of the whistle, all classroom teachers will assist in directing people out of the church building. The knotted rope will be used to safely guide the chalice children.
- V. All people evacuating the church will assemble in parking lot across Summer Street (yellow house) at 67 Winthrop Street.
- VI. One teacher will proceed to the Church and Drew House to inform the director of religious exploration and classroom leaders of the situation.
- VII. Do not reenter the building until an “all clear” is issued by the Fire Department of Minister, Director of Religious Exploration or Church Leader.

IMMEDIATELY inform the Minister, Board President and Building and Grounds Chair of the situation, injuries and necessary follow-up.

#### **EVACUATION PROCEDURE for Drew House at 6 Summer Street:**

In the case of a fire, smoke, fire alarm or other announced emergency situations, blow the whistle, **call 911 immediately**, and evacuate the building. For fire drills the same evacuation procedure will be used

2. At the sound of the whistle, all classroom teachers will assist in directing people out

of the church building.

3. All people evacuating the church will assemble in the parking lot across summer street (yellow house) at 67 Winthrop St.
4. One classroom teacher will proceed to the Judd House and the Church to inform the director of religious exploration and classroom leaders of the situation.
5. Do not reenter the building until an “all clear” is issued by the Fire Department of Minister, Director of Religious Exploration or Church Leader.

IMMEDIATELY inform the Minister, Board President and Building and Grounds Chair of the situation, injuries and necessary follow-up.

### **USE OF THE FIRE EXTINGUISHERS**

Portable fire extinguishers are available at the main entrance of the Judd and Drew House and The Church.

Sound the alarm, evacuate the buildings and **call 911 prior to using a fire extinguisher.**

To use the fire extinguisher:

- \* pull the pin
- \* Aim the extinguisher nozzle at the base of the fire
- \* Squeeze the handles of the extinguisher together.
- \* Sweep from side to side at the base (bottom) of the fire
- \* Use the portable fire extinguisher for small fires that are contained ONLY.

**ALWAYS call 911 first.**

**Event Sexton Request Form**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location – Buildings: \_\_\_\_\_

Event: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Sexton Contract Rate:     \$50 clean-up only for up to 3 hours  
                                  \$75 Set-up and Clean up for up to 5 hours  
                                  \$15 for each additional hour

Event Sexton: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Set-up instructions: \_\_\_\_\_

Clean-up Instructions: \_\_\_\_\_

**Please specify which buildings and rooms** that will require vacuuming, sweeping, mopping as well as the kitchens & bathrooms that will need to be cleaned and resupplied.

**Who is paying for the event sexton?**

\_\_\_\_\_ This is a congregational event. Line item 108E Event Sexton will be charged.  
Authorized by: \_\_\_\_\_

\_\_\_\_\_ This is a member event (i.e., wedding, celebration of life, etc). The member securing the rental will pay the sexton directly.

\_\_\_\_\_ This is an outside rental. The renter will pay the sexton directly.

Copies to   UUCS Office Administrator  
              UUCS Treasurer or Renter for payment  
              Event Sexton

**ROOM RENTAL AGREEMENT  
AND  
REQUEST FOR PAYMENT**

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Thank you for reserving meeting space at the UCC on the following dates and time:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ You have reserved the Fellowship Hall/Kitchen for the following: \$60 for up to 4 hours or \$100 per day.

\_\_\_\_\_ You have reserved the Sanctuary for the following: \$200 for up to 4 hours or \$250 per day (must have advance permission from the Minister).

\_\_\_\_\_ You have reserved the Meeting Room in the church building or at 6 Summer Street for the following: \$30 per use.

