

Table of Contents

I. Theological Statement on Congregational Polity (Governance)..... 5

II. Bylaws of the Unitarian Universalist Community Church 7

III. UUCB Committee Descriptions & Group Functions 17

 Board of Trustees 17

 Building and Grounds Committee 17

 Finance Committee 18

 History Committee..... 19

 Leadership Development Committee 19

 Long-Range Planning Committee..... 19

 Membership Committee..... 19

 Ministry, Committee on 20

 Music Committee..... 20

 Pastoral Ministry Team..... 20

 Personnel Committee 21

 Religious Exploration Committee..... 21

 Small Group Ministry Committee 22

 Social Justice Committee..... 22

 Immigration Work Group 22

 Maine Unitarian Universalist Social Advocacy Network (MUUSAN)..... 22

 Neighbor to Neighbor Partnership..... 23

 Website Work Group 23

 Worship Committee 23

IV. Administrative..... 25

 A. Requesting Administrative support..... 25

 B. Requesting a Special Events Sexton..... 25

 C. Scheduling meeting space for church groups and committees 25

 D. Securing a rental space for outside groups 25

 E. Mailboxes – Staff, committee, church 26

 F. Lost and Found 27

 G. Smoking Policy..... 27

 H. Alcohol Policy 27

 I. Administrative Policies on Personal Information and Privacy 27

 1. Policy on use of membership and friend information 27

 2. Guidelines for UUCB communications with personal information 28

 3. Email list guidelines 29

 4. Guidelines for UUCB Electronic Newsletters..... 30

 5. Guidelines for putting church newsletter on the Web: 30

 6. Guidelines for sending email versions of the newsletter:..... 31

7.	Guidelines for use of photos.....	31
8.	Guidelines for videotaping events at UUCC.....	32
9.	Website Policy.....	32
10.	Facebook Policy.....	33
11.	Guiding principles for use of UUCC Name.....	34
12.	The Unitarian Universalist Community Church Directory.....	34
13.	Phone Tree.....	35
J.	Cancellations – inclement weather.....	36
V.	Board of Trustees.....	38
A.	Orientation for Board Members.....	38
VI.	Building and Grounds.....	40
A.	Aesthetics.....	40
B.	Bulletin Boards.....	40
C.	Building and Grounds Safety and access to buildings, including distribution of keys.....	40
D.	Physical Item Donation Policy.....	42
VII.	Financial.....	44
A.	Submitting program receipts for reimbursement.....	44
B.	Budget Process and Calendar.....	44
C.	Policy on Church Fundraising.....	45
VIII.	Membership.....	48
A.	Pathways to Membership.....	48
B.	Annual Process for Updating Membership List.....	49
IX.	Worship.....	52
A.	Worship Arts Team.....	52
B.	Sunday Morning Hospitality.....	53
C.	Summer Services at UUCC.....	53
D.	Worship Committee Policy for Professional fees for Guest Ministers.....	54
E.	Policy for Professional fees for Retired Ministers who are UUCC Members.....	54
F.	Church Policy Regarding Paying Guest Musicians.....	54
X.	Religious Exploration Health and Safety Policies for Children and Youth..	56
A.	Health and Safety Policies.....	56
B.	Religious Exploration Volunteer Screening.....	58
C.	Education and Training Policies.....	59
D.	Supervision and Safety Policies.....	59
E.	Behavior Expectations.....	61
F.	Nursery Policies for the UUCC.....	61

G.	Nursery Guidelines (To be posted in Nursery Care at all times).....	62
H.	Policy for Child Care for Events at the UUCC.....	65
I.	Youth Overnight Policy	66
	Religious Exploration Forms (See Back Pockets)	70
	Family Registration Packet:.....	70
	Teacher Packet:.....	70
XI.	Small Group Ministry (SGM)	72
A.	Programs Policy for Supporting Healthy Group Dynamics in SGM.....	72
XII.	Right Relationship & Safe Congregation.....	74
A.	Policy for Supporting Healthy Group Dynamics	74
B.	Policy toward right relationships	75
C.	Policy regarding responding to the safety of the congregation and potential threatening situations and/or persons.....	76
D.	Response to Allegations of Abuse or Misconduct.....	78
E.	Policy for inclusion of convicted Sex Offenders	81
F.	Emergency Evacuation and Fire Safety Plan.....	83
XIII.	Minister and Staff Professional Code of Ethics	88
	Guidelines for the Conduct of Ministry	88
	Staff Code of Conduct	92
	Liberal Religious Educators Association (LREA) - - Code of Professional Conduct	95
	UU Musicians Network (UUMN) - Code of Professional Practices	98
	Association of UU Administrators (AUUA) - Code of Professional Practices	101
	APPENDIX – Forms and Practices.....	1
	Appendix A - Event Sexton Request Form.....	1
	Appendix B - Room Rental Agreement-Page 1	2
	Appendix B - Room Rental Agreement-Page 2.....	3
	Appendix C – Member and Guest Information and Consent	4
	Appendix D – Self-Inspection Annual Checklist.....	5
	Appendix E - Policy for Application for Distribution of Keys.....	10
	Appendix F – Physical Item Donation Form	11
	Appendix G – Check Authorization/Reimbursement Form	12
	Appendix H – Application to Hold Fundraiser.....	13
	Appendix I – Childcare Agreement	14
	Appendix J – Orientation for Board Members	15
	Binder Pockets	16
	Front Cover Pocket – Church Directory	16
	Inside Binder Pockets	16

R.E. Family Registration Packet.....	16
R.E. Teacher Packet.....	16
Back Cover Pocket – Annual Report / Budget	16

I. Theological Statement on Congregational Polity¹ (Governance)

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.

¹ 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>

II. Bylaws of the Unitarian Universalist Community Church

Augusta, Maine
As amended, June 2017

Article 1. Name

The name of this religious society shall be the Unitarian Universalist Community Church of Augusta [UUCC hereafter]

Article 2. Purpose

The purpose of the UUCC shall be to worship and operate consistent with our mission and vision.

The *mission* of the UUCC is to worship, learn, and minister together embracing diversity and religious freedom.

The *vision* of the UUCC is to:

- enhance spiritual growth;
- provide a respectful religious home for all ages;
- join in celebration and friendship;
- be a common voice for justice;
- share the light of our principles with the wider community

We also:

- affirm, defend, and promote the worth and dignity of every person;
- promote and provide religious exploration for all in our congregation;
- promote a deliberately diverse and inclusive congregation that welcomes and supports all forms of respectful, loving, age-appropriate relationships: gay, lesbian, bisexual, transgender or straight; and
- create an inclusive ministry in the community and work against oppression in all its forms.

Article 3. Non-Discrimination Policy

The Unitarian Universalist Community Church of Augusta, Maine declares and affirms its responsibility to promote the full participation of persons in all activities and in the full range of human endeavor, without regard to race, color, gender expression, disability, affectional or sexual orientation, age, or national origin and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed, in accordance with our safe congregation policy.

Article 4. Denominational Affiliation

This church shall be a member of the Unitarian Universalist Association of Congregations and of the Northern New England District of the Unitarian Universalist Association of Congregations.

Article 5. Membership

Section 1. Any person 13 years of age and over may become a member by signing the membership book and declaring him/herself in sympathy with the purpose of this church, participating in congregational life, including congregational meetings, making an annual pledge, and transmitting this information to any officer of the church. The person will be acknowledged as a voting member by the Board of Trustees at its next scheduled meeting.

Section 2. The Board of Trustees may remove members from the rolls if:

- The member has not attended or financially supported the church for over a year's time; and
- there is no positive response within 30 days to a written notice asking if the person wishes to remain an active member or be removed from the rolls.

Section 4. Any member may withdraw his/her membership at any time by so notifying the Clerk of the church.

Article 6. Authority

All authority rests in the membership and is exercised through the meetings of the membership except as herein delegated.

Article 7. Membership Meetings

Section 1. The business meetings of the congregation shall be referred to in these by-laws as "membership" meetings, and shall be open to all.

Section 2. An annual membership meeting shall be held on the first Sunday in June of each year. Copies of an Annual Report (containing reports from the Minister, Director of Religious Exploration, Clerk, Board of Trustees, Treasurer, and committees, election information, and by-laws) shall be made available at the church 10 days before this meeting. Budget and end-of-year financial materials shall be available at this meeting.

The business shall be:

- To elect Officers of the church, Members-at-Large of the Board of Trustees, Chairs of all standing Committees, except the Committee on Ministry, and all other elected positions.
- To hear the Minister's annual report and other reports scheduled by the Board;
- To vote on the proposed annual budget of the church; and
- To transact any other necessary business for which notice has been given.

Section 3. Special membership meetings may be called by the Board of Trustees for any purpose deemed important for the maintenance and/or enhancement of the church.

Section 4. The Board of Trustees shall call a membership meeting if petitioned in writing by twenty percent (20%) of active members. The request must state the business to be considered, and actions at the meeting shall be limited to the stated purpose. The meeting must be held within 30 days of the request.

Section 5. Notices for all membership meetings shall be transmitted at least 10 days prior to the date of such meetings, and shall include a description of the subjects to be considered, date, time, and location.

Section 6. Thirty percent (30%) of the active membership shall constitute a quorum.

Section 7. Voting at membership meetings shall be afforded to members only. Voting shall be by ballot upon any issue, upon request by any member. Except where otherwise specified here, the outcome of votes will be determined by a simple majority of those present and voting.

Section 8. The Board of Trustees shall select a member of the church to act as a Moderator during membership meetings.

Section 9. The rules contained in Robert's Rules of Order, Revised shall govern in all issues as to which they are applicable, to the extent that they are consistent with these bylaws or special rules of order adopted by the active members in the course of the membership meeting to which said special rules of order are to apply.

Article 8. Nominations for Elections

Section 1. The Leadership Development Committee shall serve until the final election of the Board of Trustees. The President of the Board of Trustees shall convene the first meeting of the Leadership Development Committee to deliver the charge to the committee, and answer any questions.

Section 2. The Leadership Development Committee shall nominate the officers, members at large of the Board of Trustees, chairs of standing committees, and member-at-large of the Finance Committee.

Section 3. The Leadership Development Committee shall publish the slate of qualified candidates 10 days prior to the General Elections annual membership meeting. The Committee shall, of possible, avoid nominating persons to a third consecutive term and shall nominate for the chairs of the committees persons who have served on those same committees for at least one year.

