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Editor's Note: The Procedure Manual is a work in progress and subject to change on a regular basis. Please report changes to the Vice President for inclusion in future updates. Also, please note the gap (p. 17-18) is the result of formatting sections and not the absence of material!

The following sections were revised in 2006/07: Church Organization, Standing and Special Committees, Lay Leader and Committees.

## **MISSION STATEMENT**

The Unitarian Universalist  
Congregation of Muncie  
celebrates the tradition of liberalism;  
provides for interaction of friends  
while sharing concern for one another  
and for humanity;  
respects a diversity of beliefs;  
promotes responsible behavior  
and provides an intellectually  
stimulating setting  
for pursuing a personal search  
for truth and meaning.

## **FORWARD**

The Unitarian Universalist Church of Muncie is a congregation whose members exchange religious and cultural ideas through a variety of programs and activities. The manner in which the Church operates involves many interrelated functions which have been dictated and fashioned by practical experience within the structure of the Church By-Laws, with the democratic idea always in mind. Behind the focal Sunday Service is a substantial, complex organization which is always in flux.

This manual of operations and activities is an attempt to reflect the Church's operations at the date of the current revision. It indicates the opportunities for service and leadership and the need for full and generous participation on the part of each person. It is important for members who undertake new responsibilities to have a description of how things are usually done. Changes in practice are bound to occur, but usually they occur slowly enough so that this description should be helpful for several years.

## **PRINCIPLES AND PURPOSES**

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

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

The living tradition we share draws from many sources:

- Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces that create and uphold life;
- Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love;
- Wisdom from the world's religions which inspires us in our ethical and spiritual life;
- Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves;
- Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit

Grateful for the religious pluralism which enriches and enables our faith, we are inspired to deepen our understanding and expand our vision. As free congregations we enter into this covenant, promising to one another our mutual trust and support.

The Unitarian Universalist Association shall devote its resources to and exercise its corporate powers for religious, educational, and humanitarian purposes. The primary purpose of the Association is to serve the needs of its member congregations, organize new congregations, extend and strengthen Unitarian Universalist institutions, and implement its principles.

(Adopted as a By-Law by the 1984 and 1985 General Assemblies)

## Church Organization

The Board is responsible for planning, policies, all legal and financial aspects of the church. The Board is responsible for appointing Ad Hoc Committees for special, short-term projects outside the realm of the Standing or Special Committees.

The President of the Board is responsible for

- Chairing the Board and Congregational meetings
- Preparing the Annual Report
- Bringing legal and financial issues before the Board
- In concert with the Board and Minister develops yearly agenda and goals for the Board
- Facilitating and coordinating Special Committees
- Chairing the PAC

The President-Elect is responsible for

- Chairs the Board and Congregational meetings in the absence of the President
- Coordinating Ad Hoc Committees and special projects identified by the President/Board
- Record keeping required by the Heartland District and Liaison for same

The Vice President is responsible for

- Reviewing By-Laws, Policies and Procedures and bringing suggestions for changes to the Board
- Chairing the Program Council
- Facilitating the work of Standing Committees

The Secretary is responsible for

- The Minutes of the Board and Congregational Meetings
- Giving notice of all Board and Congregational Meetings following the procedures set out in the By-laws
- With the Minister, for accurate record maintenance

The Treasurer

- Maintaining accurate financial records
- Paying all bills on time
- Following best practices for church accounting
- 

Past President is responsible for

- Chairing the Nominating Committee

Program Council is responsible for

- Coordinating the operations and oversight of the Standing Committees
- Implementing the policies and procedures approved by the Board
- Identifying issues/projects to forward to the Board for Board decision as needed

**COMMITTEES** – The programs and work of the church will be carried out, under the guidance of the Board and congregation, by standing committees, special committees and ad hoc committees

Standing Committees

Adult Religious Education  
Community Service  
Fellowship  
Finance  
Hospitality  
Marketing  
Membership  
Nominating  
Property Maintenance  
Religious Education  
Seventh Principle Committee  
Social Justice  
Stewardship  
Worship Associates

Special Committees

Personnel Advisory Committee (PAC)  
Ministerial Relations  
Internal Finance Review  
Investment Committee  
Development and Investment  
Bazaar  
Caring  
Dinner Discussion  
Kitchen  
Library  
Pastoral Associates  
Technical

**STAFF**

Minister

Director of Religious Education (DRE)

Office Administrator

Youth Director

Choir Director

Music Coordinator

## **ORGANIZATIONAL RESPONSIBILITIES**

### **Lay Members Responsibilities:**

1. Raising funds.
2. Setting policies.
3. Teaching religious education.
4. Providing financial oversight.
5. Calling, hiring, supervising, and dismissing minister and staff.
6. Maintaining functioning committee structure.
7. Providing Sunday support through the work of the Membership and Hospitality committees and Worship Associates.
8. Supporting Heartland District and UUA through participation.
9. Maintaining church aesthetics.
10. Electing lay leaders.

### **Minister's Responsibilities Include:**

1. Preaching for 3 of 4 or 4 of 5 Sundays each month for 10 months (negotiable).
2. Providing Rites of Passage.
3. Providing or supervising Pastoral Care: visitation for hospitalized and homebound.
4. Contributing to the Unigram bi-weekly.
5. Providing limited counseling.
6. Administering, in concert with the Board and Staff: the overall operations of the church.
7. Is familiar with and helps to implement policies.
8. Supervises the Office Administrator on a daily basis and prepares annual review for PAC.
9. Shares custodial supervision with the Property Maintenance Committee chair.
10. Attending social functions of the church, schedule permitting.
11. Serving as non-voting ex-officio member of all committees unless replaced by the President or some other member of the Board.
12. Representing the congregation to Heartland District and UUA.
13. Serving as the "Public Face" for Unitarian Universalism in congregational area and as church representative.
14. Working with the DRE in planning and consultation.
15. Behaving professionally.
16. Provides leadership for programs that promote growth.

### **Shared Responsibilities Include:**

1. Raising funds.
2. Long-range planning.
3. Recruiting and retaining members.
4. Developing and supporting religious education programs.
5. Attending the welfare of the Congregation.

6. Ensuring physical comfort and safety of persons at church.
7. Communicating with Heartland District and UUA.
8. Education and training of congregation and officers of the church {new}
9. Responsible for developing and implementing programs and policies that encourage growth.

## LAY LEADERS

### President's responsibilities include:

1. Develop agendas and preside over meetings of the Board of Trustees and Congregational Meetings (October and May).
2. Develop year-long planning agenda for Board approval
3. Oversight of all legal and financial obligations of the church
4. Call special meetings when necessary (By-Laws X.2)
5. Ensure that adequate notice is given for meetings (By-Laws VI, VIII.3).
6. Supervise activities of the Board to ensure thorough and effective operation (By-Laws IX.2).
7. Serve as an ex-officio member of all Committees. This requires attending all meetings of the Program Council.
8. Ask the Nominating Committee to recommend nominees for Board and committee vacancies, including ad hoc committees.
9. Be empowered to countersign all checks and contracts. Treasurer should present motion to board and provide bank signature cards. Checks for accounts payable and payroll are signed every Sunday.
10. Check church mailbox at least once a week and act on mail received; communicate regularly with the Office Administrator; meet regularly with the minister. **Note:** Check for check requisition forms which need your approval. Committee chairs may approve checks to reimburse members of their committees for expenses. Chairs must get approval of president for checks to themselves.
11. Perform such other duties as the congregation or Board may require. Note particularly the charge to the Board of Trustees in By-Laws X.3. **Know** church policies; be prepared to explain and uphold them. Further a UU visible presence in the community.
12. In addition to the Board, serve on the Personnel Advisory Committee (By-Laws XII.3.A).
13. Authorize changes to the Sonitrol call list, if necessary.
14. Review this list every month.

### **July**

- Prepare letter for new members. New members should be given membership packets when they sign the book, and then the Office Administrator will print a personalized copy for President's signature and then will send to new members.
- Review the Web Site.
- Develop planning focus for the year.
- Sign bank forms to be empowered to countersign checks.
- Have Board appoint Audit Committee and one member to the Ministerial Relations Committee. Examine membership for other special and auxiliary or ad hoc committees and consider whether any changes are advisable.
- Organize leadership training for lay leadership and congregation.

## **September**

- At Board meeting, review agenda for Congregational meeting in October; anticipate discussion; make sure proper notice is placed in Unigram.
- Collect meeting dates from all committees and schedule meetings with each.

## **October**

- Preside over Congregational meeting. Ask member to serve as parliamentarian. Present minutes of last Congregational meeting and budget adjustments.

## **November**

- Call Personnel Advisory Committee together for annual review procedure.

## **January**

- Update Membership lists and file membership data survey with UUA.
- Ask for any revisions for By-Laws.
- Expect Treasurer's resolution regarding portion of Minister's compensation that represents housing allowance for calendar year (necessary for tax purposes) to be brought to Board.
- Complete evaluation of all employees. Chair PAC and evaluation process.
- Add "Review of Procedural Manual" to Board Agenda.

## **February**

- Elect Heartland District delegates to Annual Meeting.
- Complete and submit paperwork naming delegates.
- Ensure all committees make budget requests to Finance Committee with breakdown on how the money will be spent.
- Make contact with Finance, Stewardship, and Nominating Committees; arrange for reports to the Board at March/April meetings.
- Look for notification of General Assembly; plan to attend if at all possible. Complete registration and hotel arrangements as soon as possible.
- Notification in Unigram for congregants to be delegates to GA.
- Ask for recommendations for Nominating Committee.
- PAC recommends salaries to Finance Committee.

## **March**

- Approve any proposals for By-Laws amendments to be voted on at May Congregational meeting.
- Remind Secretary of May Congregational meeting and publish proposed changes in the By-Laws in the Unigram. This MUST be done at least 30 days prior to the Congregational meeting.
- Check with Office Administrator about deadline for Annual Report and give deadlines to those responsible for writing annual reports.
- Name delegates to General Assembly.