\_\_\_\_\_ An Event Sexton may be required for all day events. (See reverse side of Application for additional information and/or fees)

Total room fee due: \_\_\_\_\_

**Please make payment to the UCC prior to using the room. Call 622-3232 one week prior to rental date to arrange for a key. Please make yourself at home and follow the instructions provided to you with the key.**

**See back side of this form for instructions on building use.**  
Instructions for building use:

Before Meeting:

- Renters are responsible for setting the room up to meet their needs
- Kitchen is available; please bring your own coffee, tea, sugar, milk and paper products. The dishwasher is for church events only
- Doors remain unlocked by using the lex key hanging to the left of the outside doors
- No use of alcohol without prior written approval
- Please instruct all attendees not to smoke in the building

After Meeting:

- Please turn off all lights
- Please close and lock all windows
- Please return room to its original set up (chairs, tables, etc)
- Please bag all trash and remove all food
- Please be sure all kitchen appliances are turned off
- Please lock the outside doors using the Lex Key and return the key to the hook to the left side of the door.

**Policy and Application for Distribution of Keys for UUCC  
October 2009**

In order to provide a safe environment for members of the congregation and for non-members who use church facilities on a regular basis and to limit the number of keys in circulation, the following policy on keys is in effect.

- ❖ Employees, the President and the Treasurer of the UUCC will have keys to church buildings.
- ❖ All others who wish to obtain a key must fill out an application and submit it to the UUCC office. Applications will be reviewed by a committee composed of the Office Administrator and two Board members named by the President. Please note that an application does not automatically guarantee the receipt of a key.
- ❖ A list will be maintained in the UUCC office.

Name \_\_\_\_\_

Committee/Organization \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_

Telephone #(s) \_\_\_\_\_

Email \_\_\_\_\_

Please state why you believe you must have a key. Please be specific; remember the number of keys distributed will be limited.

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Office Notes:

**UUCC-Augusta Physical Item Donation Policy**

On behalf of all the members of the UUCC Augusta we would like to thank you for your interest in our congregation and your potential donation of:

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Approximate worth: \_\_\_\_\_

Although we appreciate your interest, please be aware that all donations and gifts to the UUCC-Augusta are subject to our Donation Policy which is stated below.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (        ) \_\_\_\_\_

**UUCC Physical Item Donation Policy**

Any member or friend wishing to donate a physical item to the church is asked to put in writing a description of the item in some detail.

A recommendation to the Board of Trustees will come from the appropriate committee (Finance, Building and Grounds, Aesthetics, etc.) whether or not to accept the item.

The board decision will be based on the potential use of the item, the condition of the item and how it fits with the UUCC mission, décor and church activities.

All donated items become the property of the church and will be accepted only on the condition that the Fellowship has the authority to make whatever final disposition of such materials it deems suitable.

Donors shall receive a receipt for their donation.

Adopted by the UUCC Augusta Board of Trustees, Dec 14, 2009

**Appendix E**

UNITARIAN UNIVERSLALIST COMMUNITY CHURCH  
CHECK AUTHORIZATION/REIMBURSEMENT FORM

Date Requested: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Issue Check to: \_\_\_\_\_

As payment/reimbursement for: \_\_\_\_\_

Charge to budget account #: \_\_\_\_\_

**Church Budget Codes:**

**101 Ministers Accounts:**

101B Professional Expense

**106 DRE Accounts**

106C Professional Expense

**Contractual**

108B Pianists

108C Nursery Care

108D Event Sexton

108F Summer Spirit Play

108G Other

**Facilities/Occupancy**

204 Building Maintenance

208 Building Supplies

210 Aesthetics

**Administrative**

401 Copying/Printing

402 Postage

403 Telephone/Internet

404 Publicity

405 Equipment Maintenance

406 Office Supplies

407 Copier

410 Miscellaneous

411 Web Design

**Program**

301 Retreats

302 Leadership Development

303 Minister's Discretionary

304 Membership & Growth

305 Finance

306 Religious Exploration

307 Worship Committee

308 Faith in Action

309 Social Activities

310 Music

311 Caring

312 Small Group Ministry

313 Long Range Planning

314 Flowers/ Worship Items

315 Hospitality

316 Welcoming Congregation

317 Pastoral Care Associates

318 Fundraising

320 History

Authorized by: \_\_\_\_\_

UNITARIAN UNIVERSLALIST COMMUNITY CHURCH  
CHECK AUTHORIZATION/REIMBURSEMENT FORM

Date Requested: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Issue Check to: \_\_\_\_\_