Section 4. Nominations for the Board of Trustees positions may be made by petition of ten (10) active members to the Clerk of the Board. This list will be published prior to the election and shall be made available at the church at least one week in advance of the General Elections annual membership meeting. Such nominations shall be included in the slate for the position to be filled.

Section 5. Nominations for any position may be made from the floor at the General Elections annual membership meeting.

Article 9. Officers

Section 1. The elected officers shall be:

- President
- Vice President
- Clerk
- Treasurer.

Section 2. All officers must have been members for a minimum of one year.

Section 3. The President shall:

- preside at meetings of the Board of Trustees;
- be the chief executive officer;
- delegate responsibilities to others as appropriate.

Section 4. The Vice President shall:

- chair the Council on Leadership
- discharge the duties of the President in his/her absence;
- aid and assist the President in his/her administrative duties; and
- succeed to the Presidency for the unexpired portion of the term upon the death, resignation, or removal of the President.

Section 5. The Clerk shall:

- provide for the written record of all proceedings of the Board and meetings of the church;
- Issue notices of meetings;
- conduct the correspondence of the Board;
- verify the membership list prior to all membership meetings, and determine the proper quorum requirement, and determine the proper numerical vote required for all issues; and
- be an ex officio member of the Membership Committee.

Section 6. The Treasurer shall:

- be custodian of all monies and securities;
- present the current financial statement at each meeting of the Board and the membership meeting at which there is a vote on the proposed annual budget;
- keep a full and accurate account of all receipts and disbursements and present these records upon reasonable notice, except for identification of individual pledges;
- submit the books to be examined annually by a person(s) designated by the Board;
- be bonded at the expense of the church; and
- serve as an ex officio member of the Finance Committee in preparing budget recommendations for the next fiscal year.

Article 10. Board of Trustees

Section 1. The Board of Trustees shall consist of the officers, the immediate past president, members-at-large, youth member, and the Chair of the Finance Committee. Ex officio members shall include the Minister and the Director of Religious Exploration. The immediate past president shall serve for one year.

Section 2. Vacancies on the Board shall be filled by appointment of the President, subject to approval of the Board. Persons appointed to fill vacancies shall serve until the next membership meeting.

Section 3. The Officers of the Board of Trustees shall serve a one-year term. There shall be three members of the Board of Trustees elected at large by the membership for staggered three-year terms. One member shall be elected each year. There shall be one youth member of the Board of Trustees elected at large by the membership for a one-year term. Members at large will serve as liaisons to the standing committees. Board members and officers will not serve as chair of standing committees, except for the Finance Committee.

Section 4. The members of the Board of Trustees shall assume office immediately following the vote of the slate of officers at the General Elections annual membership meeting. The Board shall have its first organizational meeting at the next regularly scheduled Board meeting.

Section 5. The Board shall hire and dismiss all employees of the church not elected by its members, and shall determine conditions of employment.

Section 6. The outcome of votes of the Board shall be determined by a simple majority of those present and voting.

Section 7. Attendance at Board meetings is a necessary function of all members of the Board of Trustees. Resignation from the Board may be requested by the President with Board approval if an individual's absence interferes with the workings of the Board.

Section 8. The Board of Trustees shall:

- conduct and approve all business transactions of the church, consistent with these bylaws;
- implement the decisions and policies of the membership, guided by the Strategic Plan;
 - ^a establish such policies and appoint such persons and committees as necessary to achieve these functions and fill vacancies among committee chairs until the next annual meeting;
- maintain a balanced budget with the provision that the Board may make changes to the annual budget not to exceed 10 percent of the total; and
- publish a written annual report.

Section 9. A quorum of the Board shall consist of two-thirds of the positions filled at the time of the vote, provided that at least one-half of the Board's positions as specified in these bylaws are filled.

Article 11. Council on Leadership

The Council on Leadership consists of the chairs of all standing committees, and is chair by the vice president of the board. It shall meet at least three times a year and will set goals and coordinate joint activities among the various committees, and carry out assignments as directed by the board.

Article 12. Finance Committee

Section 1. The Finance Committee assists the board in overseeing the financial affairs of the church, including its annual budget, stewardship, endowment, gifts and bequests. It will submit recommendations for the annual budget, and conduct reviews at the request of the board.

Section 2. Membership. The committee chair and a member-at-large are elected by the membership to one-year terms. The chairs of the Invested Funds subcommittee, Stewardship subcommittee, Fundraising subcommittee, and the Treasurer serve ex officio. The committee chair also serves on the Board of Trustees, for a one-year term. Vacancies will be filled by the board, with the consent of the committee.

Article 13. Standing Committees

Section 1. The Board of Trustees shall authorize other committees necessary to carry out the business of the church and will keep a list of committees and the charges of the respective committees. This list will be posted in the church and will be included in the annual report of the Board of Trustees. All authorized committees will submit a report for the church's annual membership meeting. No members of the congregation shall chair more than one standing committee.

Article 14. The Committee on Ministry

Section 1. The Committee on Ministry shall be comprised of four (4) members, serving staggered two-year terms. No members shall serve more than two consecutive terms. Two (2) members will be appointed to the Committee on Ministry each year. One member will be chosen by the Minister from a list of three (3) active church members submitted by the Board of Trustees. One (1) member will be chosen by the Board of Trustees from a list of three active church members submitted by the Minister.

Section 2. The Committee on Ministry shall have a chair nominated by the Committee members and approved by the Board of Trustees.

Section 3. Vacancies in the Committee on Ministry occurring in unexpired terms shall be filled by the Board of Trustees, in consultation with the Minister.

Section 4. The purpose of the Committee on Ministry is to strengthen the quality of ministry within the congregation. The Committee on Ministry focuses on all aspects of the congregation's shared and professional ministry.

- The Committee shall meet regularly in a non-crisis, goal-oriented manner with an agenda to explore the various concerns and challenges of the Minister/Congregation relationship and the Congregation's own role and agreed-responsibility in shared ministry.

- The Committee shall assist and support the Minister in his/her plans for professional development, continuing education, sabbaticals, etc. The Committee shall alert the Board to any emerging concerns between the Minister and Congregation.

- consult with the Minister and submit an annual compensation recommendation to the Board of Trustees; and

- The Committee shall promote and facilitate healthy relationships in all aspects of professional and shared ministry. The committee shall receive, investigate and respond to all matters affecting the shared ministry of the congregation and the professional ministries. The Committee shall alert the Board to any emerging concerns.

Article 15. Minister

Section 1. A candidate for the office of Minister of this church shall be nominated as outlined in the Article of these bylaws concerning the Ministerial Search Committee. The Minister shall be called by means of a vote at a membership meeting held for the purpose of decision on a candidate nominated by the Ministerial Search Committee. The Minister shall be considered to have indefinite tenure upon election by the membership.

Section 2. A contract detailing the terms of agreement between the Minister and the congregation shall be proposed by the Ministerial Search Committee, agreed to by the Board of Trustees, signed by the officers of the church, and shall be reviewed annually by the Board of Trustees.

Section 3. A Minister may be dismissed by a two-thirds vote of the members present at any meeting convened for that purpose. In the event of a potential dismissal, the advice of the Unitarian Universalist Association of Congregations and the Unitarian Universalist Ministers Association will be sought.

Section 4. The Minister shall continue his/her duties for 90 days after written notice of resignation is received by the President, or after membership decision for dismissal, unless it is mutually agreed otherwise.

Section 5. The Minister shall:

- be in the fellowship with the Unitarian Universalist Association of Congregations;
- have primary responsibility for worship and other religious ceremonies;
- be an ex officio member of the Board of Trustees
- be available for advice and guidance of members and committees when requested;
- In consultation with the President, supervise all employees and maintain written jobs descriptions for each position, and coordinate the administrative and communicative aspects of the church;

- report at the annual membership meeting any matter which seems pertinent to the general welfare of the church, and make such recommendations as in his/her judgment may be appropriate; and

- keep complete and accurate vital statistics (that is, marriages, dedications, and deaths) concerning the membership.

Article 16. Ministerial Search Committee

Section 1. In the event of a vacancy in the office of the Minister, the members of the church shall elect a Ministerial Search Committee.

Section 2. The Ministerial Search Committee shall consist of seven (7) members of the church. Two (2) members of the Committee will be selected by the Board of Trustees, and five (5) members will be elected from the membership at a special meeting following the rules for selection of the Leadership Development Committee.

Section 3. The membership shall instruct the Ministerial Search Committee regarding the general terms of agreement that it shall tentatively negotiate; a tentative salary shall be approved by the membership prior to any interviews.

Section 4. The Ministerial Search Committee shall:

- consult with appropriate members of the Unitarian Universalist Association of Congregations and the Unitarian Universalist Ministers Association;
 - conduct a membership survey;
 - interview potential candidates and select one;
 - make necessary arrangements to ensure the candidate has reasonable knowledge of and acceptance of the church, its membership, finances, and Bylaws, and of the community at large;
 - agree tentatively in writing with the selected candidate regarding the terms of agreement;
 - nominate such candidate, with the Board of Trustees' concurrence, at a membership meeting called for the purpose of decision on that candidate, and present the terms of agreement for action at that meeting;
 - prepare a contract containing the detailed terms of agreement, in consultation with the candidate, and propose it to the Board of Trustees;
 - assist the new Minister to become settled and acquainted in the community; and
- comply in all matters with the UUCC Non-Discrimination Policy.

Section 5. Any vacancies on the Ministerial Search Committee can be filled by nomination of the President with the Board of Trustees' approval.

Article 17. Calling a Minister: Quorum and Plurality of Call

The Ministerial Search Committee shall present a Ministerial Candidate to the membership. The minister shall be called by at least an eighty percent (80%) vote of the voting membership present at a special congregational meeting held for that purpose. The vote to call a minister shall be by written ballot. One half (1/2) of the members eligible to vote shall constitute a quorum at such special congregational meeting.

Article 18. Fiscal Year

The fiscal year shall be set at July 1 through June 30 of each year.

Article 19. Bylaws and Amendments

Section 1. Suggested changes for these bylaws shall be submitted to the Clerk, and if approved by the Board of Trustees, shall be presented to the membership.

Section 2. These bylaws may be amended by a two-thirds vote of the members present at any membership meeting, provided that written notice of any proposed change is included in the notice for that meeting, at least 10 days prior to the meeting.

Section 3: If for five years no amendments shall have been made to these Bylaws, the president shall appoint, with the concurrence of the Board, a bylaw committee to review this document.