## **April**

- Attend Heartland District annual meeting.
- Finance Committee presents Budget to Board as Agenda item.
- Board adjusts final budget to reflect canvass, or sets priorities and authorizes Finance Committee to make changes.
- Complete and submit paperwork naming delegates to GA.
- Annual reports due from: Trustees, officers, special, standing and ad hoc programs and committees.
- Place on Board Agenda "Appoint Board appointment to the Nominating and Ministerial Relations Committees".

## **May**

- Spring Congregational meeting – budget approval, Annual Report, election, By-Laws amendments, approve minutes of last Congregational meeting. Ensure proper notice is given from pulpit and in Unigram.
- Name Delegates to General Assembly.

## **June**

- Joint meeting with the new/old board members.
- Collect keys from out-going board members, if necessary.

## **President-Elect's responsibilities include:**

1. In the absence of the President, presiding over congregational and Board of Trustees meetings.
2. Facilitate the work of the church's Ad Hoc Committees..
3. Countersign checks when necessary in the absence of the President.
4. Perform such other duties as the congregation, the President, or Board of Trustees may require.
5. Using the year to expand working knowledge of the structure and functioning of the congregation and its relationship to the ministry, to Heartland District, and to UUA.

6. Furthering Unitarian Universalist as a visible presence in the community.
7. Arrange for childcare and snacks for the fall and spring Congregational meetings and any other Board-organized event. Get a list of childcare volunteers and phone numbers from the Child Care Coordinator. Submit a check request form to for their reimbursement.

**Vice President's responsibilities include:**

1. Coordinate the development and maintenance of the Procedural Manual, which outlines the duties of each committee and the Board, and reflect the procedural operations of the church.
2. Ensure biennial review of the By-Laws.
3. Be empowered to countersign all checks; and perform such other duties as the congregation or Board may require.
4. Oversee contracts for non-member use of the church facilities.
5. Attend all Board meetings.
6. Coordinate, support and preside over Program Council. Send out agendas, meeting notices and monthly reports to the Council and Board.
7. Ensure committee chairs submit Annual Reports 30 days prior to May Congregational Meeting.

***Procedures***

- The Vice President must suggest dates for all Program Council meetings taking into account holidays, special church events and various area school calendars (BSU, Muncie Schools, Yorktown Schools, etc.). Remind the committee chairs to submit their meeting dates to the Office Administrator by September for the church calendar.
- In January, give each Board member and committee chair a copy of the Procedure Manual section for their position and ask them to review, add or delete as needed. In June, before the transitional Board meeting, see that all Board members for the next year get copies of the updated Procedure Manual.
- In alternate years, (or before) and as needed between, discuss necessity of By-Law revisions with the board. Set up an ad hoc committee, chaired by the VP to revise By-Laws as needed. This must be presented to the Board for its approval by the March meeting in order to meet requirements for publication 30 days prior to the annual May Congregational meeting. These changes must then be submitted to the Office Administrator for publication in the Unigram 30 days prior to the annual meeting in May.
- The VP must sign the signature card in order to countersign checks as needed.

- Bring before the Board for its approval, all uses of the church facilities by non-members.
- The VP reports to the Board, church usage and calendar events monthly. The report also includes progress on By-Laws revision and Procedural Manual changes, if needed.

**Secretary's responsibilities include:**

1. Takes, prepares, distributes and maintains minutes of all meetings of the Board of Trustees and of the congregation, including but not limited to posting on bulletin board and summary for Unigram.
2. Provides proper timing of notices of all congregational meetings and is responsible for advertising all Congregational meetings in accordance with Bylaw requirements.
3. Is responsible for taking attendance at all congregational meetings.
4. Receives absentee ballots for voting on congregational meeting agenda proposals, a minimum of two days prior to said meeting.
5. Following the May Congregational meeting, receives from the Nominating Committee a report of nominations, elections, vacancies filled and an accurate accounting of the terms of office and offices held by members of the congregation.
6. Works with the minister to ensure that the Office Administrator maintains accurate record of child dedications, marriages, commitment ceremonies, funerals and memorial services performed in the church or conducted by the minister. Traditionally, these are presented in the "Wheel of Life" in the Annual Report.
7. Checks designated mailbox in the church office regularly.
8. Performs other related duties requested by the Board or congregation.

**Minutes**

- In preparing the minutes highlights (capital letters or bold type) all motions of the Board.
- Requires that everyone presenting a report submit a brief written summary at the meeting, which enables details to be added to minutes at a later time.
- In advance of Board meetings, sends by email, copies of the minutes of the last Board meeting to all Board members, Program Council members, the Office Administrator, the Minister, and the DRE. If any of these people do not use email, the Office Administrator will send the material by regular mail. The minutes are ordinarily sent 5 to 7 days before the Board meeting. In advance of congregational meetings, sends a copy of the minutes of the last congregational meeting to the Office Administrator, so that it can be distributed at the meeting.

- Files in a binder kept in the church office, copies of meeting minutes, agendas, all written reports submitted by Board members and staff, and all materials distributed at Board meetings and Congregational meetings. The date should be written on all materials. The binder should include minutes for at least the previous 1.5 years. Members of the congregation are welcome to consult or read these materials.
- Maintains a summary of Board actions that have a long-term effect on policies and procedures. Copies of such material are ordinarily placed in the front pocket of the binder.

### ***Meeting Notification***

- Congregational Meeting notices are to be announced from the pulpit on the two Sunday's preceding said meetings, and are to be published and mailed to all members of the church at least 15 days prior to the meetings, except for proposed By-Laws changes as described below.
- Notices shall include the agenda, which is prepared by persons calling the meetings.
- Notices regarding proposed changes in By-Laws shall be published and mailed 30 days prior to the meeting.

### **Treasurer's responsibilities include:**

The church Treasurer is responsible for the functions listed below. These functions are either performed directly by the Treasurer, or delegated to another person, i.e. the Assistant Treasurer, Office Administrator, Pledge keeper, etc. as is deemed appropriate.

1. Cash Receipts
2. Cash Disbursements
3. Payroll
4. Financial Reporting
5. Government Reporting
6. Pledges
7. Miscellaneous

Legend for responsibilities:

- T = Treasurer
- AT = Assistant Treasurer
- PK = Pledge keeper
- OA = Office Administrator

## Cash Receipts and Disbursements

- **P** Pick Up Sunday collection and all other funds collected by committees and security in church office.
- **P** Count cash and record on manual record sheets. Stamp checks. Prepare deposit slip.
- **OA** Post pledges and cash receipts to VCAS pledge system.
- **OA** Record deposit from weekly cash receipts report in QuickBooks.
- Deposits of Bazaar receipts are handled by the Bazaar Treasurer on the day of the Bazaar.
- All other receipts should be deposited as soon after the event as possible.

## Cash Disbursements

- **OA** Pay bills payroll, etc. as due. Office Administrator writes most checks, but invoices must be reviewed by the Treasurer before signing checks).
- **T** Signs checks (checks require two signatures)
- **OA** Properly identify account number in QuickBooks.
- **OA** File check requests, invoice and item receipts with check stub.

## Payroll

- **AT** Maintain file of Federal and State tax withholding forms for each employee.
- **AT** Maintain employee data in QuickBooks.
- **OA** Prepare payroll checks. Minister, Youth Director, Pianist and Choir Director are paid monthly on the 15th; DRE, Office Administrator, and hourly nursery staff are paid bi-weekly.
- **AT** Generate computer payroll reports quarterly and annually for use in paying Federal and State payroll taxes.
- **OA** Deposit (pay) Federal payroll taxes for the month by the 15<sup>th</sup> of the following month.
- **OA** Pay State and County payroll taxes for the month by the last day of the following month.
- **AT** Prepare File Federal Employment Tax Return (Form 941) for each calendar quarter by the last day of the month.
- **T** Sign 941 and mail.
- **AT** Prepare W-2 and 1099 forms for recipients by January 31<sup>st</sup>.
- **AT** File annual Federal (W-3 and 1099) and State (WH-3) tax forms. Forms are due by the last day in February.
- **T** Present resolution to Board each January in connection with portion of Minister's compensation that represents housing allowance for the calendar year.

## Financial Reporting

- **AT** Reconcile, bank account on a monthly basis.
- **AT** Prepare entries to records:
  1. Monthly checking account interest and service charges
  2. Monthly money market account interest allocation
  3. Quarterly DWS Scudder Total Return Fund dividend reinvestment
  4. Quarterly distribution of Petty Cash Fund receipts and expenses
  5. Any other adjustments
- **AT** Prepare and review financial statements.
- **T** Present financial statements at monthly Finance Committee and Board meetings.
- **T** Present financial statements at congregational meetings.
- **AT** Prepare detail of expenditures for Committee chairs on a quarterly basis.
- **T** Set up annual budget, upon approval of the congregation.
- **AT** Maintain chart of accounts.
- **T** Serve as a member of the Finance Committee and the Investment Committee.

## Government Reports

- **AT** Prepare personal property tax return by May 15<sup>th</sup> of each year.
- **AT** File property tax exemption form by May 15<sup>th</sup> of every fourth year. The next filing is due in 2008. This must be done or we could lose our exemption.
- **AT** File annual report for not for profit corporation with Secretary of State by April 30<sup>th</sup> of each year.

## Pledges

- **AT** Record pledges in computer pledge system at during the Stewardship drive.
- **OA** Enter individual pledge payments from weekly cash receipts.
- **OA** Prepare and mail pledge statements at end of each calendar quarter.
- **AT** Correct pledge information as needed after statements are distributed.
- **T** Notify Finance committee of pledges in arrears.

## Miscellaneous

- **AT** Prepare workers' compensation audit form and file with insurance company each year. Forms are usually receipts in February or March. Judy to sign.