As payment/reimbursement for: \_\_\_\_\_

Charge to budget account #: \_\_\_\_\_

Church Budget Codes:

**101 Ministers Accounts:**

101B Professional Expense

**106 DRE Accounts**

106C Professional Expense

**Contractual**

108B Pianists

108C Nursery Care

108DEvent Sexton

108F Summer Spirit Play

108G Other

**Facilities/Occupancy**

204 Building Maintenance

208 Building Supplies

210 Aesthetics

**Administrative**

401 Copying/Printing

402 Postage

403 Telephone/Internet

404 Publicity

405 Equipment Maintenance

406 Office Supplies

407 Copier

410 Miscellaneous

411 Web Design

**Program**

301 Retreats

302 Leadership Development

303 Minister's Discretionary

304 Membership & Growth

305 Finance

306 Religious Exploration

307 Worship Committee

308 Faith In Action

309 Social Activities

310 Music

311 Caring

312 Small Group Ministry

313 Long Range Planning

314 Flowers Worship Items

315 Hospitality

316 Welcoming Congregation

317 Pastoral Care Associate

318 Fundraising

320 History

Authorized by: \_\_\_\_\_

**Unitarian Universalist Community Church Childcare Agreement**

I have read the Safe Congregation Summary and understand how important it is to provide a safe and caring community in which our children, youth, and adults are respected, in which their self-worth is affirmed, and in which spiritual, social, and intellectual growth is encouraged.

I have contacted the Director of Religious Exploration/Religious Exploration Committee to obtain a list of screened and recommended childcare providers and have used that list to provide childcare for my event.

If I have not used that list, I have made appropriate arrangements with the full knowledge and cooperation of the Director of Religious Exploration.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Event description and date(s) involved: \_\_\_\_\_

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Director of Religious Exploration Signature and Date:

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## **Nursery Guidelines**

Thank you for serving our youngest UUs by being present for them in the nursery. Your “job” is to play, read stories, and talk with your young charges. Have FUN!!

Please keep written attendance records so we can keep track of the number of children using the nursery.

Also, please offer a snack of goldfish and water at some point during the morning. Let the DRE know when supplies of food, napkins, and/or cups are low.

Please straighten up before you leave.

Please arrive at church at 8:45 to set up the room, snack, and water. Please stay until 12:15 to clean the room, empty water jug, and put away the snack in zip lock bags.

### **Room**

Please keep the nursery door (or baby gate) shut at all times to prevent wandering/escaping children.

Wrap up all window cords to prevent children from harm. Feel free to open windows to allow in fresh air.

Keep your eyes open for broken furniture or anything that might cause a child harm. Remove the offending whatever, and let the DRE or Summer Worship Coordinator know.

### **What does not belong in the Nursery**

Be aware of which items—both food and non-food—are considered choking hazards (anything about the size of a marshmallow or smaller). These do not belong in the nursery.

Never bring a sharp object or knife to the nursery. (If food items need to be cut, only do that in the kitchen area or out in the hallway, away from the children.) Little people have an amazing way of finding stuff they should not.

If war toys or violent toys show up, throw them away. We want our nursery filled with peace.

The art supplies should only be the toddler-friendly crayons and markers in the blue carrier. No scissors. Let the DRE know if you need new supplies.

**Diaper Changing/Bathroom Breaks**

Get the parent for diaper changing or bathroom breaks.

**Reporting Problems**

Please feel free at any time to ask the DRE or Summer Coordinator for help.

If a child is being aggressive to the other children, the child care worker must report the incident immediately to the DRE, who will contact the child's parents to work out a solution.