Article 20. Dissolution

In the event of dissolution and liquidation of this corporation, either voluntarily or involuntarily, the Board of Trustees (in the event of voluntary dissolution) and the appropriate public official (in the event of involuntary dissolution) shall transfer any surplus in excess of the corporation's outstanding liabilities to the order of the Northern New England District, Unitarian Universalist Office for Maine, New Hampshire, and Vermont, 10 Ferry Street, Suite 318, Concord, NH 03301.

Revised 8/04 to include amendments passed at the June 6, 2004 Annual Meeting
Revised 6/05 to include amendments passed at the June 5, 2005 Annual Meeting
Revised 3/09 to include amendments passed at the March 9, 2009 Membership Meeting
Revised 6/10 to include amendments passed at the June 10, 2010 Annual Meeting
Revised 6/12 to include amendments passed at the June 3, 2012 Annual Meeting
Revised 6/13 to include amendments passed at the June 2, 2013 Annual Meeting
Revised 6/17 to include amendments passed at the June 4, 2017 Annual Meeting

III. UCC Committee Descriptions & Group Functions

Following are descriptions of Committees, or a reference to a Bylaws section. Additional information about these Committees and other groups within UCC are on the website. (See www.augustauu.org) Contact information for the Committees chairs is shown above.

Board of Trustees

See Bylaws Article 10 Board of Trustees

Building and Grounds Committee

The Building and Grounds Committee (BAG) manages the care of and improvements to the property owned by UCC. Join the workdays and special work crews. With a wide variety of things to be done, from cleaning and raking, to painting and repairing, from providing refreshments for work crews, be part of making our facilities reflect our enthusiasm for our community and our faith. The Responsibilities and Activities of the Buildings and Grounds Committee are:

1. Develop and implement a program of routine and preventive maintenance for Church property and grounds; currently at 69 and 71 Winthrop Street and 6 Summer Street in Augusta
2. Submit a report to the Board in September that outlines any major repairs or improvements recommended and includes a program for routine maintenance.
3. Solicit bids with contractors or businesses for work necessary to maintain Church property and equipment, as specified in the annual plan and the safety and building access policies. In the case of bids likely to be over \$1000, the Committee must receive Board approval before soliciting bids. The Board must approve any contract over \$1000.
4. Implement UCC policies on safety, security and accessibility.
5. Designate one member to be contacted when an emergency situation on one of the Church properties requires immediate attention. This person will respond to the emergency, consulting as necessary, and contact appropriate services to stabilize or fix the immediate situation. This person will promptly report any and all actions taken to the chair of the BAG, who will also report to the board as soon as practicable. The BAG will maintain a list of preferred services / businesses to be called, and provide a copy for the church office.
6. Arrange for snow removal and grass cutting, and carry out other routine grounds work
7. Annually solicit bids or prices for heating oil for all church buildings and purchase oil as provided by the annual budget. If a pre-buy is recommended, consult with the Treasurer and Board Chair to provide the necessary cash flow.

Finance Committee

Oversees the financial health of the congregation so that we can live out our mission, including several subcommittees: The Stewardship, the Fundraising, and Invested Funds. The responsibilities and activities of the Finance Committee are found in the See Bylaws Article 13, Finance Committee

Responsibilities and activities:

1. Prepare an annual budget proposal for consideration by the Board of Trustees after soliciting input from the minister, church staff and the Board of Trustees. The first draft of the budget will be available for the board's April meeting, and the Finance Committee will make any revisions before the board's May meeting, in preparation for the June annual meeting for the fiscal year beginning July 1.
2. Lead the annual canvass of the membership, through the Stewardship Subcommittee with a designated chair, and reporting on the status of annual pledges to the Board at intervals prior to consideration of the budget.
3. Meet at least quarterly throughout the year, and, where necessary, make recommendations to the Board concerning adjustments to the budget.
4. Make recommendations to the Board of Trustees regarding whether to conduct an independent audit or financial review or compilation of church financial records.
5. Create a Gift Acceptance subcommittee.

The chair of the Finance Committee is selected through the Leadership Development Committee and serves on the Board of Trustees. The Treasurer serves ex officio on the Finance Committee.

Liaison to the Long Range Planning Committee will be maintained through a designated member of the LRPC. When necessary, the Finance Committee and the LRPC or their chairs may meet jointly during revisions of the UUCC five-year plan.

The STEWARDSHIP SUBCOMMITTEE conducts the annual canvass and is designed to function as part of the Finance Committee.

The FUNDRAISING SUBCOMMITTEE conducts events each year for the support of the UUCC annual budget. Events are also intended to build community among congregation members.

Responsibilities and activities:

1. Conduct both recurring and special fund-raising events.
2. Consult with the Finance Committee or Treasurer to propose a fund-raising goal for the following year.
3. Inform members about fundraising events through the newsletter, announcements, and bulletin boards.
4. Publicize events to the broader community.
5. Coordinate the calendar with the Social Activities Committee and others, as needed.
6. Recruit members to assist with events.

The INVESTED FUNDS SUBCOMMITTEE manages the financial investments of UUCC in a fiscally and socially responsible manner, as defined by the board of trustees.

Responsibilities and activities:

1. Develop and implement a written plan for managing investments, revised annually and submitted to the board for approval.

2. Provide information and consultation with the Treasurer at least quarterly.
3. Consult with the Finance Committee during its preparation of annual budget.
4. Advise the board of trustees in all matters relating to financial investments.

One member is chosen each year through the Leadership Development Committee. At least three members, each serving a three-year term.

History Committee

The History Committee collects, preserves, verifies and makes accessible the rich history of Universalism and Unitarianism in Augusta and how that history informs who we are as a congregation today. The entire congregation helps capture history as we make it.

The History Committee Responsibilities and Activities:

1. Acquire, catalog, archive, maintain, and preserve historic records, artifacts, and historic items belonging to the Unitarian Universalist Community Church. This includes collecting oral histories to record first-hand experiences and feeling of important events.
2. Promote the preservation of currently generated historic documents and artifacts. This includes collecting information about ongoing activities and congregants, and creating a Book of Remembrance containing short histories, pictures, and contributions of members who have died.
3. Advise as requested regarding donations and disposition of church artifacts.
4. Promote knowledge and appreciation of congregational history and heritage through periodic displays of historic documents and artifacts for the church community, articles in the Newsletter, and special History Events.
5. Establish working relationships with the Kennebec Historical Society and the State of Maine Library Archive department.
6. Prepare a chronological record of the UUCC and its antecedents

Leadership Development Committee

See Bylaws Article 8 Nominations for Elections

Long-Range Planning Committee

See Bylaws Article 12

Membership Committee

The Membership Committee welcomes visitors to UUCC, documents current membership, seeks and new members, and provides information about the Church's faith and congregation to interested persons. You are invited to assist with greeting and hospitality on Sunday mornings.

The Membership Committee responsibilities and activities:

1. Oversee the maintenance by the Office Administrator of an accurate, easily accessible, and up-to-date list of active members of the Church and a list of others with an interest in UUCC.
2. Coordinate the Hospitality and Greeting Subcommittees to plan and arrange for: greeting Sunday attendees and providing relevant information.
3. Provide nametags, literature, newcomer packets, and newsletters for Sunday service.
4. Arrange Sunday coffee hours between services, and after summer services.

5. Seek new members.
6. Welcome, communicate with, and plan activities for newcomers where information about the UU faith can be shared.
7. Promote an awareness of our Church within the larger community, and publicize the programs, events, and activities of the Church for members.

Ministry, Committee on

See Bylaws Article 15 Committee on Ministry

Music Committee

Plans, oversees and supports musical offerings and activities at Sunday services and on other occasions.

The Music Committee responsibilities and activities are:

1. Work with the minister and Worship Committee to support the life and ministry of the church through music, and advocate for the music program.
2. Make sure that the musicians have the physical resources they need (sheet music, instruments) and that these are in order and well-maintained.
3. Oversee the scheduling of pianists for worship services, and promote communication with the congregation.
4. Prepare a yearly budget request, and advise Board of Trustees on musicians' pay.
5. Maintain a connection with the larger community of UU musicians through UU Musicians Network (UUMN) membership and, when possible, attendance at the UUMN annual conference.
6. Sponsor and assist with musical events.
7. Musicians are supervised by the minister and the board president. Music for worship, other than hymns, is selected by the musicians in consultation with the minister or worship leader.

Pastoral Ministry Team

The Unitarian Universalist Community Church has a team of trained lay Pastoral Ministers who provide an extension to the Minister's pastoral presence. They offer a caring response to emergencies that affect individuals, families and the congregation as a whole, as well as issues within our community. The Team provides a connection to the church for members and friends when worship service attendance becomes impractical or impossible. Some members bring our church's values and concerns out into the wider Augusta community.

The CARING COOPERATIVE TEAM is led by a trained lay Pastoral Minister who is skilled in accessing needed resources within and beyond the congregation. This team facilitates the good works and assistance of the congregation when a member or friend is dealing with times of hardship, loss, illness or stress.

Personnel Committee

Purpose: The responsibilities of the Personnel Committee include: advising and consulting with the minister on staff related employment matters; developing and participating in selection processes for paid staff; reviewing and revising job descriptions and personnel policies and practices.

Membership: The Committee will consist of a chair appointed by the Board of Trustees and the Minister, as well as at least two other members of the Church. At least one member will have knowledge of and experience with personnel practices, laws and policies.

Meetings: The Committee will meet on an as needed basis as called by the Committee Chair or Minister.

Hiring and Selection Processes: The Committee will facilitate hiring processes for the paid staff to include: Office Administrator; Religious Exploration Coordinator; Youth Advisor; and Music Director. Interview panels will include membership from the Personnel Committee; Church member with subject matter expertise and other members to be determined.

The hiring panel will:

1. review job description of vacant position
2. discuss desired tasks and competencies
3. draft and circulate a recruitment bulletin
4. establish a selection plan to include interview questions and experiential demonstration/presentation as appropriate
5. conduct interviews
6. contact references; and
7. Make hiring recommendations to the Board of Trustees.

Other Committee Responsibilities:

- Consult with and assist the Minister with personnel issues including job performance concerns, staff development, disciplinary matters;
- Assist Staff with personnel related concerns or complaints;
- Develop and update personnel policies and Employee Handbook;
- Conduct exit interviews with departing staff;
- Participate in annual retreat and staff development related initiatives.

Religious Exploration Committee

Supports the Religious Exploration staff in developing lifespan RE programming.