- **T** Obtain new checking account signature card from bank and have signed by appropriate church officers. This is done in late May or early June of each year.
- **T** Work with Finance Committee on annual budget (Feb-May)
- **T** Approve Minister's expense reports.
- **T** Ensure payments to UUA and Heartland District.
- **T** Once a year, UUA wants a report on membership.

**Past President's Responsibilities include:**

The main duty of the Past President is to serve as the Chair of the Nominating Committee. Under the Council form of government, the Past President is also a member of the Board of Trustees. His/her responsibility is to support the incoming President and President-Elect. The President may ask the Past President to carry out special or short-term assignments.

## STAFF

### **Minister**

The responsibilities of the minister are described in the By-Laws (XIII.5) and the Letter of Agreement between the UU Church of Muncie and the Minister.

### **Minister's Responsibilities Include:**

17. Preaching for 3 of 4 or 4 of 5 Sundays each month for 10 months (negotiable).
18. Providing Rites of Passage.
19. Providing or supervising Pastoral Care: visitation for hospitalized and homebound.
20. Contributing to the Unigram bi-weekly.
21. Providing limited counseling.
22. Administering, in concert with the Board and Staff: [the following: familiarity with and implementation of policies and procedures; supervising Office Administrator which includes hiring/firing, performance review and training; supervising custodial staff in conjunction with Property Maintenance Committee chair.] \* Is familiar with and helps to implement policies. \* Supervises the Office Administrator on a daily basis. \* Shares custodial supervision with the Property Maintenance Committee chair or internal person. \* Recommends and prepares Office Administrator's annual review for the PAC.
23. Attending social functions of the church, schedule permitting.
24. Serving as non-voting ex-officio member of all committees unless replaced by the President or some other member of the Executive Committee.
25. Representing the congregation to Heartland District and UUA.
26. Serving as the "Public Face" for Unitarian Universalism in congregational area and as church representative.
27. Working with the DRE in planning and consultation.
28. Behaving professionally.
29. Responsible for all reporting to Heartland District for overseeing and/or submitting monthly report to the Board.
30. Providing leadership and coordination for the 1859 Foundation Grant
31. Provides leadership for programs that promote growth

## **Director of Religious Education (DRE) –Children– 25 hours/week**

As part of the church administrative staff, the DRE directs the Religious Education program for the youth and works with the minister in coordinating inter-generational activities with the larger congregation.

The responsibilities of the DRE include:

Perform DRE administrative duties which include immediate and long-range planning and visioning and reporting to the Board of Trustees.

Specific duties include:

1. Prepare long range planning [of the Religious Education program for the youth] curriculum mapping, public and congregational relations, and visioning.
2. Recruit and train RE teaching staff with the help of the RE Committee chair and the committee.
3. Write and publish the RE Prospectus.
4. Manage the RE office, records and reports, and supply closet.
5. Attend and participate in conferences and workshops to continue professional development.

Communicate regularly with the minister, RE Committee chair, RE Committee, Board, and the Congregation about RE related news and activities. Specific duties include:

1. Write a column bi-weekly for the Unigram.
2. Prepare a monthly report to the RE Committee on plans and the long-range needs and submit to the Vice President.
3. Meet weekly with the minister and other pertinent staff in planning and consultation.
4. Attend Program Council.

Plan, prepare for, and supervise Sunday activities. Specific duties include:

1. Purchase and keep records of RE materials.
2. Coordinate RE building use.
3. Provide ongoing support to the teachers with help from the RE Committee.
4. Write and conduct Children's Workshop Programs on Sundays when the children are not in the Sanctuary.
5. Set up the Summer Children's Activities Program. Participants will run the program.
6. Supervise the organization of any out-of-church activities by children (includes Sunday morning class field trips and the Boston trip).

Attend monthly RE Committee meetings and work with the RE Chair and Committee to coordinate and plan activities, budgets and long-range planning.

Provide resources, counseling, and parent training classes as needed.

Perform other duties as mutually agreed upon [including but not limited to the following:

1. Serve as liaison to professional nursery staff.
2. Act as a resource person to the adult sponsors of all Youth Groups
3. Attend newcomer orientations.

The responsibilities of the Adult DRE include:

- Develop two Adult RE programs during the course of a full year's program. Research and attend conferences and workshops related to life-span RE programs.
- Communicate regularly with the minister, Adult RE Committee, Board, and the Congregation about life-span RE related news and activities.
- Perform DRE administrative duties, which include immediate and long-range planning and visioning for life-span RE and reporting to the Board of Trustees. Prepare Board reports for expenses related to life-span RE.
- Serve as a resource person to adult facilitators.
- Work closely with the Membership Committee and the minister in meeting the educational needs of new members.
- Perform other duties as mutually agreed upon within the confines of the current maximum of 5 hours per week.

## **Office Administrator's responsibilities include:**

### Communication

1. Answer phone, note and pass messages to appropriate persons, monitor answering machine.
2. Check email daily and respond as needed
3. Sort incoming mail and direct to appropriate person; send out going mail, maintain supply of office postage.
4. Coordinate Unigram: Send information to composer, schedule volunteer folders, maintain mailing list, oversee production, and deliver to post office.
5. Type, print, and fold weekly Order of Service.
6. Attends weekly staff meeting.

### Church Calendar and Building Use

4. Coordinate and maintain web calendar so it accurately reflects committees meetings and building use. The calendar should be updated daily or as new information is available. Assign rooms for meetings, etc. and relay information to committee chairs and/or contact person.
2. Maintain desk calendar with at least 2 months information listed.
3. Post weekly calendar on easel in lobby.
4. Send reminder post cards for monthly committee meetings if requested by committee chair.
5. Communicate with Vice President regarding building use via email on a monthly basis and submit contracts from non-members for Board approval.
6. Obtain contracts (to be signed by VP) for all non-member building use requests.
7. Serve as liaison for all building renters.

### Office Organization and Files

1. Maintain office files according to File Retention Schedule. Destroy, recycle, or archive as needed.
2. Order office supplies and keep neatly organized.

### Record Keeping

1. Maintain membership database.
2. Maintain attendance records.
3. Update and distribute Procedure Manual annually [in cooperation with Vice President].
4. Compile and prepare Annual Report in May.

### Bookkeeping

1. Maintain file of current bills.
2. Print checks weekly for any bills and/or payroll due.
3. Record and deposit weekly receipts.

#### Other Duties

1. Complete other assignments from the Minister, DRE, Board of Trustees or Committee Chairs.
2. Monitor building and grounds. Notify Property Maintenance chair with problems or concerns. Contact service personnel when needed.

#### **Director of Youth Programming**

The Director of Youth & Young Adult Programming (Director) is responsible for making possible a variety of programs for youth and young adults outside of Sunday morning services or church school. The Director will provide programs and activities for middle school youth, and high school youth. The Director will also plan and implement outreach to university students and other young adults. In order to provide the various programs, the Director performs the following tasks:

Performs duties required to facilitate various Youth Group meetings (Campus, High School, Middle School, Kid's Club):

1. Calendaring any events.
2. Obtaining meeting space.
3. Mailing reminders.
4. Recruitment of adult volunteers.
5. Preparing programming.
6. Obtaining supplies.
7. Set-up and clean-up for meetings.

Plans and performs duties required to make possible special youth events which might include, but are not restricted to: camping trips, summer amusement park trips, fall retreat activities, Youth District Conferences (CONS), Chili Supper, adventure trips.

1. Scheduling.
2. Shopping for supplies.
3. Recruitment of adult chaperones and/or drivers.
4. Mailings.
5. Obtaining parental permission forms.

Communication.

1. Meets and communicates with DRE on a weekly basis.
2. Meets with adult volunteers for Youth Groups on a quarterly basis.
3. Meets with DRE, RE Chair and RE Committee Liaisons for MS & HS on a quarterly basis to coordinate youth activities.
4. Prepares mailings, flyers, and Unigram/Order of Service articles for all groups.
5. Attends weekly staff meeting.

[Develops and monitors budget for Youth and Young Adult programs and submits as required] Makes budget recommendations for all youth and young adult programs except those covered by RE budget. Monitors use of all such budgets.

Performs, or finds volunteers to perform, general duties required to make youth programming and events possible.

### **Choir Director – SanctUary Choir**

#### Music

1. Selects music for performance and services, conferring with the Pianist, Minister, and/or DRE when appropriate.
2. Orders new music when necessary or desired.
3. Displays music at rehearsal for choir members' use.
4. Collects music from choir members after performances.
5. Files all music in the choir files located in the Orange classroom.
6. Maintains adequate numbers of choir folders for choir members, re-ordering when necessary.
7. Keeps music order cost within the established choir budget, conferring with the church treasurer when necessary.

#### Rehearsals

1. Confers with the Pianist, Minister and Office Administrator regarding rehearsal schedule.
2. Sets the year's rehearsal schedule and prepares and mails schedules to all choir members in early fall.
3. Correlates rehearsal schedule with Ball State's schedule. (In general, no rehearsals during fall break, Christmas break of 3 weeks, and spring break.)
4. Generally schedules rehearsals weekly from late August through early May.
5. Arrives at church by 7:00 pm on Tuesday evenings, unlocks church, and sets up chairs for rehearsal. Rehearsals are from 7:30 – 9:00 pm, followed by refreshments and social hour.
6. Stays through refreshments and social hour following rehearsal, assisting choir member who provides refreshments with clean up.

#### Performances

1. Determines the number of performances for church services, conferring with the Minister and Pianist regarding dates.
2. Prepares choir for performance with approximately six rehearsal evening before each performance. Prepares choir to sing minimum of two songs at each performance.
3. Arranges any special performance aspects such as guest musicians, special accompaniments, or costumes.