Any problems that arise must be reported to the DRE immediately. It is extremely important that we know what is going on and communicate quickly with parents where needed. Please do your best to come up with a solution in the moment, but then report the incident so that we can look at it from all angles.

Thank you!

**Member and Guest Information and Consent**

**Please Note:** Provide only personal information you are willing to share in the UUCC directory.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code \_\_\_\_\_  
 Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Partner: \_\_\_\_\_  
 Children including their ages: \_\_\_\_\_  
 Please choose one: Member: \_\_\_\_\_ Friend: \_\_\_\_\_

**Media Consent Form**

Permission of Media use has been granted for the following family members:

Permission is granted for use of images to be used as indicated below:

- Images of the above noted family members may be used on the UUCC Website, literature or displayed in church building
- Images of the above noted family members may be used as part of UUCC pamphlets, brochures, and Curriculum and RE Informational booklets.
- Images of the above noted family members may be used for newspaper publications announcing ceremonies, appreciation ceremonies, coming of age rites, Social Justice participation, church events, etc.
- Images of the above noted family members may be used at meetings, lectures, and workshops designed to educate teachers and congregations about Religious Education, Church Community, spiritual development and social justice endeavors.
- Images of the above noted family members may be used in public presentations during Unitarian Universalist Community church Public events or for use in welcome packets for potential families who may join UUCC.
- Images of the above noted family members may be used on the UUCC Website.

Signature \_\_\_\_\_ Date \_\_\_\_\_

- Please **DO NOT** use ANY images of the above noted family members in ANY way

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Office Use Only:</b>	Mem Info _____	UUA _____
Email List: All Contacts _____	Membership _____	Congregational _____ Newsletter _____

**Application Form to Hold Fundraiser on Behalf of UU Community Church**

10/7/13

What is the fundraiser? \_\_\_\_\_

Who is leading the fundraiser? \_\_\_\_\_

Name of Person in Charge \_\_\_\_\_

What is the date of the fundraiser? \_\_\_\_\_

Who will benefit from this fundraiser? \_\_\_\_\_

How will this fundraiser support UU values? \_\_\_\_\_

\_\_\_\_\_

If the fundraiser is for another organization, such as the Augusta Food Bank or a school, how will the church benefit?

\_\_\_\_\_

I will publicize this event.

I will be responsible for cleaning up the room(s) at the end of this event, getting the funds safely to the Treasurer marked as fundraising proceeds, and giving the total numbers to the Fundraising Co-Chairs.

Signed by \_\_\_\_\_

My E-mail address \_\_\_\_\_

My telephone number \_\_\_\_\_

## Self-Inspection Annual Checklist

Adopted by Board June 10, 2014

*The Unitarian Universalist Community Church of Augusta Maine honors the inherent worth and dignity of all members, friends, and guests. It is for this reason the membership seeks to provide a safe church environment. This checklist has been developed to monitor and respond to potential problems in the church buildings and grounds that may affect access and safety.*

**Who: Building and Grounds Committee**

**Frequency: Annually in September**

### **Building and Grounds:**

Are roofs inspected annually?

Are walkways kept clear of loose gravel and other foreign materials?

Are there any tripping hazards on the sidewalk, lawn or parking lot?

Are there potholes in the driveways or parking lot?

Is there a wheelchair-accessible ramp, and is it inspected frequently?

Are sidewalks and steps free of raised cracks or chips?

Are handrails securely anchored?

Are trees maintained and located so as not to allow access to upper floor windows or roofs?

Is there a separate shed to store paint, gasoline and other flammables?

### **Cold Weather Concerns:**

Is snow removed promptly from entryways, sidewalks and parking lots?

Are ice and other slick spots treated as soon as possible?

Is snow and ice removed immediately from above the doorways and walkways?

Do you have a plan for removing heavy snow or ice loads from roofs to prevent collapse?

### **Electrical and Grounding:**

Are electrical outlets in nurseries and preschool age classrooms equipped with spring-loaded or twist-type safety faceplates to prevent children inserting objects into the outlet?