Responsibilities and activities:

1. Brainstorm with the [staff] on new ideas related to all aspects of the RE program;
2. Make consensus recommendations on the direction and implementation of lifespan RE programming;
3. Provide input to the [staff] and Board on financial decisions relevant to lifespan RE programming;
4. Ensure that RE activities run smoothly during scheduled and unscheduled absences of the [staff];
5. Coordinate certain functions during the year, such as the cookie walk, Easter activities and the spring RE volunteer appreciation.

Small Group Ministry Committee

Works to ensure the vitality of the UUCC Small Group Ministry program as it furthers the mission of the church.

Responsibilities and Activities:

1. Assisting the SGM Coordinator, particularly in maintaining contact and working out issues that may arise in groups or the program
2. Recruiting and supporting leaders for Small Group Ministry (links, facilitators, topic writers);
3. Maintaining regular contact with SGM groups through their links, and offering support and information
4. Updating, creating, and revising the sessions, handbooks, and other materials used by Small Group Ministry
5. Ensuring open access to and making information about SGM available to the broader church community
6. Offering new opportunities to explore SGM, including Sunday Open Group and events such as potlucks and workshops.

Social Justice Committee

The Social Justice Committee promotes social justice, equity and compassion through words and actions. The committee uses the time, resources, and leadership of members to forge connections with and provide service to our community and the wider world. The Social Justice Committee Responsibilities and Activities:

1. Provide forums, study groups, presentations, youth activities, etc. for UUCC members to learn about social issues;
2. Maintain resources for UUCC members seeking information;
3. Identify and provide leadership for projects and actions that further its purpose;
4. Work with other organizations with similar goals; and
5. Recommend appropriate public releases concerning social issues for Board of Trustees approval.

Immigration Work Group

The IMMIGRATION WORK GROUP plans programs to raise awareness around issues of immigration, refugees and migrant worker justice and partners in activities with non-profit organizations and others with similar interests. The Group encourages and provides opportunities for action and advocacy relating to immigration issues. UUCC has: *welcomed migrant farm workers with a summer picnic * reached out to Muslim neighbors. *made an award to Green Thumbs Farm in Fryeburg for its excellent relations with migrant farm workers.

Maine Unitarian Universalist Social Advocacy Network (MUUSAN)

In a denomination that is characterized by social activism, we are called to bring our values to bear in the public arena – in the State Legislature, in the news media, in the development of policy, in the pursuit of justice. And they do influence legislation and public policy.

Realizing that we cannot take on every issue and solve every problem, we have chosen three areas of public policy on which to focus our initial interest:

**Democracy in Action*, including voting rights, electoral processes, such as Instant Runoff Voting, and Clean Election laws.

**Health Care*, including costs, insurance coverage, MaineCare, implementation of the Affordable Care Act, and Single Payer options.

**Climate Change*, in all its likely guises, including rising sea levels, radical changes in agricultural practices and yields, and effects of higher temperatures on land values and the tourist industry.

Neighbor to Neighbor Partnership

UCC partners with St. Mark's Episcopal Church to help reduce hunger and poverty in the local neighborhood. UCC members generously support the following St. Mark's programs: the Angel Food Network (UCC Summer Suppers), the Augusta Food Bank, Essentials Pantry, specifically with a quarterly Diaper Drive.

Website Work Group

The UCC Website has two primary functions:

--Inviting people who are searching for information about Unitarian Universalist and/or a connection to come and see what we have to offer.

---Providing a communication network and prominent resource for people who are already involved with UCC.

The information on this website is written by those involved with the respective programs and committees, and/or taken from UCC publications, including the *Program Book* and *How Our Church Works*.

Following privacy and Safe Congregation practices,

- Contact information may be used only when an individual's permission is obtained. The exception is for UCC 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 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 policy.

Worship Committee

The Worship Committee responsibilities and activities

1. Assist the Minister in planning, implementing, and evaluating the worship program.
2. Make arrangements for guest speakers and other persons participating in worship program.
3. Coordinate summer programs.

IV. Administrative

A. *Requesting Administrative support*

The Office Administrator works a total of 24 hours per week with a demanding schedule and many time sensitive duties. 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. A line item in the budget allows for contracting with an events sexton for clean up after special church functions. A special events sexton is appropriate when heavy building use requires an additional cleaning. These events 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 by updating a master calendar of meetings and events to ensure accurate room availability when requests are made.

- Rental requests for church groups are made by phone or email to the Office Administrator at 622-3232 or admin@augustauu.org
- Verification is then made with group and recorded in the master calendar.
- Additional time for set up and clean up (if needed) is incorporated into the time the room is reserved.

D. *Securing a rental space for outside groups*

- Rental rates and responsibilities of the renters are discussed.

- Room Rental Agreement/Request for Payment form is sent 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)
- Payment is due prior to event. Payment is recorded on deposit spreadsheet as rental income. A 25% deposit is required to hold a rental space.
- Cancellation policy: Deposit will be returned if cancellation is made one week prior to the date reserved.
- Group information, time and location of event are recorded on master calendar.
- Arrangements for a rental key are made in advance should the event be held during non-business hours. A notation is made on the Rental Agreement of the date the rental key is given and returned.
- Rental key must 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 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 has the discretion to reduce or waive any or all rental fees.

E. Mailboxes – Staff, committee, church

Mailboxes offer a way to communicate within the congregation and to receive suggestions and information for various committees and groups.

- Committee and Group mailboxes are located in the Committee Room in the church building. Staff mailboxes are located in the church office building.
- Items for Staff and Board may be dropped off in the basket on top of the Committee and Group mailboxes in the Committee Room. The Office Administrator will check the basket regularly and deliver items to Staff and Board mailboxes at Judd House.
- Items to be picked up by members and friends may be placed in the general mail basket on the counter in the Committee Room with the name of the person to pick it up clearly identified. Please inform people when you leave something, and check to see if items have been picked up.

All staff, leaders and committee chairs are reminded to check mailboxes regularly. 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.

The mailbox listings are maintained by the Office Administrator.

F. *Lost and Found*

A lost and found basket is located in the coat room at the church. Items not claimed are donated to the church yard sale.

G. *Smoking Policy*

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

H. *Alcohol Policy*

No use of alcohol without prior written approval by the Board of Trustees prior to the event.

I. *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 may be collected when an individual,

- signs the Visitor's Register book or fills out a Welcome card.
- signs the membership book and membership materials.
- registers children in the Religious Exploration program.
- participates in Small Group Ministry.
- 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 Visitor's Register book is signed publicly and remains accessible to other visitors.

Welcome cards provide more privacy as cards are not public documents. Welcome cards are stored in the Office 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 in 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.

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 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 UCC Electronic Newsletters

An electronic version of UCC'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

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 is no difference in the content between the printed and email version
- Since the content is unchanged, an email version will be sent unless a subscriber requests otherwise.
- The newsletter is sent via email as a PDF attachment.

7. Guidelines for use of photos

UUCC gains consent to publish or post photographs of members of all ages at the time of signing a membership card or completing a religious exploration participating registration. These records are kept on file in the church office. The Office Administrator, newsletter and website editors will be given the names of members and friends who chose not to have their photos published.

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 by completing the Member and Guest Consent Form (Appendix C).or registration in the Religious Exploration program. Consent may be withdrawn at any time without explanation. No personal information will be included with the photo without permission.

The following guidelines will be used when posting photos:

- Photos 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 photograph can be

posted. If you would like to withdraw prior consent to post photographs, please email 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.

The website is being designed so that individuals can have limited access to update their respective pages. Orientation for updating the site will be offered by the Website Committee and the webmaster.

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, professional e-mail and designated 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 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 or 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:²

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

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

- Does 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.

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.

12. The Unitarian Universalist Community Church Directory

The Directory is published quarterly (such as September, December, March, June after Annual Meeting) by the Office Administrator from the UUCC data base.

- Each person is responsible for updating information with the Office Administrator.
- The Directory is sent to members and friends electronically as a PDF file.
- Members and friends may obtain printed copies from the Church Office.

13. Phone Tree

With electronic media as a major method of communication within UUCC, we want to ensure that other means of communication are available for those who do not have e-mail or access to the internet.

For those who have given an e-mail address to the church office, newsletter and e-mail communications are sent electronically.

For those who do not have an electronic connection, the newsletter is mailed, and the announcements are available Sunday morning. However, they miss the ongoing and urgent church e-mails, which is the reason for the Phone Tree.

Criteria for inclusion on the phone tree:

- * Have been/are actively involved with UUCC, but do not have electronic communication, regardless of where they are living:

Member—has met the requirements of membership as given in the Bylaws

Friend—participates regularly, may have been or has not become a member

Visitor-- signs the visitor book and receives a newsletter for 3 months.

- * Have access to a phone to receive telephone calls.

The Phone Tree is managed by the Caring Cooperative. The Caring Cooperative Coordinator serves as the Phone Tree Coordinator, or may designate a person for that role.

Initially, individuals in the Directory without e-mail were contacted to see if they want to be on the Phone Tree for selected information. This will be determined ongoing as people connect with the church or their situations change.

The Office Administrator and Phone Tree Coordinator will communicate regarding additions and changes. The Office Administrator adds to list as person connects with the church (intake data) and sends new names to the Caring Community Coordinator/Phone Tree Coordinator for assignment on the tree.

Likewise, the Coordinator may have additional information for the Office Administrator.

Situations to be included are those which are communicated electronically and not readily available to people without access in a timely manner:

- Urgent congregational information, such as the death of a member, friend
- Change in service time, including cancellations *not available otherwise*.
- Changes in essential congregational activities.

Process:

The Minister or Office Administrator requests the Phone Tree Coordinator to start the Tree, or the Coordinator may start, with the specific message.

Callers track the results of the calls, including messages left.

The Phone Tree Coordinator is informed of changes in phone numbers or situations.

J. Cancellations – inclement weather

UUCC Information regarding service changes due to inclement weather:

The UUCC Minister will consult with the UUCC Board 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 will be cancelled.

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 phone tree will be activated for members who do not receive electronic notices.

The Minister, Board President or Worship Associate will notify the following local television and radio stations will be notified of UUCC closing for broadcast:

WCSH 6 207-828-6612 ID #7094 PW #7483

WGME 13 207-797-3256 ID# 17744 PW #13350

WMTW 8 207-784-0703 ID #283112 PW #187649

V. Board of Trustees

A. Orientation for Board Members

New Board members will be oriented to his/her position on the Board of Trustees and will sign the Orientation for Board Members form (Appendix J) showing his/her agreement and understanding of the expectations of his/her position on the Board.