4. Schedules and conducts rehearsals for 9:30 on Sunday mornings when the choir is to sing during the service.
5. Arrives at 9:00 am when choir is to rehearse, ensures that piano and riser placement are appropriate.
6. Directs group in performance.
7. Provides coffee and fruit juice for choir members on Sundays of performances.

#### Recruitment

1. Offers invitation to any individual who wishes to sing with the choir. Places notice in the Unigram in early fall. Places announcement in order of service at least two weeks before rehearsals begin.
2. Talks with choir members about potential singers.
3. Talks with DRE about youth who may wish to sing with the choir.
4. Arranges special performances from time to time, which require children or young adults to participate. (This may necessitate special rehearsals with young performers.)
5. Keeps an open ear to singers among the congregation during church services.

#### Finances

1. Submits the choir's budget request to the Finance Committee in early February for the following fiscal year.
2. Presents any special bequests to the choir to the group for their determination of allocation.
3. Confines spending for music and folders to the choir budget.

### ***Music Coordinator***

The Music Coordinator is responsible for providing music for each Sunday service (August 15 – June 15), and accompaniment for the SanctUUary (August – May).

#### Sunday Services

1. Chooses and prepares a prelude, interlude, and offertory. If possible, provides titles and composers to be included in the order of service.
2. Prepares two hymns chosen by the Minister or Guest Speaker.
3. Arrange appropriate substitute when needed and communicate information to Minister and/or Worship Associate in charge of that service.
4. Arrange for Guest Musicians when desired. Fill out Check Request in advance to insure timely payment for services provided.

Provide accompaniment for rehearsals and performances of the SanctUUary Choir.

Music Coordinator will work with the Minister and other staff personnel to select music, which in their collective view is most appropriate for the service. Attendance at weekly staff meetings is suggested.

The Music Coordinator is not responsible for playing at weddings or memorial services, but may choose to provide those services by private agreement.

### ***Nursery Staff***

All nursery staff are to follow the Childcare Provider Guidelines listed below.

The nursery staff provides Sunday morning childcare and childcare for annual special events: Harvest Feast, Congregational Meetings, Special Luncheons, Bazaar, and Christmas Eve Service which are scheduled by the DRE or Sunday morning Childcare Coordinator.

All other church activities that require childcare such as choir practice, evening workshops or meetings must schedule their own childcare. A list of childcare providers will be available in the church office. For church activities that require childcare, please review our Childcare Policy below.

### **Unitarian Universalist Church of Muncie Childcare Provider Guidelines**

Our primary role is to provide a safe and nurturing situation for children. In order to accomplish this, we ask that these procedures and behavioral guidelines be followed:

#### ***RECOMMENDED PROCEDURES***

- Arrive fifteen minutes before the event or activity is scheduled to begin.
- Wear a “Pooh Corner” tag to identify yourself as Nursery staff (located in box on wall)
- Create a safe space.
- Gather and set up necessary supplies (place chairs around the table)
- Greet parents and children when they arrive.
- Introduce yourself by name to first time visitors.
- **First time visitors need to fill out our *Visitor Form*.** Check with the parent regarding allergies, snacks, drinks, and diaper/potty routines.
- **NO PEANUTS, CHOCOLATE, TREE NUTS & DIARY PRODUCTS** may be served, due to possible allergies.
- Make sure that all children are in the custody of their parents before you leave.
- Plan to stay at least fifteen minutes after the event or activity ends. Tidy the room and clean high chairs, table, and changing table (if used) with spray disinfectant. Sweep floor if needed.

## **PAYMENT**

- On Sunday mornings, all paid Nursery staff complete the *weekly time sheet* and place in the DRE's Office mailbox (top right).
- For all other events and activities, see the event organizer for payment.

## **BEHAVIORAL GUIDELINES**

- Tell children what you want them to do. Use positive language to guide children's behavior.
- Tell children what they can do rather than what they can't do.
- Redirect children to a different activity through suggestions.
- Report something positive to parents about their children upon return.

## COMMITTEES

The programs and work of the church will be carried out, under the guidance of the Board and congregation, by standing committees, special committees, and ad hoc committees. (By-Laws XII.1)

### STANDING COMMITTEES

Standing committees are created by the Board to serve purposes that endure over many years and become established in the ongoing life of the congregation. Standing Committees meet monthly and are responsible for developing a schedule of regular meetings to be submitted to the church office administrator for the church calendar. Committee chairs are responsible for submitting an annual budget to the Finance Committee no later than February first of every year. Committees are responsible for recording meeting minutes and submitting them to the chair of the Program Council and the church office Administrator.

**Adult Religious Ed.**

**Community Service  
Fellowship  
Finance  
Hospitality**

**Marketing/Communications  
Membership  
Nominating  
Property Maintenance**

**Religious Education  
Social Justice  
Stewardship  
Worship Associates  
Seventh Principle**

### **Duties of Committee Chairs**

The following are procedures to be followed by ALL committee chairs:

- **Scheduling Events/Church Calendar** – Contact the Office Administrator to have monthly meetings included in the church calendar. Meeting schedule for the church year should be set by September. The Office Administrator will assign a meeting room and list meetings in the calendars printed in the Unigram and Order of Service. All committee events should be submitted to the Office Administrator well in advance. The availability of the building may be checked on the web calendar: <http://calendar.yahoo.com/public/uuchurch>.
- **Program Council** – The committee chair (or someone appointed by the chair) will serve on the Program Council and attend all Program Council meetings. Participation in the council is vital in developing a vision of what programs are need for the church and the community .
- **Keys & Building Security** – Chairs will be issued a key and security code for building use. See the Office Administrator to receive keys and instructions for using the security system.
- **Check Requests** – All reimbursements for committee spending must be made in a timely manner. Fill out and authorize a check request form (found on the counter in the church office) and leave in the Office Administrator's inbox. All receipts should be attached. Check requests for

the chair must be authorized by the President, Treasurer, or Minister. Checks are printed on Thursday or Friday of each week and signed on Sunday.

- **Identify and mentor a chair for the succeeding year.**
- **Tax-Exempt Purchases** – All purchases made for church expenses are tax exempt. You will need the church's tax-exempt ID number when making purchases for your committee. Copies of the sales tax exemption certificate are available from the Office Administrator during regular office hours.
- **Childcare** – All events sponsored by the Church or a committee of the church should have adequate childcare arranged in advance. The Childcare Coordinator will compile a list of available caregivers. Committees are responsible for scheduling enough people to care for children at their event. A check request to pay the caregivers should be submitted immediately following the event.
- **Unigram & Order of Service** – Submissions to these weekly publications must be made by the deadline of Thursday noon prior to publication. **Note:** Summer Unigram is published every other week and Order of Service deadline is Wednesday noon.
- **Meeting Reminders** – Make arrangements with the Office Administrator to send meeting reminder postcards to committee members.
- **Meeting Minutes** – All meetings should be recorded (recorder to be designated by the chair) and the minutes filed in the church office. Minutes should be distributed to the committee (copied to the VP and church office) via email attachment.
- **Mail** – Check your mailbox in the church office on a regular basis.
- **Contact Information** – Provide the church office with all current contact information including phone numbers, email, and mailing address.
- **Website** – Address: [www.uuchurchmmuncie.org](http://www.uuchurchmmuncie.org). Regularly review items related to your committee's responsibilities. Submit updates to the Web Committee.
- **Annual Report** – Each chair is responsible for submitting a report to be included in the church's Annual Report. This publication is distributed at the annual Congregational Meeting held in May. Reports are due by April 30 and should be submitted via email attachment to the Office Administrator and copied to the Vice President.

## Standing Committees

### Adult Religious Education

The purpose of the Adult Religious Education is to plan topical programs for the adult congregants.

- Weekly as well as special programs will be planned and developed by this committee.
- The committee is made up of Sunday school leaders, the minister and other members of the congregation committed to religious education.

- Yearly and special programs will be planned and scheduled via the church calendar and promoted through the Unigram and such other information outlets as deemed appropriate.

## **Community Service**

### ***Purpose***

The purpose of the Community Service Committee is to organize and facilitate the participation of congregation members in volunteer activities within the community.

### ***Goals***

1. To assist the congregation in volunteering to participate in life-affirming activities.
2. To increase visibility of the Unitarian Universalist Church of Muncie within the community.
3. The activities may include, but are not limited to the following: assistance with special community project needs for volunteer time or skills, Interfaith projects, ongoing support for community programs.
4. To serve as a conduit of community needs to the congregation.

### ***Process of Committee Action***

Upon community or congregational member request of need for volunteer participation the Community Service Committee will:

1. Review the proposed project to determine if it is consistent with the principles of this church.
2. Announce the need to the congregation in order to identify congregational interest, possible leadership to oversee the proposed project and to gather information necessary to coordinate efficient use of volunteer efforts.

Note: There may be failure to get a proposed effort off the ground if the committee is unable to identify availability of committee resources, or a congregation member who would be willing to direct the proposed project.

### ***Budget***

The committee is responsible for preparing an annual budget at the time requested by the Finance Committee, and for preparing an Annual Report of accomplishments, expenditures and plans to the congregation at the annual Congregational Meeting.

## Fellowship

### **Purpose**

The Fellowship Committee supports the church programs by providing for the communal enjoyment of food and fellowship. Times for service our friends of the church include:

- Tradition events and observances of the church calendar.
- Special occasions as requested by the Board of Trustees.
- Various events based on new ideas and current needs.

### **Goals**

The committee will meet as least once during the summer months to plan and organize for the upcoming year. During this organizational meeting, the committee chair will outline the proposed schedule of activities for the year. One committee member (or two members) will be designated as the person(s) “in charge” of each scheduled event. All other committee members will assist this person in preparing for, overseeing, and cleaning up after the event. One committee member will be placed in charge of the record book (containing information from past years); this person will see that the book is kept up to date. In addition, this person, or another committee member, will be in charge of publicity in the Unigram and Order of Service for upcoming activities. Another committee member will be responsible for making announcements (or securing a substitute if needed) in the sanctuary on Sunday mornings about social activities two or three weeks prior to those events.