Are portable electrical tools and equipment grounded or of the double insulated type?

Are electrical appliances such as vacuum cleaners, polishers and vending machine grounded?

Are any electrical cords frayed, cracked or dried out?

Are properly grounded receptacles placed where machinery or tools are used?

Are refrigerators, freezers, air conditioners and electrical water coolers grounded?  
Do extension cords being used have a grounding conductor?

Do extension cords being used have a grounding conductor?

Do you use the proper size fuse for each circuit in your fuse box?

Are circuits identified on the fuse box cover?

### **Kitchen:**

Is there an easy exit from the kitchen to the outside of the building?

Is the kitchen exit located away from the potential source of a fire?

Is the kitchen area, including appliances, walls, floors, etc, free of grease accumulation?

Is the kitchen fire extinguisher mounted on a wall near and outside exit?

Is the fire extinguisher a Type-K?

Are proper waste containers used for waste food accumulation?

Are waste containers emptied immediately when filled?

Is cooking equipment installed on a non-combustible floor surface with adequate clearance from combustible materials?

Are refrigeration motors, cooling coils and compressors free of combustible materials and cleaned regularly?

Are hot pads and mitts readily available for handling pots and pans?

Are rugs, carpets and floor tiles periodically checked for tears, rips or chipping that could cause tripping?

Are rugs, carpets and floor tiles promptly repaired?

Are “walk off” mats used at all entrances to collect grit, water, ice, and snow?

Are “walk off” mats cleaned frequently?

Are nursery and preschool areas situated so that infants, toddlers and small children can be swiftly evacuated?

### **Stairway Conditions:**

Are standard stair rails or handrails on all stairways with four or more steps?

Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?

Do stairway handrails have a least 1 ½ inches of clearance between the handrails and the wall or surface they are mounted on?

Are stairway handrails capable of withstanding a load of 200 pounds applied in any direction?

Is the rise in concrete at the entranceways identified to prevent slips and falls?

Is there proper illumination on stairways and access to light switches on both levels?

### **Access to Exits; Exit Markings:**

Do all emergency exits open in an outward direction?

Are all emergency exit doors equipped with panic hardware?

Are all emergency exits kept unlocked and free of obstructions when buildings are occupied?

Are there two exits, remote from each other, for each level of the building?

Are all exits marked with a lighted exit sign and also powered by an emergency source?

Are exit route maps displayed at regular intervals throughout your facilities?

Is emergency lighting tested regularly?

Is it a policy to replace backup batteries in exit signs and emergency lights once a year?

Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked, "NOT AN EXIT," "TO BASEMENT," "STOREROOM" and the like?

### **Machinery and Equipment:**

Are heating and air conditioning systems inspected at least annually by a qualified contractor?

Are boilers and hot water heaters equipped with a pressure and temperature relief valve?

Are lawn mowers and all gasoline powered equipment stored in a detached storage building?

Are ladders maintained and in good condition at all times?

If a ladder is being used to gain access to a roof or upper platform, does it extend at least 3 feet above the point of support?

Are metal ladders prohibited from use in areas containing electrical current?

Are ladders equipped with non-slip safety feet?

Are ladders stored indoors or otherwise protected from the elements?

Are all power and hand tools kept in good condition with regular maintenance?

Are power tools with hazardous moving parts equipped with proper guarding?

Are drive sheaves, belts, pulleys and other moving parts of heating, cooling or other equipment properly guarded to prevent contact?

Is all lawn care equipment equipped with proper protective guarding and appropriate warning notices?

### **Security:**

Are keys to the building marked “Do Not Copy”

Is a record kept of individuals who have a key or access card?

Are grade-level and basement windows protected with window locks, wire mesh, or bars?

Are grade level and basement windows kept free of shrubbery and other obstructions behind which burglars can hide?

Are sacred objects, vessels and other valuables kept in a safe, vault or quality locked cabinet when not in use?

Is audio visual, office and musical equipment stored in a locked room or office area when not in use?