VI. 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 chairperson(s).

It is the policy of UUCC that no tape or nails be used to hang items in any UUCC building (church, office, or 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. ***Bulletin Boards***

Bulletin Boards provide information about UUCC and its work in the community and larger world, and Unitarian Universalism.

- Purpose: To share information about UUCC congregational life and connect with the broader community.
- Delineation of bulletin board space is done by the Office Administrator in conjunction with the congregational leadership.
- Description of the content and the responsibility for a section will be posted for guidance in use of space.
- People who post onto the bulletin boards are responsible for removing items in a timely manner.
- The Office Administrator checks bulletin boards regularly throughout the week and may remove items.

Bulletin Boards: Descriptions are maintained by Office Administrator

C. ***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 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. To the best of our ability, we design and equip our buildings with consideration for elderly and disabled populations.

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 annually by the Buildings and Grounds Committee. (Appendix D)

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 quipped with consideration for age of the population served to the best of our ability.

Fire exits are examined for functional use annually.

Keys

Keys will be distributed by the Office Administrator. Copies of Key Request Forms are kept by the Office Administrator. Lending keys to others is strongly discouraged.

Suggested guidelines around who would likely need a key include:

1. Board President, Board Treasurer, Minister and Church Staff (Religious Exploration Coordinator, Youth Advisor, Choir Director, Pianist), Cleaning service will have keys to Judd House, Drew House and the Church.
2. Chairs or Committees that meet regularly in one of our buildings, and organizations who regularly rent space will be given keys to the Drew House and the Church.

3. The necessary 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.
4. 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.

To obtain a key, please complete the Key Request form (Appendix E) and submit to the Office Administrator.

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 Office Administrator will notify the Buildings and Grounds Chair and Board President to determine if new locks (and which) need to be replaced.

D. Physical Item Donation Policy

UUCC seeks to keep an accurate record of the cost of ministry; while at the same time gratefully receiving gifts from members and friends of the congregation. UUCC also seeks to respectfully decline gifts that are not of use to the current ministries, mission and vision. To this end the following policy has been adopted.

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. (Appendix F)

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 signed copy of the donation form as a receipt for their donation.

VII. 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 G) with all required information:
 - The date and amount of the 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. A copy will be given to the appropriate committee chair, staff or minister.

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

Augusta – September: Committee chairs are notified of their budget line item responsibilities.

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, Office 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.

February: Annual stewardship campaign (pledge drive) is launched with a congregation wide event.

March: Present preliminary budget recommendations to board.

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

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

June: Congregation votes to adopt the budget at the Annual Meeting.

C. *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 (Appendix H).
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 Office Administrator 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 Church 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.

VIII. Membership

A. *Pathways to Membership*

a. First time or One-time Visitor

Visitors are encouraged to sign our Visitor book in the vestibule or Visitor card found in the pews. Visitor cards may be turned in to the ushers or placed in the weekly offering plate.

Greeters invite visitors to wear a Visitor name tag.

Visitors who have signed the Visitor book or given a completed Visitor card to the usher will receive a newsletter for the next 3 months.

b. a Friend of the church is:

- an individual who participates regularly in the Life of the church, regardless of whether that person was once a Member; or
- someone who either was a member and who continues to participate regularly; or
- someone who has taken a new UU class

Friends of the church are encouraged to:

- a. Add their name(s) to the church database by contacting the Office Administrator at admin@augustauu.org
- b. Participate in the life of the church by attending open classes and church wide events
- c. Enroll any children in the family in our Religious Exploration program by contacting the Coordinator at sundaymorningREcoordinator@augustauu.org
- d. Consider joining the choir by contacting our choir director at musicdirector@augustauu.org
- e. Consider joining one of the Small Group Ministry circles by contacting our Small Group Ministry Coordinator at sgmcoordinator@augustauu.org.
- f. Consider attending the Peaceful Heart Sangha by contacting its coordinator at martysoule@gmail.com or 685-9270.
- g. Membership

When a Friend or Visitor would like to discuss the benefits and responsibilities of membership in the church, he or she may schedule a meeting with the Minister, Reverend Carie Johnsen, at revcariejohnsen@gmail.com or 632-3663.

Current church bylaws require Members to:

- a. Be at least thirteen years of age,
- b. Be active in church life,
- c. Make an annual financial contribution to the church,
and
- d. Sign the membership book

c. Becoming a Member

Signing the membership book - Any Visitor or Friend who is ready to become a member is asked to schedule a meeting to sign “the book” with the Minister or a member of the membership committee.

Making a pledge– Signing your first pledge card is an important part of the membership journey. Making a fiscal commitment to the congregation where you chose to worship is just one way to engage in stewardship at UUCC. Annual dues to the Unitarian Universalist Association and the New England District (\$82) per member per year are paid by UUCC.

Creating Community – 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 Religious Exploration staff, or the Minister to explore where you want to begin building relationships and nurturing a sense of meaning and purpose.

B. Annual Process for Updating Membership List

In November, the Board Clerk and Minister initiate an established process to ensure that the official list correctly reflects our membership numbers. The process is intended to ensure that an accurate membership number is submitted to our national Unitarian Universalist Association, as well as to provide our accurate per-member financial contribution to support our national Association.

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

- C. The Minister and Office Administrator review the current membership list and identify individuals who have been active at church in the past year. Active means an individual is known to have participated in church life and/or made a pledge or financial contribution to the church in the past three fiscal years. This first review is completed within two weeks. This first review results in a list of people who are apparently inactive.
- D. The culled list is reviewed by the Small Group Ministry Coordinator and Membership Committee to identify any members known by them to have been active in the last year.
- E. After all groups/individuals have reviewed the list and identified active members, the Membership Committee contacts each apparently non-active member by phone or letter. The information gathered from these phone calls is reported to the Minister and the Board Clerk.

- F. The Board Clerk sends a letter to any apparently non-active member who did not respond to Membership Committee calls. The letter requests a response within thirty days to clarify status.
- G. The Board Clerk and Minister coordinate with the Office Administrator to update the membership list.
- H. The Minister reports any names removed from the membership role via this process to the Board of Trustees and the UUA.

IX. 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.

UUCU is a participating member of the Soul Matters Circle. Monthly themes for worship align with the themes chosen by this national program. 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 between September and June. The choir helps the congregation sing better, sets the tone for worship and deepens the worship experience. The choir practices on Wednesday evenings from 6:00 to 8:00 p.m. in the Sanctuary. The Music Director meets with the Minister 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 the Orchestra Director, UCCOO rehearses on Saturday mornings, and will participate in worship services during the church year. Musicians of all ages and levels of experience are welcome.

Sacred Dancers – Periodically dancers participate in worship services 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 – The worship 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 the Leadership Council. Snacks on the table are contributed by members. This is a random snack donation. Fair trade coffee is served. The hospitality chair keeps 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 4-12. 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 Worship Program Expense 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 will not be compensated.
3. When the retired minister/UUCC member co-leads service with a church group they belong to as a member, they will not be compensated.

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 2012-13 church year).

The Minister is encouraged to alert the individual(s) responsible for the music program budget (Music Committee or Music Director) of the need to hire outside musicians to ensure that sufficient funds are available.

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.

X. 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 religious exploration staff 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.

Procedures

The religious exploration staff, 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 is also first-aid kits located in the kitchen in Drew House, the kitchen in the Church, the religious exploration office and in the downstairs bathroom in Judd House. The religious exploration staff 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 inform the religious exploration staff. Kits do not contain antibiotic 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 religious exploration staff.

Transportation

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

- Religious Exploration staff 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.

B. Religious Exploration Volunteer Screening

All volunteer teachers must attend the UUCC for at least 6 months prior to volunteering. This provision can be waived by the Minister and Religious Exploration staff 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 Religious Exploration staff, 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. Complete the “Be an RE Volunteer” form
- b. Complete the teacher training and sign the “Affirmation by Those Working with Children and Youth”
- c. 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)
- d. Provide references
- e. Agree to a criminal records background check.
- f. 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.

Every third year, volunteers will need to agree to submit to an updated Criminal Background Check and an updated Maine Child Abuse Record Search

C. *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 Religious Exploration staff and Religious Exploration Committee are responsible for:

- a. offering age-appropriate sexuality education (Our Whole Lives) for our children, youth and adults on a regular basis.
- b. providing a required annual training that includes a review of health and safety policies to anyone working with children and youth and
- c. keeping the staff and congregation, including but not limited to, parents, volunteer teachers, youth advisors and youth working in the classrooms and nursery informed about these policies, reviewing and affirming them annually through the use of the following:
 - i. Safety Procedures; including the Supervision and Safety Policies and the Emergency Evacuation and Fire Safety Plan that governs fire alarm and safe evacuation of classrooms.
 - ii. Posted copies of policies in classrooms and the nursery.
 - iii. Review of all program policies and publications.

D. *Supervision and Safety Policies*

At least two screened 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 must have a completed participant registration form on file at the church in order to participate in any off-site activity. This form will be signed by parents and reviewed by the Religious Exploration staff 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 Religious Exploration staff, 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 Religious Exploration staff, 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 for first service and 12:00 for second service 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.)

E. 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 cannot/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 Religious Exploration staff 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 Religious Exploration staff 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 Religious Exploration staff, who will contact the child's parents to work out a solution.

Any problems that arise must be reported to the Religious Exploration staff 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.

F. Nursery Policies for the UUCC

Two screened 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 Religious Exploration staff or Minister. Older children have the game room and their classrooms as their space.

Only parents or caregiver and the Religious Exploration staff and Minister are allowed in the nursery. Please discourage others from coming in. If you have an insistent adult, let the Religious Exploration staff 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. Nursery Guidelines (To be posted in Nursery Care at all times)

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.

The nursery will be staffed by one youth nursery care worker and one adult volunteer at all times. Please plan to arrive ten minutes before the start of service to meet parents when they arrive with their children. If there are no children in the nursery fifteen minutes after the start of service, volunteers are allowed to join the service, go to classrooms, or go home. Youth childcare workers will need to return for the second service.

Please plan to stay a few extra minutes at the end of service to tidy the room for next week’s children.

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 Religious Exploration Coordinator 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 Religious Exploration staff 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 Religious Exploration staff 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 Religious Exploration staff, who will contact the child's parents to work out a solution.

Any problems that arise must be reported to the Religious Exploration staff or Summer Coordinator 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.