The events listed on the Social Activities calendar are:

1. Harvest Feast – The committee coordinates traditional turkey dinner with carry-in foods. Categories are *bread & stuffing, potatoes, vegetables, salads, and pre-cut desserts*. Committee arranges for purchase and delivery of turkey; handles ticket sales and collects money; purchases paper goods; organizes and participates in set-up of sanctuary; and organizes and participates in clean-up following the event with the help of church members.
2. Tree Trimming – The committee coordinates trimming of the Christmas tree. (Property Maintenance Committee purchases, sets up the tree, and strings the lights.) Light holiday refreshments are served (provided by committee members and brought by church members). The committee will assist the PM committee with removal and storage of ornaments.
3. Christmas Eve – The committee sets out cookies and other snacks carried in by the congregation and makes coffee and/or punch to serve. The committee assists in set up of the sanctuary for the candlelight service. Candles are placed on each chair (candles and drip catchers need to be ordered in advance); candles are placed on the brick walls at either end of the sanctuary; candelabra refills are loaded. Clean up afterwards with the help of church members.

4. Spring Congregational Meeting – The committee will coordinate a luncheon to be held after church and either before or after the meeting. Purchase paper products, set up tables before the service (if possible), and clean up after.

The work of the Fellowship Committee includes:

- Planning for the events, including childcare if needed.
- Publicity and announcements.
- Purchasing items needed.
- Set up for events.
- Attending and overseeing events.
- Cleaning up after events (with help from other church members).
- Securing the church by following the Exit Checklist.
- Record keeping.

### ***Budget***

The Fellowship Committee does not submit a budget to the Finance Committee. The committee chair is responsible for preparing an Annual Report of accomplishments, expenditures and plans to the congregation at the annual Congregational Meeting.

### **Finance (Treasurer, President, and Minister ex-officio)**

#### ***Purpose***

This committee serves as the financial and budgetary advisory group to the Board of Trustees and congregation. The Finance Committee consists of eight members.

#### ***Responsibilities***

1. Prepare and maintain annual budget:
2. Develop policies and procedures for fund-raising. Typical fund-raising activities include: Bazaar in the Woods, Trivia Bowl, Dining-For-Dollars, rummage sale, specialty auctions.
3. Include information in the New Member packet. Information includes: a letter explaining the financial process and financial obligation of members, a pledge card and a copy of the current budget.

#### **Calendar**

July/August	Set meeting dates for the year and report to VP and Office Administrator Discuss fund-raising activities
September	Monitor budget for necessary changes before October Congregational meeting Review fund-raising activities

October	Receive input from minister about Stewardship activities Monitor budget and fund-raising activities
November	
January	Solicit budget requests from committee chairs and Board of Trustees
February	Assemble proposed budget
March	
April	Make final budget revisions Monitor and support fund-raising activities Present proposed budget to Board of Trustees and Program Council
May	Finalize budget for approval by Board of Trustees and submission to congregation at May meeting
June	Assess year's activities

### Hospitality

The Hospitality Chairperson is the contact person for the deacons and hospitality teams as well as liaison to worship associates and the church council. It is helpful, but not necessary, for this person to be a worship associate. The hospitality chair attends the council meetings.

#### **Main responsibilities:**

- Meet briefly with the deacons on the occasional fifth Sundays when the deacons are the Hospitality team to discuss any problems or ways in which the quality of Sunday services can be improved.
- Review the calendar for the coming months at this time.
- In the late winter remind deacons to poll their team members to find out who is willing to continue and who needs to be replaced.
- Deacons recruit their own team members. Assist, as needed, in identifying possible new team members.
- Hospitality teams provide a good first activity for new members.
- Inform the Nominating Committee the Sundays for which replacement Deacons are needed. In the late spring be sure that the teams are fully staffed, organized, and ready to begin the new church year on July 1.

- In May, make changes to the procedural manual as needed. Distribute updated copies to each Deacon.

**In June mail letters to each member of the four Hospitality teams. Confirm and thank them for their participation in an important task; ask them to contact one of their Deacons if they are going to be absent on their assigned Sunday.**

Be sure deacons know when and how the kitchen committee needs to be notified about coffee, creamer, sugar, tea, etc.

Provide training to Hospitality Teams as needed.

The Hospitality Teams are responsible for the quality of the logistical aspects of the Sunday Service.

### **Sunday Services Hospitality Teams**

A Hospitality Team is composed of 6-8 members whose task is to ensure that the members and guests of the Unitarian Universalist Church of Muncie have an enjoyable and rewarding Sunday Service experience. Each team will be responsible for twelve services during the calendar year. Any "fifth Sunday in a month" will be handled by a special "Fifth Sunday Team" composed of the deacons.

Job Descriptions: Various teams divide these jobs differently, based on individual preferences.

**Deacons (2 per team)** - The deacons recruit their own Hospitality Team members and serve as point of contact for all team members to the Hospitality Chair. The deacons provide leadership to the team and work with the Hospitality chair to solve problems and continually improve the quality of Sunday services. The job involves the following:

- **Early in the week contact members of your team (especially those who are often absent) to be sure you will have a full team on Sunday.**
- Arrive at church at 10 am
- Turn on the lights in all the halls and the sanctuary.
- If the seats are facing the north brick wall, turn on spotlights for podium.
- Turn on fans. They help circulate warm and/or cooled air.
- **Turn on Heating/Air conditioning (see instructions below).**
- Check on all members of the team. If someone has not arrived help to fill in.
- The Order of Service and baskets need to be brought from the office to the center doors of the Sanctuary. If the Sanctuary is set up so that it faces the windows use four baskets for the collection. If there

are four sections of seats, four baskets are necessary. You may have to use the basket from the coffee table as the fourth basket. Make sure that the coffee basket is returned to the coffee table before the collection is given to the Treasurer.

- Put hymnal and Order of Service on the two front chairs and the piano. They are for the minister, the pianist and the worship associate.
- Assign aisles for ushers and deacons for the collection. Three or four aisles need to be covered depending on the direction of the seats.
- It is the responsibility of the team members to try to see that newcomers are seated next to and introduced to long time members. Since there are two deacons and three ushers, we should be able to accommodate most newcomers that way.
- Try to direct members to enter the Sanctuary prior to the first bell.
- **Ring the first bell at 10:42 am, after checking with the minister and/or Worship Associate.**
- Remind people that the prelude is a time for quiet in the Sanctuary.
- Make sure that everyone enters the Sanctuary quietly.
- **Ring the second bell at 10:45 am twice.** Check with Worship Associate for a time or a cue.
- Count the people in the Sanctuary and put the count in the Office Administrator's basket in the office (do not include children in the count)
- Give the collection baskets to the person in charge.
- After the last hymn and closing words, **please ring the bell.**
- It is important that we attempt to talk to newcomers with red or blue nametags during coffee hour.

Note: The sound system will be set up and run by a special committee so microphones do not have to be checked. The chalice and any candles will be taken care of by the Worship Associates.

### **Heating/Air Conditioning Instructions**

During cold weather:

- Key for thermostat cover is in the top, right desk drawer in the church office, it is on a ring with a pink plastic #1
- Check to be sure settings are switched to "auto" and "heat"
- Set heating temperature (on left) to 72° to warm the room.
- Just prior to ringing the First Bell set the temp. back to 65°
- After the service the temp. can be returned to 68°-70° if it is very cold
- When sanctuary has cleared, set temp. to 62°, lock thermostat cover and return key to the office administrator's desk

During hot weather:

- Key for thermostat cover is in the top, right desk drawer in the church office, it is on a ring with a pink plastic #1
- Check to be sure settings are switched to “auto” and “cool”
- Set cooling temperature (on right) to 65° to cool the room.
- Just prior to ringing the First Bell set the temp. to 75°
- After the service the temp. can be returned to 70° if it is very warm
- When sanctuary has cleared, set temp. to 78°, lock thermostat cover and return key to the office administrator’s desk

**Usher #1, #2 & #3** - These team members are primarily responsible for the seating of members and guests and the distribution of hymnals and the Order of Service. The ushers will assist members, friends, and guests to find seating, being sensitive to special needs and desires, and will answer questions about the service or location of amenities (bathrooms, child care, RE wing). The ushers' job is to help people to feel welcome and comfortable.

The job involves the following:

- Ushers should plan to arrive between 10 and 10:15 am.
- Two ushers should be stationed at the center doors to the Sanctuary to give an order of service to everyone who enters.
- The third usher should be stationed at the Sanctuary doors closest to the RE wing to hand out orders of service to people who come in through those doors.
- Ushers will assist members, friends and guests in finding a seat being sensitive to special needs and desires.
- The Membership Committee is now staffing the newcomer’s desk. The ushers should try to introduce newcomers to long time members and ask if they would like to be seated next to them. Since there are two deacons and three ushers, we should be able to accommodate most newcomers that way.
- Please offer to help hosts if they should require it.
- Ushers should direct everyone to be seated before the first bell at 10:42.
- Close side Sanctuary doors after the second bell at 10:45 am. Leave one open for stragglers to feel welcome!
- Assist late arrivals to seats after the service begins.
- Add more chairs to the Sanctuary as needed.
- The Deacons will assign an aisle to be covered by each usher during the collection.
- **After the service, hymnals that have not been taken from the seats must be picked up and replaced on the book carts. Recycle remaining orders of service in bins beside Violet/Indigo classrooms.**
- It is important that we attempt to talk to newcomers with red or blue nametags during the coffee hour.

**Coffee Server #1 & #2** - These team members are responsible for providing the beverage service at the conclusion of the service as well as clean-up of the coffee pots, cups, and utensils used. These team members will ensure that the coffee and tea are plentiful, hot, and served with a smile and a bit of conversation.