**The UUMA Guidelines  
for the  
Conduct of Ministry**

**CODE OF CONDUCT**

**Ethical Standards**

I will be honest and diligent in my work to fulfill the offices of ministry according to the stipulations of my call or employment and my best professional judgment.

I will not misappropriate the money or property of the congregations, agencies or enterprises I serve, or of their members, staff or clients.

Within the limitations of law, I will respect the confidentiality of private communications from those to whom I minister.

I will honor the intellectual property of others, assuring that appropriate attribution is given to avoid intentionally creating the impression that the work of others is my own.

I will demonstrate respect and compassion without regard to race, color, class, sex, sexual orientation, gender expression, age, physical or mental ability or ethnicity. Such equitable treatment shall be extended to all to whom I minister regardless of position in the organization, including to those who may disagree with me.

I will work to confront attitudes and practices of unjust discrimination on the basis of race, color, class, sex, sexual orientation, gender expression, age, physical or mental ability, or ethnicity, and to challenge them within myself and in individuals, congregations, and groups I serve.

I will make myself a candidate for a pulpit or other position of ministry only with serious intent, and I will observe the established candidating procedures of the Unitarian Universalist Association.

I will stay informed of the latest rules and policies of the UUA's Ministerial Fellowship Committee.

I will not engage in public words or actions that degrade the vocation of ministry, or diminish among us the esteem of our calling.

I will not engage in sexual contact or sexualized behavior with any minor child or unwilling adult.

I will not engage in sexual contact or sexualized behavior in potentially exploitive relationships, including with any person I am counseling, with interns, and with any staff person I supervise directly or indirectly except my spouse or partner.

I will respect the relationships of those to whom I minister, and not engage in sexual contact or sexualized behavior with any married or partnered client or member of the congregation, agency or enterprise I serve, or with the spouse or partner of a client or member of the institution.

If I am married or in a committed partnership I will not engage in sexual contact or sexualized behavior with any person whom I serve professionally except my spouse or partner.

In pursuing any special personal relationship of friendship or romance with a client or member of the congregation, agency or enterprise I serve, I will recognize the potential negative consequences for my ministry and/or the institutional system and I will consider the advice of colleagues.

### **Expectations of Conduct**

I will share and support the concerns of the Unitarian Universalist Minister's Association, especially as reflected in the UUMA Covenant, Code and Standards.

Within the limitations of law, I will respect confidences given me by colleagues and expect them to respect mine.

I will not speak scornfully or in derogation of any colleague in public. In any private conversation concerning a colleague, I will speak responsibly and temperately. I will not solicit or encourage negative comments about a colleague or their ministry.

These Expectations of Conduct apply to all forms of public or private media including electronic and internet communications.

I will seek consultation among my colleagues practicing the diverse forms of parish-based and community-based ministry within the same geographical area, so that we may develop a mutually agreed Letter of Understanding regarding our several roles and the ways in which these may and may not intersect.

If I am not a settled, interim or consulting minister of a congregation served by a colleague, I will not offer, and will not accept requests for, ministerial services or public leadership from members of that congregation, or in that congregational context, unless I have a covenant with or until I have consulted with the minister serving there.

If my colleague asks me to refrain from performing such service or appearing in a leadership capacity, I will comply.

Should emergency circumstances make advance consultation impossible, I will render only limited service, and consult with my colleague at the earliest possible opportunity.

If I have occasion to perform ministerial or leadership functions, apart from routine contact with members or clients of my current ministry, in contexts where colleagues are serving, I will make an effort to communicate with those colleagues, and to respect their professional prerogatives and be responsive to their concerns.

Ministers of a congregation hosting District or UUA events will be assumed to have invited colleagues to appear in leadership capacities at such events.

If I am to share the ministry of a congregation with other ministers, I will seek clear delineation of responsibility, authority, accountability and channels of communication before responsibilities are assumed. I will thereafter work in cooperation and consultation with my colleagues, taking care that changing roles and relations are re-negotiated with clarity, respect and honesty.