Confidentiality

Please carefully read this section as it should serve as your guide for keeping in confidence things shared in the nursery. If any child says something that concerns you, please report this immediately to the Religious Exploration Coordinator.

It is important to honor the privacy of our children, youth, and adults by not thoughtlessly repeating all that occurs or is said during our interactions with each other. However, it is equally important to follow up on concerns that may need addressing by our Minister, Religious Exploration Staff, and Parents and Caregivers.

In Religious Exploration classes, for instance, it is essential to our faith development and spiritual growth to talk about ideas with as many people as we feel comfortable sharing concepts with. So we want to encourage our children and youth to talk about what they learned in their RE Classes. Often I say, it is ok to talk about ideas, but not people. If you must ask your folks about an issue brought up by an individual, do not mention their name. Say instead something like, "One of the kids in class said her mom fights with her ma a lot. It makes her sad. I get sad when you and Dad fight." Etc.

Confidence or Secret

To keep a confidence is not the same as to keep a secret. Keeping information in confidence implies you are holding information that will come to light when the person who shared the confidence is prepared to share it with others (for instance, news about a pregnancy or an illness). Keeping a secret is keeping in the dark information that ought to come to light (for instance, abuse or lying).

When you become privy to information that you understand as being harmful to another person or indicates that a person is in danger, then this information must be shared with the Minister, Religious Exploration Staff or Parent(s). Our young person's safety is primary. If you are unsure of what to do with information, please come to your Minister or one of our Religious Exploration staff members.

Triangulation

Conflict is inevitable. It can even be a helpful way to bring about positive change. But it needs to be handled with frankness, kindness and care.

One of the most common pitfalls within a community is triangulation. That is when someone pulls a third person into a conflict in order to complain to or try to lobby that person onto his or her side of the conflict. However, the very best situation is for two people in conflict to talk directly to each other.

Direct confrontation—or even earnest conversation—is not always easy. You, as a third party, can offer to accompany someone to talk with the person with whom he or she has a conflict. You can say something like: “I know you are nervous to confront Joe. I will go with you, but you need to do the talking.”

You can also suggest getting a neutral mediator to help resolve the conflict.

Check Yourself:

Even “good gossip” can get as warped as any telephone game message. Check yourself before you repeat information and stories.

Ask yourself:

- Is this my story to tell?
- Am I telling this story because it gives me power as someone “in the know”?
- Am I telling this story to titillate?
- Am I telling this story because I am uncomfortable knowing the information?
- Am I telling this story to get someone into trouble or out of trouble?
- Am I telling this story out of genuine concern and a need to seek help for someone?
- Am I telling this story to share good news and celebrate? But is it my good news to share?

Right Relations

To be in right relations with your community is to be honest, kind, frank, straightforward and thoughtful of your impact on the whole. To be in right relation means to think of the group first, and yourself second.

Confidentiality in RE Classes

Encourage your kids to talk to each other and to their families and friends about ideas that come up in RE Class. Discourage them from talking *about* others. We do not have any blanket agreements that “what happens in RE stays in RE.” Yikes, that would not be good. We want to encourage open, thoughtful conversation.

If you hear information in Joys & Sorrows or during class, or witness behavior that makes you concerned for the child or youth, please contact your minister or Religious Exploration staff. Together we will figure out what to do next.

You are not alone and we will work toward beloved community together.

Karen Fisk, former Director of Religious Exploration, UUCC, April 29, 2011

Nursery Policies

Two nursery care workers (one adult volunteer and one youth worker) must be present in the nursery at all times. If one needs to leave (for example, to use the restroom or find a parent) make sure the other one knows where they are going, why, and that both understand that the second person 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 Religious Exploration Coordinator.

Only parents or caregivers and the Religious Exploration Coordinator are allowed in the nursery. Please discourage others from coming in. This includes other youth and nursery care volunteers who are not scheduled for that service. If you have an insistent adult, let the Religious Exploration Coordinator or Summer Coordinator know.

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

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

H. Policy for Child Care for Events at the UUCC

(Adopted by the Board 1/9/12, Updated by the Board 1/11/16)

In accordance with our Supervision and Safety Policy and Nursery Care Guidelines, all events/meetings/classes that provide childcare or include children/youth must have two screened and trained adults or youth present at all times. A supervising adult will check in periodically.

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

For UUCC events and meetings that are not congregation-wide events, congregation-wide meetings, or do not include children, a parent has the option of arranging care for their own children on church property at a church sponsored event at their own risk and

own expense. The UUCC however discourages this practice and encourages all parents to work with the meeting organizers and youth advisors to arrange for childcare in accordance with the supervision and safety policies and nursery care guidelines.

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 Religious Exploration’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 Religious Exploration Coordinator 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 Religious Exploration Coordinator. The Religious Exploration Coordinator 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 Religious Exploration Coordinator. 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 Supervision and Safety Policy, Nursery Care Guidelines and Toward a Safe Church and Safe Congregation (See Religious Exploration Health and Safety Policies) and sign a statement that they understand the responsibilities they take on as a group when providing childcare for our congregation. (See Appendix I)

I. Youth Overnight Policy

Together, the youth, the Youth Advisor 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 Youth Advisor will go through the policy for covenanting for overnights with the adult leaders before departure.

Parents will fill out and sign a participant registration form that the Youth Advisor will carry with her at all times.

Safety Checks for Overnights Away and at Home

Procedures:

A. The Youth Advisor 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 Youth Advisor 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 Youth Advisor 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 having been properly screened through the RE volunteer process described in Section VI.B.

D. The Youth Advisor 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 Youth Advisor 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 Youth Advisor)

All will take good care of selves, paying attention to eating properly, getting enough water/liquid, getting enough rest and down time, and 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, Youth Advisor 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 Youth Advisor 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.

Participant registration will include two emergency contact numbers, permission to administer health care if needed, insurance information, allergy and health concerns information. The Youth Advisor will have permission slips at all times. Both parents and youth will have signed the participant registration from 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

Religious Exploration Forms (See Back Pockets)

Family Registration Packet:

Religious Exploration Prospectus

Be an RE Volunteer

Participant Registration

Notice regarding the policies and procedures "Toward a Safe Church and Safe Congregation"

Teacher Packet:

Religious Exploration Prospectus

Teacher's Handbook

Religious Exploration policies and practice (Section IX)

Volunteer Form

Notice regarding the Policies and Procedures "Toward a Safe Church and Safe Congregation"

Affirmation by Those Working with Children and Youth

References Form

Code of Ethics for Adults and Older Youth Who are in Leadership Roles

Background Information

Authorization Release of Confidential Substantiated Maine Child Abuse and Neglect Records Information (Maine Child and Family Services)

XI. 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 visitors. 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.

XII. Right Relationship & Safe Congregation

A. 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 visitors. 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.

B. Policy toward right relationships³

(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.

³ 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?

C. 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 visitors. 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, Religious Exploration staff, Board of Trustees, Committee on Ministry, Committee Chairs, Worship Committee (including worship associates 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. UUCC 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

D. 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 visitors. 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, visitors, minister and staff. To this end, the following policy has been developed to ensure a balanced, planned and respectful response to any allegations of misconduct, sexual or physical abuse, harassment or neglect.

Policy Statement:

I. TO BRING A 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

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 Religious Exploration Staff 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 (See Appendix J). 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.

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 Religious Exploration staff. The Minister will call the report into the DHHS Child Protective Unit. The Minister and Religious Exploration staff 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 Religious Exploration staff will keep the informants 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 Religious Exploration staff. 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 informants 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. Policy for inclusion of convicted Sex Offenders

The Unitarian Universalist Church of Augusta Maine strives to be an inclusive community, affirming our differences in beliefs, opinions, and life experiences. However, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. This policy anticipates limiting or restricting inclusion of some individuals in our faith community. At the same time, this policy strives to demonstrate the 1st UU principle “the inherent worth and dignity of every person.”

- 1. Identifying sexual offenders.** A person is only identified as a sex offender if he or she has been convicted of a crime that includes sexually violating another person or is listed on a State Sex Offender Registry or self-identifies. It is expected that congregants will inform the minister of any person with this status.

2. Once a person has been identified the following process will be used:

A. The minister will meet privately with the person when identified by criteria set out in #1 above. The minister will discuss with the individual the concerns that have been raised. Prior to the meeting, the minister will check the Maine Sex Offender Registry.

B. A Response Team will be convened immediately after a person has been identified 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 Board of Trustees will replace that member with an appropriate person.

C. The response team will determine if the identified person is willing to sign and maintain a Limited Access Agreement to assure the safety of all congregants and church visitors. This agreement limits the person's inclusion in church functions.

D. The Minister, the Director of Religious Education, and the President of the Board will know that the person has a history of sexual offending and has agreed to limit his/her participation in the church. The Response Team will determine who else needs to know about the person's history. The Response Team may determine that the entire congregation needs to know.

E. If the person is unwilling to sign and maintain an agreement that limits inclusion, then the person will be restricted from participating in all church activities, including worship services.

3. Confidentiality. Confidentiality and privacy for all involved will be a priority of the Response Team. Copies of files, including Limited Access Agreement, will be kept in a secure locked file drawer.

4. Legal questions. If and when legal questions arise, the minister and/or Board President should contact a lawyer who can provide information and advice informed by local and state statutes that apply.

5. Religious Exploration. A person who has been convicted of any sexual misconduct (or has a pending court case) will be excluded from all religious exploration and youth group activities.

Reasons for Excluding a Person from All Congregation Activities

1. Refusal to sign a Limited Access Agreement.
2. Refusal to comply with the requirements of the Limited Access Agreement.
3. The victim is participant in the church.

The Limited Access Agreement

A Limited Access Agreement is drafted with the Minister. This agreement invites the person with a history of sex offenses to participate in certain aspects of congregational life, setting clear boundaries including what the individual will not do.

The Limited Access Agreement will specify participation in adult worship services, coffee hour, committee meetings, adult education, all-adult social events, and well-supervised intergenerational events as acceptable.

The Limited Access Agreement will ask the person to avoid all contact with children on congregation property or congregation-sponsored events. This includes not talking with children, volunteering or chaperoning children's events, including children's religious education classes, talks with children during worship, and children's activities during intergenerational events.

The person will be required to remain in the presence of an adult who knows their situation at all times when children are present, including in some cases, asking the person to suggest a group of people to act as companions at church events where children may be present.

The person will not have access to keys to the building and will not be allowed in the building unsupervised when activities involving children are in session, such as nursery school or youth group.