Note: the coffee takes 1½ hours to 'cook' so coffee makers really should start it by 10:30 a.m. Follow coffee instructions as posted in the kitchen.

1. Set table using one of the colored tablecloths from the box under the counter. Roll out dolly with cups; set out 8-12 spoons, one pressed-glass saucer (for used spoons), creamer, sugar and sugar-substitute, and a collection basket with Free Trade Coffee reminder.
2. Turn on the dishwasher before the service begins. Wash any miscellaneous dishes from the week.
3. Make note of any supplies that are running low so Kitchen Committee can be notified.
4. During closing hymn and begin filling cups. Bring coffee urns on blue cart into rear of sanctuary.
5. Dishwashing and clean up:
  - Rinse out cups and place used cups in flat bed dishwasher trays (without dish supports) and wash. Be sure to scrub off stains/lipstick.
  - Leave clean cups in dishwasher trays and stack on dolly.
  - Empty and wash coffee urns and store on stove shelf.
  - Empty, wash and store sugar bowls, cream pitchers, and silverware.
  - Clean counters and table.
  - Put soiled tablecloth and towels in green bag. Fold and store unsoiled tablecloths. If possible please take these home to be washed and returned next Sunday.

(updated 1/8/03)

### **Marketing/Communication**

- This committee is charged with the internal and external marketing of church activities and promoting the church in the community.
- It meets monthly to review the Unigram and website, develop promotional campaigns and/or informational materials as requested by the Board, Council, or Minister.
- External marketing projects and activities must have Board approval.

## **Membership**

### ***Purpose***

The purpose of the membership committee is to create a welcoming and positive church environment and to encourage all members and non-members to share their talents, time, and finance resources as active church participants.

### ***Goals***

1. Welcome all members and visitors each Sunday.
2. Provide church information to members and visitors
3. Assist friends who are interested in joining the church.
4. Help new members become integrated into congregational life.
5. Encourage all members and non-members to stay active in the church.
6. Help keep accurate records of members and friends of the church.
7. Stock the UUA literature racks in the church foyer.
8. Organize the name tag cabinet
9. Survey various membership groups for input of their church needs.
10. Assist with Open Book ceremonies and Book Signings.
11. Assist with Heritage Sunday to honor 40+ and 25 year members.
12. Assist with Orientation Sessions for those wanting to learn more about the church.
13. Provide two or more new-member activities during the year.
14. Write biographies of new members for the Unigram.

### ***Responsibilities***

**Recruiting** – Work with the Marketing Committee to inform the public about our church and what it has to offer.

**Hosts** – The committee members are responsible for greeting all members and visitors and for manning the host table before and after each Sunday church service.

- Provide name tags for members and visitors.
- Provide literature for members and visitors.

**Newcomer Gatherings** – The committee members organize and host two or more new-member activities during the year to help new-members become better acquainted with the church and its members.

**Joining the Church** – Committee members assist friends in signing the membership book and join the church. The key to the book case is kept on the committee's storage shelf in the office copy room.

## **Property Maintenance**

The Committee is responsible for the care of the church property, and the general supervision of the grounds and buildings, and the equipment it contains.

The Committee is empowered to expend funds within the annually approved budget. It is the committee's responsibility to submit to the Finance Committee its recommendations for improvement and upkeep of the church property each fiscal year, with estimates of expected costs. During the current year it may submit requests to the Board for emergency repairs whose costs may exceed the current budget.

The liability, fire and property damage insurance is the joint responsibility of the chairs of the Property Maintenance and Finance committees.

See that childcare and snacks are available for committee events when appropriate. Get a list of child care volunteers and phone numbers from the Childcare Coordinator. Fill out a check requisition form for reimbursement for childcare expenses.

Cooperation with other committees is essential, especially the committees concerned with social activities and scheduling of events on church property.

The specific responsibilities of this committee include:

1. Supervise the servicing of heating and utility equipment.
2. Keep an inventory of all properties and supervise the custodial purchase of all housekeeping supplies.
3. Supervise and in cooperation with the Personnel Advisory Committee, evaluate the performance of the custodian(s) and make recommendations regarding salary or pay rate.
4. Organize semi-annual cleaning of grounds and windows by congregational volunteers.
5. For any extensive maintenance that requires an outside contractor, solicit bids, evaluate them, and make recommendations to the Board.

The physical layout of the church, the procedures for maintenance, and a typical annual calendar are given in the service manual located in the church office. The committee chair will be given a second copy that also contains his or her specific responsibilities.

### ***Budget***

The committee is responsible for preparing an annual budget in January and for preparing an annual report of accomplishments, expenditures and plans to the Congregation at the Annual Congregational Meeting.

### **Religious Education**

The purpose of the Religious Education Committee is to promote and oversee the religious educational goals of the church youth, nursery through 12<sup>th</sup>

grade. The future of our church depends in part on the children of today; their religious education is vital to the continuation of our UU heritage. Therefore, the members serving on the Religious Education Committee will need to be committed to the following duties:

1. Set goals for the RE program.
2. Support and work with the Director of Religious Education to carry out the goals set for the program.
3. Help choose curricula for each age level, help with recruitment (based on Safe RE Policy statement) and training of teachers, plan and execute special events and help the DRE find ways to recognize the teachers throughout the year. Special events might include:

Ingathering & Water Communion	Intergenerational Holiday Play	Parenting Classes
Teacher Orientation & Training	Giving Tree	Intergenerational Activities
RE Open House	Cookie Communion	Social Action Sundays
Fall Festival and Costume Parade	UU Principles Fair	2 Teacher Appreciation Meals
Harvest Feast	RE Sunday	Up to 7 Summer Sunday Activities
Santa Lucia		

4. Serve as liaison to a classroom or act as Social Action Coordinator, or Intergenerational/Special Events Coordinator for the year. (See Liaison, Social Action Coordinator, and Intergenerational/Special Events Coordinator duties).
5. Serve as RE host several times during the year. (See RE Host duties).
6. Promote the RE program to the congregation, the church Board, the
7. Oversee the use and management of the Askren Fund.
8. Represent the RE committee on the Personnel Advisory Committee. (This may be done by chair or designee.)
9. Plan and execute activities for all Sundays after RE Sunday until June 30th
10. Serve (on a rotating basis) as “DRE for the Day” for the DRE during DRE’s Sundays off and vacation time (during end of June and August).

*DUTIES FOR RE HOST*

1. At 10:30 on Sunday morning, stand near the back door and greet all people entering through this entrance in a friendly manner. Introduce yourself to those you do not know. If they are new and have children, help them decide which classes their children will attend, show them their

- room, and introduce them to the teacher. Give them a Prospectus and ask if they need an RE registration form. Introduce them to the DRE or if the DRE is not available suggest they talk with the DRE after the service. Adults and children should then be taken to the Host from the Membership committee for nametags.
2. Take attendance for each class.
  3. Help the DRE prepare and distribute snacks for each class.
  4. Be prepared to help the DRE with anything necessary to make Sunday morning activities successful.
  5. After the service is dismissed, help maintain order in the RE wing until parents come to get their children. Plan to stay 20 minutes after the service.
  6. Help the DRE organize/clean the RE area.

### **LIAISON, SOCIAL ACTION COORDINATOR, AND INTERGENERATIONAL/SPECIAL EVENTS COORDINATOR DUTIES**

The RE Committee consists of 8 members. One member serves as the chairperson of the committee (see RE Chair duties) and five members serve as either liaisons between classes and the DRE, or the nursery and the DRE. The final two members serve as either Intergenerational/Special Events coordinator or Social Action Coordinator. All committee members are required to attend one committee meeting each month from July 1 to June 30.

Classroom liaisons are assigned a class (or a range of classes), and are basically responsible for making sure their class is equipped with teachers each week and that the curriculum is on course. Specific duties for the classroom liaisons are:

1. Work with the DRE to determine which curriculum is best suited for the two to three curriculum Sundays each month (September through November and January through May). Determine if all activities in a lesson or lessons should be used of if the lessons or activities should be rearranged. When changes from the specific curriculum are anticipated, they should be discussed with the DRE.
2. Meet with the teachers or teaching teams for your classroom at the beginning of each semester (or more often if needed) and decide on a teaching schedule for that term. A copy of this schedule is then given to each teacher and the DRE. If schedule changes are needed, the liaison is expected to oversee these changes and report them to the DRE. If no teachers are available for teaching on a given Sunday, the liaison is expected to teach the class if possible. If not possible, the DRE should be notified as soon as possible.
3. Look over the lessons for the term to see if specific materials will be needed which might require extra time to obtain (such as ordering films, videos, or cassettes). If unsure about how long it takes to obtain