I will acknowledge the reality of power differences based on defined responsibilities and authority within congregations, agencies or enterprises. I will acknowledge the reality of privilege arising from differences of social location and historical marginalization. I will exercise the power of my authority and the privileges of my social location in such a way that I do not disadvantage my colleagues on the basis of my or their race, color, class, sex, sexual orientation, gender expression, age, physical or mental ability or ethnicity.

As a supervisor, I will recognize the special responsibility I have to colleagues and staff who I supervise, and I will work justly and compassionately with the authority given to me.

As a minister in a role supervised by a senior colleague, I will work to support my colleague's leadership and the success of our shared ministry.

When my ministry to a congregation has ended, I will refrain from offering or performing ministerial services for members of that congregation, except at the invitation of my incumbent successor colleague(s).

If I belong to or attend a congregation served by a colleague, I will honor the prerogatives of that colleague's responsibility for leadership in that congregation, and in all ways seek to support that colleague's ministry. I will initiate an open and direct conversation with my colleague(s) in order to create a mutually agreed covenant, expressed in a Letter of Understanding, about the role I am to play in the church. If I am a member of a congregation that I once served, this may include the possibility of absenting myself from any presence at all. I will articulate clearly my own hopes and expectations regarding my relationships in the congregation, and my intention to avoid wielding any undue influence among the members. I will only participate in leadership roles that support and benefit the ministry, and at the request and with the permission of the minister(s). I will neither listen to nor volunteer criticisms of my colleague(s). As

necessary I will describe appropriate channels of communications to members seeking to express concerns.

If I am a settled minister in a congregation having retired or other ministers as members, I will seek to foster cordial and candid relations with my colleagues in recognition of the value of their presence in the congregation. I will initiate an open and direct conversation with my colleague(s) to enter a mutually agreed covenant, expressed in a Letter of Understanding, about their participation in the life of the congregation. I will bring any concerns arising from the relationship my colleague(s) have with the congregation directly and promptly to the attention of my colleague(s).

If I am elected Minister Emeritus/a, I will recognize that this honor sustains a continuing but changed relationship with the congregation I once served as one of its ministers. I will initiate an open and direct conversation with my successor colleague(s) to enter a mutually agreed covenant, expressed in a Letter of Understanding, about the role I am to play in the church. My successor colleague may choose to include the congregation's board of trustees in this covenant process. I will honor the prerogatives of my colleague's responsibility for leadership, and in all ways seek to support that colleague's ministry.

If I am a settled minister in a congregation that has elected a Minister Emeritus/a, I will recognize the meaning of the honor that the congregation has bestowed, and the significance of the continuing relationship of ministry it implies. I will initiate an open and direct conversation with my Emeritus/a colleague(s) to enter a mutually agreed covenant, expressed in a Letter of Understanding, about their participation in the life of the congregation. I will bring any concerns arising from the relationship the Minister Emeritus/a has with the congregation directly and promptly to that colleague's attention.

The discovery of ministerial misconduct and the healing of congregations, agencies or enterprises that have experienced such misconduct, take priority over the expectations of collegial courtesy.

In calling attention to any deviation by my colleague(s) from this Code, I will adhere to the processes described in Accountability, below. So doing will not be regarded as a failure of collegial loyalty.

## UUCC Staff Code of Conduct

### Preamble

We, the staff of the UUCC of Augusta do affirm this code of conduct as our standard of commitment to our work at the UUCC.