F. 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 backup.

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

LOGISTICS

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

Drew House and Judd House do not have manual fire alarms. Whistles will be hung 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 startup 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 ushers 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

- III. 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.
- IV. All people evacuating the church will assemble in parking lot across Summer Street (yellow house) at 67 Winthrop Street.
- V. One teacher will proceed to the Church and Drew House to inform the director of religious exploration and classroom leaders of the situation.
- VI. 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

1. At the sound of the whistle, all classroom teachers will assist in directing people out of the church building.
2. All people evacuating the church will assemble in the parking lot across Summer Street (yellow house) at 67 Winthrop St.
3. 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.
4. 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

XIII. Minister and Staff Professional Code of Ethics

Guidelines for the Conduct of Ministry

Unitarian Universalist Minister Association
Guidelines for the Conduct of Ministry

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.

Staff Code of Conduct

Unitarian Universalist Community Church **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 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.

II. 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.

III. 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.

IV. 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: _____

Liberal Religious Educators Association (LREA) - – Code of Professional Conduct

Liberal Religious Educators Association
Code of Professional Practices
Revised June 2016

Preamble

We, the members of the Liberal Religious Educators Association affirm this Code of Professional Practices. LREDA members who are professional religious educators pledge to hold themselves ethically accountable to the code.

I. Individual Member

I will be familiar with and advocate for LREDA's Code of Professional Practices. I will stay informed of any rule or policy changes. I have the responsibility to read and understand this Code and to live in accordance with its contents.

I will advocate for fair compensation and working conditions that support my work as a professional religious educator and the religious education professionals that follow me.

I will keep current in my knowledge of faith development by maintaining collegial contacts and participating in continuing education opportunities.

I will maintain healthy boundaries, especially keeping aware of my rights and limits, and those of my family.

I will seek personal assistance and counseling, when needed, from a professional outside of my congregation.

I will be aware of and observe the legal requirements of my State or Province regarding reporting of physical or sexual misconduct.

I will not engage in sexual contact, sexualized behavior, or a sexual relationship with any person I serve as a religious professional.

When I am concerned about a colleague's adherence to the Code of Professional Practices, I will follow Section V "Accountability Guidelines" or contact a LREDA Good Officer.

II. Colleagues

I will stand in support of my professional colleagues in religious education, ministry, music, administration, and membership.

I will respect confidences given me by colleagues.

I will speak respectfully of any colleague in public or private.

Should I become aware that a LREDA colleague is or might be engaged in practices that violate the Code of Professional Practice, I will speak directly to them and endeavor to be of help. If necessary, I will bring such matters to the attention of a Good Officer or the LREDA Board Trustee for Professional Support or President. See Section V.

It is important to the well-being of any congregation, agency or enterprise, that the staff are in healthy relationship. I will seek to be part of mutually cooperative and consultative relationships as we carry out our shared and separate responsibilities. When difficulties arise, I will seek help judiciously and express my concerns professionally, 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 colleagues in advance of any professional or public engagements that I may be asked to undertake in their communities or congregations.

When leaving a position of religious education leadership for any reason, I will refrain from being involved in the process of selecting my successor. I will support my successor by leaving room for them to establish their own identity and leadership in the congregation. I will refrain from accepting positions on policy-making bodies in the congregation or community (such as the Board, Religious Education Committee, Finance Committee, or Personnel Committee) for two years after my professional leadership has been concluded in that congregation. For two years, I will not accept or volunteer for roles in the religious education program, and will encourage members of the congregation to speak to the current religious educator or other appropriate persons for answers to all current religious education issues or concerns. I will refrain from discussing any church/congregational matters on social media with congregants from a former church for a period of two years.

III. Congregation/Organization

I will uphold and honor the practice of congregational polity. I will respect the traditions of the congregation or community I serve.

I will demonstrate respect and compassion to each individual without regard to age, race/ethnicity, class, gender, gender identity, physical/mental ability, and sexual orientation. I will work to confront attitudes and practices of unjust discrimination and to challenge them within myself and individuals, congregations, and groups I serve.

Within the limitations of law and collegial covenant, I will honor the confidences shared with me by members of the congregation or place of employment, keeping in mind that such confidentiality should not contribute to personal or professional misuse of power. In the case of planned or forced resignation or significant change in role or

responsibility, I understand that best practices are to consult with a LREDA Good Officer for counsel and assistance in executing a well-managed departure or change. I will refrain from actions or public statements that intentionally initiate or foster divisiveness.

I will be a good steward of the resources allocated to my position and program. I will act with integrity in all instances of professional spending and will not misappropriate the money or property of the congregation(s) or organization(s) I serve.

IV. Movement and Association

As a LREDA member, I understand my responsibility to educate lay and professional colleagues about the qualifications for and dimensions of religious education and faith development leadership.

I will support and participate in activities and programs of the Unitarian Universalist Association and/or the Canadian Unitarian Council and encourage the participation of others in such events.

As a professional religious educator, I understand that whenever I participate in the wider Unitarian Universalist community, I represent LREDA and should provide a living model of ethical and religious leadership.

V. Accountability Guidelines

The LREDA Code of Professional Practices identifies standards of behavior for members of LREDA. Violation of these standards by any member is a matter of concern to other members and may result in disciplinary actions.

The following procedure is to be followed when a member of LREDA becomes concerned about a colleague's adherence to the Code of Professional Practices.

In most instances, a member who believes a colleague's behavior to be inconsistent with the Code should express their concern directly. Should the direct approach not achieve the desired result, a LREDA Good Officer (GO) should be consulted. A GO is initially neutral, advising the member, and exploring the possibility of an informal resolution of the concern. In the event that a GO cannot settle a concern between members, the religious educator or the GO will seek advice or intercession with the LREDA Board Member holding the Good Offices portfolio. If the concern is still unresolved, the concerned religious educator should write a letter of complaint to the LREDA Board of Trustees, fully specifying the nature of the concern making it a formal complaint. See LREDA by-laws, Article 2, Section D.

UU Musicians Network (UUMN) - Code of Professional Practices

Unitarian Universalist Musicians Networks Code of Professional Practices

As adopted at the Annual Meeting of the UU Musicians Network on August 3, 2005 in Denver, Colorado. Revised July 15, 2010 at Annual Meeting in Madison, WI.

Preamble

We, the members of the Unitarian Universalist Musicians Network, do affirm this Code of Professional Practices as our standard of commitment to music ministry. This Code will be followed by all the members of this Network who are or have been engaged as Professional Musicians* working in UU congregations, and will be supported by all who are joining our membership.

I. Self

A. As a professional musician serving within the Unitarian Universalist Association and Canadian Unitarian congregations, I commit myself to honor the ideals of music as ministry, and to actively explore and articulate the underlying values and principles that those ideals express.

B. I recognize that as a religious leader in whom trust and power have been placed, I am both morally and legally in a professional relationship to which I am called to be faithful. I will never abuse the authority of my position by manipulating others to satisfy my personal needs. Objectionable behaviors may include, but are not limited to, sexual behavior with any child, adolescent, or vulnerable adult seeking advice or comfort; or with any adult in another committed relationship; or with colleagues serving my congregation. I will observe the legal requirements of my state or province regarding the reporting of physical or sexual misconduct.

C. The recognition of the importance of music ministry by my congregation requires acknowledgement of my worth as a professional musician. Understanding that other music ministry professionals will follow after me, I will work actively with an appropriately designated group within my congregation to help establish up-to-date standards of fair compensation and working conditions that support our professional skills.

D. I will sustain a respect for music ministry. Because my private life is woven into my practice of this ministry, I will refrain from private as well as public words or actions which are degrading to this ministry or destructive of congregational life.

II. Colleagues

A. Since I share the welfare of the congregation with other religious professionals, I will seek to be part of mutually cooperative, supportive, open, consultative and ethical relationships with them as we carry out our shared and separate responsibilities. Should

difficulties arise, I will seek help judiciously and express my concerns professionally, keeping in mind the dignity and value of my position.

B. I recognize that in my relationship with religious professionals, I have a responsibility to be supportive in both personal and public situations. I will offer honest and caring responses to them and endeavor to designate appropriate help when called for. Understanding the trust that colleagues place in relationships with each other, I will honor the need for confidentiality, keeping in mind that such confidentiality is not to be used to allow harm to another or to prevent appropriate help from being sought. I accept the responsibility to confront a colleague's misuse of power, or to report concerns about suspected misconduct to a UUMN Good Officer.

C. In the event that I remain a member in the congregation where I have previously served as a musician, I will refrain from being involved in the process of selecting my successor unless formally requested to do so. Further, I will support my successor by leaving room for him/her to establish her/his own identity and leadership in the congregation and by refraining from accepting positions on policy-making bodies in the congregation (such as board, music committee, finance committee, personnel committee) for two years after my professional leadership has been concluded in that congregation unless being specifically asked to serve by the new leadership. I will consult with her/him before accepting or volunteering for roles in the music program, and will encourage members of the congregation to speak to their current music professional or other appropriate persons for answers to all current music issues or concerns.

D. I will defer accepting requests for any musical services from members of any congregation I am not now serving until I have consulted with the incumbent musician(s) in that congregation. If my colleague asks me to refrain from performing the service, I will comply. Should emergency circumstances make such a consultation impossible, I shall render only limited services and consult with my colleague at the earliest possible opportunity.

III. Congregation

A. I will uphold and honor the liberal religious principles of congregational polity and inclusiveness, within the congregation I serve, knowing that by modeling such principles, I am upholding the experience of free religious life for the entire congregation.

B. I will honor the confidences shared with me by members of the congregation, keeping in mind that such confidentiality should not contribute to personal or professional misuse of power.

C. In the case of planned or forced resignation or significant change in role or responsibility, I will consult with a UUMN Good Officer for counsel and assistance in executing a well-managed departure or change.

IV. Wider Association

A. As a UUMN member, I will understand my responsibility to educate lay people and religious professionals about the qualifications for and dimensions of professional music leadership, and to enlist their help in according appropriate status to professional church musicians.

B. To promote professional integrity and leadership, I will advocate for UUMN's Code of Professional Practices.

C. I will support and participate in activities and programs of the UUA and Canadian Unitarian churches as applicable, and encourage the participation of others in such events, knowing that wider participation will lead to deeper understanding of our goals as professional church musicians.

D. Recognizing the relationship between liberal religious goals and values and adequate financial resources needed to support their attainment, I will work to support fair and appropriate funding efforts advocated by the UUA, UUMN and associated interests and other organizations of professional church musicians.