- materials, ask the DRE. Make a list of these needs and give them to the DRE at the **beginning of the semester**. If the curriculum requires a special mailing to children in the class prior to a lesson, the DRE is to be informed well in advance of the time that it is needed. Liaison lesson plans for all lessons may be given to the DRE as early as the beginning of each semester and must be given to her at least one week in advance.
4. Inform and discuss with the DRE any field trips that are planned for any classes. The DRE must have signed permission slips prior to the Sunday of the field trip or participants will not be allowed to go. With at least two weeks notice, the DRE will mail permission slips.
  5. Look over each lesson prior to Wednesday of each week to know what materials will be needed for that lesson. If supply sheets have not already been given to the DRE, this will need to be done at this time. Basic supplies are available in the RE closet, but there may be special needs which the DRE will need to acquire. The DRE oversees the inventory of supplies in the RE supply closet and because the DRE has charge privileges at local stores, it is preferable that supply lists or food needs for a particular lesson are given to the DRE in time for her to coordinate the purchase of all supplies at one time. These supplies will be put into the classroom before Sunday, so that the teacher can come in on Sunday and concentrate on teaching the lesson.
  6. Meet with or call the teachers occasionally to see if there are concerns within the classroom with the students, curriculum, or whatever, that should be reported to the DRE or discussed at the RE monthly meetings.
  7. Serve as substitute teacher if no other teacher can be found.
  8. Serve as the "DRE For The Day" when the DRE is either on vacation, is sick, or is entitled to one Sunday off per month. This responsibility is rotated among the committee members throughout the year. The DRE will give the liaison a checklist of duties for this position, which will include the schedule for the week and any special classroom needs or concerns.
  9. Plan and execute an activity for one of the seven Summer Sundays. Help other liaisons with at least one other Summer Sunday activity.
  10. Help with or find volunteers to help with Social Action Sundays, Intergenerational Sundays, Art Sundays, Teacher Appreciation Breakfasts, all December events, all May events and Easter.
  11. The Intergenerational/Special Events Coordinator will work with the DRE to find appropriate activities for youth to interact with older or younger youth and older adults. Some past events are: Intergenerational Play, Valentine's Day/Cookie Communion, etc. The coordinator will arrange for extra volunteers and will give the DRE a list of any needed supplies. This person will also alert the DRE at least 2 weeks in advance of any needed mailings required for the activity. Activities must be held at the church unless prearranged with the DRE and possibly the RE Committee. Activities that are to be held off site will require parental permission slips before any child is allowed to leave the church. This coordinator will also

- plan and coordinate special activities and events such as teacher's breakfasts, play practices, Santa Lucia, Easter, etc.
12. The Social Action Coordinator will work with the DRE to find appropriate activities for the youth to do on Social Action Sundays. These activities usually need to be appropriate for youth from 1<sup>st</sup> through 12<sup>th</sup> grades. Some past activities are: making quilts for at-risk babies, Valentine bags for children at a homeless shelter, painting masks for Michigan hospice, making sack lunches for a soup kitchen, the Empty Bowl Project, etc. The coordinator will arrange for extra volunteers and will give the DRE a list of any needed supplies. Activities must be held at the church unless prearranged with the DRE and possibly the RE Committee. Activities that are to be held off site will require parental permission slips before any child is allowed to leave the church. The coordinator will work with the DRE to arrange for any needed supplies, transportation, etc.
  13. Each committee member is responsible for helping to clean, inventory and restock classrooms during annual cleanup.

## **RE CHAIR DUTIES**

The RE Committee chair is responsible for chairing the RE committee, acting as support for the DRE and is responsible for supervising the activities of the liaisons. The RE Chair should expect to consult with the DRE at least once a week about RE related issues. The RE Chair should also expect to consult with the Youth Advisor on a regular, as needed basis. The RE Chair acts as the RE advocate on the church board and can act as a voting voice for the DRE. The RE Chair is expected to maintain a position on the Personnel Advisory Committee and will usually participate in the evaluation of the DRE and Youth Advisor, which can also result in the preparation of a salary recommendation for the DRE and Youth Advisor. It is the responsibility of the RE Chair to advocate the position of parents and children in any church related activity or event. The RE Chair is also required to submit a detailed, itemized budget for the next year as well as an annual report for the committee. The RE Chair is also responsible for any recommendations for use of Askren Fund monies.

Volunteers – It is expected that there is not a minimum age for volunteers for all Social Action or Intergenerational activities. These activities will be supervised by the DRE and/or the RE Committee chair or on or more RE liaisons.

### **Seventh Principle**

The purpose of the Seventh Principle Committee is to provide direction in becoming a green sanctuary.

Responsibilities include:

- Recommending best “green” practices to the Board
- Educating the congregation regarding environmental issues affecting the church and community.

## Social Justice

The purpose of the Social Justice Committee will be to educate and inform the congregation of social concerns in the community and the standing committee. Topics of concern to the Social Justice Committee will reflect the interests of the committee and will be encouraged to include the current UUA study issue(s) in its work. The committee is also encouraged to educate the congregation about issues under consideration by General Assembly each year so our delegates attend well informed. The committee may identify additional interested persons to include in its work. It may also work in sub groups

The Social Justice Committee may participate in, develop, promote, and present educational and service activities. The committee cannot speak for the congregation.

## Stewardship

This Committee is charged with developing and implementing the yearly pledge drive. The campaign builds to an end-of-February "Celebration Sunday" when pledges are made as a part of worship.

### **August:**

- Present area goals for budget to Program Council (Intern, RE, etc)

### **September:**

- Set specific goals and timeline for year, including schedule of Unigram articles and committee meeting dates.
- Inform Worship Associates, Program Council and office administrator of key dates: Leadership Tea, Celebration Sunday, Step Up Sunday.
- Meet with minister, choir director, finance committee to set theme and finalize financial goals, timeline, etc.

### **October**

- Arrange publishing timeline for brochure, slide shows, etc.
- Begin work on layout and information for brochure.
- Identify congregants who will give testimonials
- Ask Program Council and other church leaders for their input on achievements and dreams which may be used for publications

### **November**

- Complete brochures and turn over to person working on design and development
- Design pledge card and turn over to person working on design and development
- Contact Fellowship Committee and arrange food for Celebration Sunday, get list of pledging units and new possibilities from office administrator

### **December**

- Plan Leadership Tea (usually last Sunday in January): music and MC, childcare, set up, clean up, design program, invitation, prepare slide show, etc.

- Invite and then ask Program Council to bring finger foods to the tea
- Organize other events such as cottage meetings for Step Up Sunday

### **January**

- Mail invitations with brochure to Leadership (these should be finished before the holidays)
- Continue Step Up Sunday preparations: letter to congregation, work with minister on “Sermon on the Amount” (Sunday before Celebration Sunday).
- Set budget request for the coming fiscal year

### **February**

- Mail letter, brochure to congregation
- Complete plans for Celebration Sunday
- Identify and work with Nominating Committee on adding new members to the committee

### **March**

- Contact those who did not attend or participate in Celebration Sunday
- Write thank you’s

### **April**

- Continue to follow up with thank you’s and contacts

**May:** Final meeting to evaluate and set general goals for the next campaign season!

*All Year: work with Finance Committee to contact new members about pledging*

### **Worship Associates**

The Worship Associates meet monthly with the minister to plan and coordinate worship services for the congregation.

Worship Associates rotate in assisting the minister in the pulpit. The assigned WA meets with the minister in the week prior to that service and is encouraged to suggest readings, opening and closing words, and hymns which enhance the scheduled sermon topic. The WA arrives at 10 am on the morning they are in the pulpit to check the sound system, chalice candle, review the order of service with the minister, and receive last minute announcements from the congregation.

The Team is responsible for securing guest speakers or creating worship services on those Sundays when the minister is not in the pulpit, and during the Minister’s summer break. On these Sundays, a member of the WA will act as Service Leader, coordinating the service and acting as point of contact for the guest speaker.

The team is also responsible for maintaining a communication between church members on matters pertaining to the desires of the member-ship regarding the selection of sermon topics (e.g., balancing points of view, maintaining spiritual focus) and the overall format of the service proper (e.g., music, sermon/lecture vs. discussion, etc.).

## **Special Committees**

Special committees are those with a single project or narrow focus. They meet on an irregular basis on an as needed basis. They are not represented on the Program Council.

### **Auction Committee**

Responsible for the planning and implementing the service auction and is constituted by the Finance Committee.

### **Bazaar Committee**

Responsible for planning and implementing the annual Bazaar and is constituted by the Finance Committee.

### **Caring Committee**

**Caring Team Coordinators:** two people one serving July-January, the other January-July. These persons will be the primary contact for the Minister; he will call them as needs come to his attention. (Note: Sometimes the office administrator may pass along the information.) Their main job for 6 months of the year is to send cards to friends and members at a time of illness, surgery, accident, and bereavement. There are usually 3-5 a month. Cards are sent with the church return address and signed from the congregation. The other task of the coordinator is to decide what other members of the Caring Team (see below) need to be notified.

Ideally caring team coordinators attend church regularly. If they are going to miss a Sunday, they need to ask a friend, a member of that week's hospitality team, or the other coordinator to listen to Joys and Sorrows. These persons should know the congregation and be discreet when appropriate. Be aware that we have a Pastoral Support group that works with the minister to provide support beyond cards, transportation, food, or visits. The minister is the contact between the Caring Team and the Pastoral Support team. The minister also has a special fund to assist in financial emergencies.

It would be good to have a periodic reminder in the Unigram about who to call. We can't respond if the congregation doesn't know who to contact.

Watch the Unigram for notices of concern, special birthdays, etc.

Check in with the minister from time to time for additional information. Buy stamps, cards at the beginning of the 6 months, submit a check request for reimbursement, and pass along what is left to next person. Sometimes RE makes cards.

In November, the July -Jan coordinator will find someone on the holiday volunteer list to arrange for Christmas gifts for any shut ins. That person should check to see if gift delivery can be coordinated with choir caroling.

**Food coordinators** for emergencies, illnesses, surgery, accidents. The Caring Coordinator will contact them--or perhaps the minister or other people in the congregation as they learn of situations of need. Contact the person(s) who may

need food to ask if and when food would be helpful. (A memorial coordinator may contact these team members if food is needed in a home at a time of grief.) Call people on food list.

**Coordinators for Memorial Services:** two people. The minister or the Caring Coordinator will contact them when a need arises. Contact the family to determine their wishes. If there is a connection to a particular group at church (choir, discussion group, RE, worship associates, etc) contact that group first and see what they can do. Otherwise, call volunteers (from list provided) to prepare and bring food, set up, and clean up, including someone to be 'in charge' that day. (It doesn't have to be a memorial coordinator, just someone who knows how to make coffee and lock up!) Provide list to family for thank you notes. Contact emergency food coordinators to arrange food to be taken to the home, if needed.

### **Dinner Discussion**

This tends to fall under one person who is responsible for organizing the dinner discussion groups.