### I. Self

- As a member of the staff at the the Unitarian Universalist Community Church of Augusta Maine, I commit myself to honor the ideals of liberal religious practice, and to actively explore and articulate the underlying values and principles that those ideals express.
  - I will be honest and diligent in the performance of my designated tasks, I will not misappropriate the money or property of the congregations, agencies or enterprises I serve, or of their members, staff or clients.
  - I recognize that as a member of the UUCC staff in whom trust and power have been placed, I am called to be faithful both morally and legally to my professional relationships. I must never abuse the authority of my position by manipulating others to satisfy my personal needs. (Examples of such abuse would be sexualized behavior with any child, adolescent, or vulnerable adult seeking advice or comfort; sexualized behavior with any adult who is in another committed relationship; sexualized behavior with a subordinate or an individual under my leadership)
  - I will not engage in any other exploitative relationship that abuses the power and damages the trust that a specific individual, a congregation, or an institution has placed in me.
  - I accept the responsibility to confront a colleague's misuse of power or to report concerns about suspected misconduct to the minister and/or church leadership. Furthermore, I will be aware of and observe the legal requirements of my State regarding reporting of physical or sexual misconduct.
  - As an individual who brings a complex variety of needs and boundaries to my professional life, I commit to seek any needed personal assistance and counseling from a professional outside of my congregation. Since the demands of others upon me will be many and constant, I will try to keep especially aware of my boundaries and personal limits, striving to maintain a healthy balance between professional and personal life.
  - Before I take action that may compromise or fall short of these standards, I will consult the Minister.
- 
- Colleagues
  - I value the health of the professional staff team.
  - I will stand in a supportive relation to the minister and professional staff keep for them an open mind and heart.
  - I will strictly respect confidences given me by colleagues and expect them to keep mine.
  - I will not speak scornfully or in derogation of any colleague in public. In any private conversation critical of a colleague, I will speak responsibly and temperately.
  - Should I know that a colleague is engaged in practices that are damaging and unprofessional, I will speak openly and frankly to him/her and endeavor to be of help. If necessary, I will bring such matters to the attention of the minister and/or church leadership.
  - I will seek to be part of mutually cooperative and consultative relationships with colleagues as

we carry out our shared and separate responsibilities. When difficulties arise, I will first seek to resolve the situation with the minister or staff team as needed. I will seek help judiciously and express my concerns professionally directly with the other person or people involved, keeping in mind the worth and dignity of all parties involved.

- I will share leadership opportunities and responsibilities with my colleagues openly, honestly, and ethically. In particular, I will consult with them in advance of any professional or public engagements that I may be asked to undertake in their communities or congregations.

- Congregation

- I will uphold and honor the practice of congregational polity within the congregation I serve, knowing through education and modeling the practice of such polity, I am strengthening the experience of free corporate religious life.
- I will seek to be part of mutually cooperative and consultative relationships within the congregation as we carry out our shared and separate responsibilities. When difficulties arise, I will first seek to resolve the situation with my minister or staff team as needed. I will seek help judiciously and express my concerns professionally directly with the other person or people involved, keeping in mind the worth and dignity of all parties involved.
- I will respect the traditions of the congregation or community I serve and will seek changes that reflect liberal religious principles of inclusivity in consultation with others in that body.
- I will honor the confidences shared with me unless doing so contributes to personal or professional misuse of power. Confidences shared that present risk or pastoral concern will be shared with the minister. In this situation staff will alert the individual about this information needing to be shared.
- In the case of planned or forced resignation or significant change in role or responsibility, I will consult with the minister for assistance in executing a well-managed departure or change. I will refrain from actions or public statements that intentionally initiate or foster divisiveness in the congregation.
- I will work to maintain right relationship with the congregation with regards to my employee agreement including hours of work expected and job expectations as delineated in the job description. I recognize when I over function or under function in my work or work beyond my agreement, I am out of right relationship with the congregation. I recognize how shared ministry calls each of us to meet the obligations of our commitments and leave room for others to do the same. I will work with the minister and board to adjust job description and pay when necessary and appropriate.

- Community

- As a UUCC staff person, I understand that whenever , I represent my particular faith group in the wider community, I should provide a living model of ethical and religious leadership for people of all ages and circumstances.

As a religious staff of Unitarian universalist Community Church of Augusta, Maine, I have read and understand this Code of Conduct and I will work in accordance with its contents.

Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_