V. The Larger Community

A. As a professional church musician, I understand that whenever I participate in the wider community, I represent my particular faith group and will strive to be a model of ethical leadership.

B. As a musician in the larger community, I will respect the work of composers and arrangers and will follow the appropriate copyright laws.

Professional Musician is defined as those serving in professional music leadership roles, both compensated and uncompensated, in Unitarian Universalist communities.

Association of UU Administrators (AUUA) - Code of Professional Practices

Association of Unitarian Universalist Administrators Code of Professional Practices

Preamble

We, the members of the Association of Unitarian Universalist Administrators, do affirm this Code of Professional Practices as our standard of commitment to congregational administration. This Code will be followed by all the members of this Association who are or have been engaged as Professional Administrators working in UU congregations, and will be supported by all who are joining our membership.

I. Self

A. As a professional administrator serving within the Unitarian Universalist Association and Canadian Unitarian Council, I commit myself to honor the ideals of professional administration in a religious institution, and to actively explore and articulate the underlying values and principles that those ideals express.

B. I recognize that as a professional in whom trust and power have been placed, I am both morally and legally in a professional relationship to which I am called to be faithful. I will never abuse the authority of my position by manipulating others to satisfy my personal needs. Objectionable behaviors may include, but are not limited to, sexual behavior with any child, adolescent, or vulnerable adult seeking advice or comfort; or with any adult in another committed relationship; or with colleagues serving my congregation or organization. I will observe the legal requirements of my state or province regarding the reporting of physical or sexual misconduct.

C. The recognition of the importance of administration by my congregation requires acknowledgement of my worth as a professional administrator. Understanding that other administration professionals will follow after me, I will work actively with an appropriately designated group within my congregation to help establish up-to-date standards of fair compensation and working conditions that support our professional skills.

D. I recognize the need for continuing professional education and training, and will take advantage of opportunities to avail myself of these as time and resources allow.

E. I will sustain a respect for administration. Because my private life is woven into my practice of this profession, I will refrain from private as well as public words or actions which are degrading to my congregation's ministry or destructive of congregational life.

F. I will strive to serve each member of the church impartially.

II. Colleagues

A. Since I share the welfare of the congregation with other religious professionals, I will seek to be part of mutually cooperative, supportive, open, consultative and ethical relationships with them as we carry out our shared and separate responsibilities. Should difficulties arise, I will seek help judiciously and express my concerns professionally, keeping in mind the dignity and value of my position.

B. I recognize that in my relationship with religious professionals, I have a responsibility to be supportive in both personal and public situations. I will offer honest and caring responses to them and endeavor to designate appropriate help when called for. Understanding the trust that colleagues place in relationships with each other, I will honor the need for confidentiality, keeping in mind that such confidentiality is not to be used to allow harm to another or to prevent appropriate help from being sought. I accept the responsibility to confront a colleague's misuse of power, or to report concerns about suspected misconduct to an AUUA Good Officer or, in its absence, the AUUA Board of Trustees.

C. In the event that I remain a member in the congregation where I have previously served as an administrator, I will refrain from being involved in the process of selecting my successor unless formally requested to do so. Further, I will support my successor by leaving room for him/her to establish her/his own identity and leadership in the congregation and by refraining from accepting positions on policy-making bodies in the congregation (such as board, finance committee, personnel committee) for two years after my professional leadership has been concluded in that congregation unless being specifically asked to serve by the new leadership. I will encourage members of the congregation to speak to their current administrator or other appropriate persons for answers to all current administration issues or concerns.

III. Congregation

A. I will uphold and honor the liberal religious principles of congregational polity and inclusiveness, within the congregation I serve, knowing that by modeling such principles, I am upholding the experience of free religious life for the entire congregation.

B. I will honor the confidences shared with me by members of the congregation, keeping in mind that such confidentiality should not contribute to personal or professional misuse of power.

C. I will exercise good stewardship in the use of the church's resources and encourage others to do likewise.

D. In the case of planned or forced resignation or significant change in role or responsibility, I will consult with an AUUA Good Officer or in its absence, the AUUA Board of Trustees for counsel and assistance in executing a well-managed departure or

change.

IV. Wider Association

A. As an AUUA member, I will understand my responsibility to educate lay people and religious professionals about the qualifications for and dimensions of professional administration, and to enlist their help in according appropriate status to professional administrators.

B. To promote professional integrity and leadership, I will advocate for AUUA's Code of Professional Practices.

C. I will support and participate in activities and programs of the UUA and Canadian Unitarian Council as applicable, and encourage the participation of others in such events, knowing that wider participation will lead to deeper understanding of our goals as professional church administrators.

D. Recognizing the relationship between liberal religious goals and values and adequate financial resources needed to support their attainment, I will work to support fair and appropriate funding efforts advocated by the UUA, CUC, AUUA and associated interests and other organizations of professional church administrators.

V. The Larger Community

A. As a professional church administrator, I understand that whenever I participate in the wider community, I represent the faith group by which I am employed and will strive to be a model of ethical leadership.

B. I will honor our liberal religious imperative to work for social justice. In turn, I will encourage all people within my congregation to participate in community and world issues as the embodiment of living religiously in the liberal tradition.

**ROOM RENTAL AGREEMENT
AND
REQUEST FOR PAYMENT**

Contact Person: _____

Organization: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Thank you for reserving meeting space at the UUCG 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 Event Sexton Request Form for additional information and/or fees)

Total room fee due: _____

Please make payment to the UUCG 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.

Signed/Printed Name Key # _____ Received _____ Date _____

Appendix B - Room Rental Agreement-Page 2

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 (or at entrances of) the buildings

After Meeting:

- Please turn off all lights
- Please turn heat down to 55 degrees
- 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.

Appendix C – Member and Guest Information and Consent

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(s) name(s) 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 _____

Office Use Only:	Mem Info _____	UUA _____
Email List: All Contacts _____	Membership _____	Congregational _____ Newsletter _____

Appendix D – Self-Inspection Annual Checklist

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 visitors. 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

ANNUAL FIRE DRILL COMPLETED: CHURCH_____ DREW_____ JUDD_____

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?

Appendix E - Policy for Application for Distribution of Keys

**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.

Office Notes:

Appendix F – Physical Item Donation Form

UUC- Augusta Physical Item Donation Policy

Application date:_____ Suggested committee:_____ Received by:_____

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

A recommendation to the Board of Trustees will come from the appropriate committee (Finance, Building and Grounds, Worship, etc.) as to whether or not to accept the item. The board decision will be based on the potential use of the item, its condition, and how it fits with the UUC mission, decor or church activities.

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

Name:_____

Address:_____

Phone/email (____)_____

Donation description:_____

Approximate value:_____

Reason(s) for your donation:_____

Although we appreciate your interest, please be aware that all donations and gifts to the UUC- Augusta are subject to this Policy.

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.

For office use

Submitting committee:_____
Recommend donation? <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____
Comments:_____

Adopted by the UUC of Augusta Board of Trustees. Dec 14, 2009
Document amended March 21, 2016 by Bruce Bierce

Unitarian Universalist Community Church

Check Authorization & Reimbursement Form

Date Requested: _____

Amount Requested: _____

Issue check to: _____

Payment/Reimbursement for: _____

Charge to Budget Account #: _____

Authorized by: _____

Budget Codes:

Personnel

- P1** Minister’s professional
- P2** RE Coord professional
- P3** Music Director Prof
- P4** RE Youth Advisor Prof
- P5** Event Sexton
- P6** Nursery Care
- P7** Pastoral Care
- P8** Pianist
- P9** Summer Spirit Play
- P10** UUCOO Director

Administrative

- A1** Equipment Maintenance
- A2** Office Supplies
- A3** Postage
- A4** Printing/Copying
- A5** Publicity
- A6** Telephone/Internet
- A7** Web Design
- A8** Misc / Contingency

Facilities

- F1** Building Supplies/Maint
- F2** Capital Improvement(Wi-Fi)

Program

- PG1** Adult RE
- PG2** Finance/Stewardship
- PG3** Flowers/Worship Items
- PG4** Fundraising
- PG5** History
- PG6** Hospitality
- PG7** Leadership Development
- PG8** Membership & Growth
- PG9** Music
- PG10** Pastoral Care
- PG11** Religious Exploration
- PG12** **UNUSED**
- PG13** Small Group Ministry
- PG14** Social Activities
- PG15** Social Justice
- PG16** Worship Arts

Appendix H – Application to Hold Fundraiser

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 _____

Appendix I – Childcare Agreement

Unitarian Universalist Community Church Childcare Agreement

I have read the Religious Exploration Supervision and Safety Policies, Nursery Care Guidelines and Toward Safe Church and Congregation (Section IV) 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 Religious Exploration Coordinator 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 Religious Exploration Coordinator

Signed _____ Date _____

Event description and date(s) involved: _____

Religious Exploration Coordinator Signature and Date:

Appendix J – Orientation for Board Members

Orientation for Board Members

1. Attendance
 - 3rd Thursday of each month
 - No meeting in July
 - Importance of being at meeting to share your voice, discuss issues.
 - Annual Meeting: 1st Sunday in June
 - May have extra meetings due to budget process
2. Be prepared for meetings
 - Read emailed minutes of previous meeting(s)
 - Read Items distributed for discussion
 - Bring information to share with others
3. Listen to others
 - Ask questions for more information; clarification
4. Conflicts of Interest
 - Recuse self if necessary
 - State conflict if present
5. Represent church membership
 - Listen to member questions, feedback
 - Bring to Board
 - Liaison with committee(s)

Signed: _____ Date: _____

Printed Name: _____

Binder Pockets

Front Cover Pocket – Church Directory

Inside Binder Pockets

R.E. Family Registration Packet

Religious Exploration Prospectus

Be an RE Volunteer

Participant Registration

Notice regarding the policies and procedures “Toward a Safe Church and Safe Congregation”

R.E. Teacher Packet

Religious Exploration Prospectus

Teacher’s Handbook

Religious Exploration policies and practice (see Section IX)

Volunteer Form

Notice regarding the Policies and Procedures “Toward a Safe Church and Safe Congregation”

Affirmation by Those Working with Children and Youth

References Form

Code of Ethics for Adults and Older Youth Who are in Leadership Roles

Background Information

Authorization Release of Confidential Substantiated Maine Child Abuse and Neglect Records Information (Maine Child and Family Services)

Back Cover Pocket – Annual Report / Budget