### **Investment and Development**

#### ***Purpose***

The Development and Investment Committee was established as a special committee of the Unitarian Universalist Church of Muncie in lieu of a foundation. However, it was the intention that this committee would make investment decisions independent from the Board of Trustees for the long-term benefit of the congregation of the Unitarian Universalist Church of Muncie. The intent in the formation of this committee was to ensure that potential donors would know that their gifts would be administered with a long-term view rather than be subject to whatever short term financial needs may arise within the congregation.

#### ***Goals***

Committee:

- Establish guidelines for investments.
- Develop policies for capital fundraising practices.
- Handle other matters referred to the committee by the Board of Trustees.
- Make an annual report to the Board of Trustees and to the Congregation.

Chair:

- Attend all meetings of the committee.
- Act as a liaison between the committee and the board.
- Submit a copy of all committee minutes to the Board Secretary.
- Provide leadership to the committee in the execution of its functions and responsibilities.
- Refer offers for Special Gifts to the Board President.

### ***Committee Composition***

The Development and Investment Committee shall consist of five (5) members, three (3) of whom shall be elected at the semi-annual May meeting. The terms shall be staggered so that one (1) member will be elected every other year. The other two (2) members shall be the church Treasurer, and a member of the finance committee.

### ***Election***

At the semi-annual May meeting, members of the Development and Investment Committee shall be elected to a six (6) year term. A Development and Investment Committee member may serve two (2) consecutive terms but will not be eligible for reelection until one (1) year has expired.

### ***Meetings***

The committee shall meet regularly. All meetings are open to the congregation. A majority shall constitute the quorum of each committee.

### ***Organization***

The committee shall elect the chair and the secretary and follow the guidelines in the procedure manual. The secretary shall keep the minutes of committee meetings and submit a copy to the Board. The committee is encouraged to include no-voting participants as needed and as interests dictate.

(1-9-03)

### **Kitchen**

Responsible for cleaning and maintenance of the kitchen and for making recommendations to the Board for new equipment as needed.

### **Pastoral Associates**

### **Library**

The Librarian will request a yearly budget and is responsible for ordering, cataloging and maintaining the church library.

## Policies

### Gift Policy

Draft Revision

3/2007

Gifts are defined as contributions, monetary or material, other than pledge giving and free will offerings.

- The giving of monetary or material contributions, memorials, trusts, foundations, etc., is recognized as a desirable and commendable practice in connection with church life. The following are guidelines for the giving, receiving, and disposing of such gifts to the church.
- Giving shall be intended for the benefit or betterment of the church as the primary objective. Gifts will be recognized if made in the spirit of giving, that is, without the aggrandizement of the giver, group, organization or individual.
- The acceptance, rejection or disposition of a gift shall rest with the Board of Trustees. Offers of gifts may be made through any Board member, the Minister, or chair of a committee.
- The Board or its designated committee shall determine the appropriateness or desirability of a gift and the use to which it shall be put. The donor may make suggestions relative to a gift but the donor may not impose restriction or qualifying statements.
- All gifts are given without restrictions.
- Plaques, engravings, etc., intending to identify a donor, honored or Memorialized individual, group or organization, shall not be placed upon items or facilities of the church other than in the hymnals or on the Memorial Wall.

→there is reference to a record/honor book that is maintained for all giving. Is this true? If it is not maintained it should not be included in the policy. If there is such a book whose responsibility is it to maintain? The policy says an ad hoc committee and/or individual will be appointed to maintain it but as far as I know that is not being done.

## **Building Use Policy**

Draft 3/2007

Use of church facilities will be granted as space permits under the following conditions.

### Use by members

- Members may seek to use the building for activities of a non-profit nature.
- Members must clear the event with the Office Administrator who will put the event on the church calendar and ask that a contract be filled out which will be kept on file at the church.
- All member events will be function in harmony with the Seven Principles and core values of the church.
- Fees for building use by church members will be waived exclusive of custodial fees.
- The church must be set up as it was found, all trash removed from the property.
- Custodial services may be obtained for a fee although the Church Administrator will be responsible for scheduling/okaying these services.

### Use by non-members

- Non-member may utilize the church with the permission of the Board.
- Non-members must fill out the Church Use contract two months prior to the event. The Office Administrator will copy and put in each Board members box.
- A tentative entry will be made on the church calendar with a 'Pending' notice.
- Permission or rejection will occur at the next scheduled meeting of the Board.
- The President of the Board will ask the Office Administrator to notify the contact person regarding the determination the day after the Board meeting.
- Actions regarding the calendar, keys, codes, custodians, etc., will be handled by the Office Administrator.

## **Disruptive Behavior Policy**

Draft Revision

3/2007

The goal of the UU Church of Muncie is to provide an environment that is respectful and open to a diversity of individual expression and spiritual growth. An environment that is welcoming and safe for all must be preserved so that all feel free to participate and express themselves without fear. Threatening, disruptive, intimidating or otherwise harmful behavior is not acceptable.

The Minister, any member of the staff, and/or leader of the church or church activity are authorized and encouraged to take whatever action necessary to stop behavior which endangers any person, obstructs church activity, or may otherwise cause damage or harm. This includes, but is not limited to, asking the offender(s) to leave, suspending the activity, or calling 911.

If such action is taken by any member of the congregation they will immediately notify the Minister and the President of the Board.

If the rights of any member of the congregation are in dispute, the Minister or Board President shall present the matter to the Board who will respectfully review the situation and make a determination with the safety of the congregation as its primary concern.

## ***Safe RE Policies***

### **Teacher and Volunteer Recruitment for RE Programs**

The DRE will normally recruit all volunteers, nursery staff (paid & unpaid) and teachers for the RE program. RE Committee liaisons may suggest individuals as prospective teachers, but the actual recruitment is the responsibility of the DRE. The DRE will have the final say in determining who can or cannot teach or volunteer in any RE activity. For the protection of all children in the RE programs, it will be the responsibility of the DRE to do reference or background checks on all individuals who will have individual access to any of the children or youth in the RE programs. It is the goal of the entire RE program to always have at least two caregivers/teachers/volunteers in the various classrooms at all times. This is not always possible due to the lack of appropriate and willing volunteers. Teachers must have been regularly involved in the congregation of the Unitarian Universalist Church of Muncie for at least six months prior to becoming a teacher. The rule may be waived, at the DRE's discretion, if the prospective teacher is coming from any church where a DRE or equivalent can be contacted to determine the advisability of making this individual a teacher.

Nursery – The following requirements must be met in order to have a properly staffed nursery:

1. One paid staff person will be on duty at all times when babies and toddlers are present in the nursery.
2. At least one volunteer nursery worker will be present when babies and toddlers are present in the nursery.
3. The paid staff person and at least one volunteer nursery worker should be over the age of 18. Additional volunteers (as needed) under the age of 18 can be on duty as well.

Pre K -5<sup>th</sup> Grade – The following requirements must be met in order to have a properly staffed classroom for children in these grades:

1. One teacher over the age of 18 must be present in the classroom at all times.
2. A second teacher is highly recommended for the protection of the teacher as well as the children.

Middle School-High School – All teachers for these classes will meet the following criteria:

1. Teachers will be at least 25 years of age OR at least 21 years of age with a teaching degree in secondary education.

Teachers who do not meet the above requirements may teach with an individual who does meet these requirements. In the event that a special circumstance arises that requires someone younger than this age teach alone in either of these classes, a person who meets the above requirements will teach in the next room with the connecting door open in an attempt to monitor the extra classroom

## **Staff Expense Policy**

Draft Revision

3/2007

Expenses of staff members for church business shall be reimbursed by the church, to the extent budgets have been provided for such expenses, and to the extent that they qualify as reimbursable expenses under the rules and regulations of the Internal Revenue Service.

Travel by personal auto on church business exclusive of travel between church and home will be reimbursed at the rate set by the Internal Revenue Service.

Examples of reimbursable expenses include: fees for conventions, vestments worn for worship services, educational expenses, lunches with staff, church related books and periodicals and office furnishings. In the event of questions the following sources may be consulted: IRS Rules and Regulations and the UUA's Congregational Handbook.

Expenses shall be reported to the Office Administrator. Expenses not reported within 60 days after they are incurred shall not be reimbursable. Expenses by the Minister shall be approved by the President of the Board or the Treasurer. Expense by staff shall be approved by the Minister. Expenses shall be paid within two weeks after submittal.

Expense shall be charged to the appropriate line item in the budget. Expenses shall not be carried over from one fiscal year to the next.

## **Pastoral Care Fund**

Draft Revision 3/07

This fund is to support the caring ministry of the congregation, especially for helping one another in times of trouble. The fund shall be kept in a separate savings account, which the Minister(s) of the church will have the authority and responsibility to manage, including signature authority on the account.

The fund may be spent for any legal purpose at the discretion of the Minister(s) provided that the expenditure is allowable under IRS regulations governing operations of a 501-c 3 non-profit organization, and in general support the caring ministry of the church. A minister shall not use the funds for his or her self.

Funds may be generated by designated donations, special fundraising activities, and special collections or from the operating fund. If monies are needed from the General Fund for replenishing the fund, the Minister will include an estimate of funds needed to the Board. The Board will decide whether to add this expenditure to the Budget or not. The intent of the church is to keep the fund at a minimum of \$1,500.

Donations for the fund shall be made to the church, which shall then be transferred into the fund's account. [Do we need this?? If the Fund is supported from the General Fund, as a budgeted expense or otherwise, they will be handled in a similar manner to individual donations.] Bank statements shall be addressed to the treasurer who will be responsible for reconciling the account with the statement.

The Treasurer shall report the total income, total expenses, and balance of the fund to the Board on an annual basis. The Minister(s) shall report when withdrawals are made to the Treasurer, and shall give a general description of the uses of the fund to the [Change to Board rather than Caring Committee] on a monthly basis. At no time will the Minister(s) be required to report the names of recipients of the funds or their specific use.