

# **TJMC-UU POLICY MANUAL**

## **with procedures and forms included**

Approved by the Board of Trustees -- September, 2011

### **TABLE OF CONTENTS**

<b>I. ORGANIZATIONAL STRUCTURE</b>	<b>Page 3</b>
A. BOARD RESPONSIBILITIES/PROCEDURES	
1. RESPONSIBILITY FOR CANVASS	
2. REVIEW OF CHURCH BY-LAWS, POLICIES AND GOVERNANCE	
3. SUBMISSION OF REPORTS AND ACTION ITEMS TO THE BOARD	
4. MINUTES, RECORDS AND REPORTS OF THE BOARD OF TRUSTEES	
B. RESPONSIBILITIES OF CHURCH OFFICERS	
C. CHURCH COUNCILS	
1. STRUCTURE AND ORGANIZATION	
D. COMMITTEES AND GROUPS	
1. CRITERIA, RESPONSIBILITIES & PRIVILEGES OF COMMITTEES & GROUPS	
2. ANNUAL REPORTS	
3. TERM LIMITS OF COMMITTEE CHAIRS	
4. COMMITTEE/GROUP COMMUNICATION WITH THE BOARD	
5. DISTRIBUTION OF COMMITTEE MINUTES	
E. BOARD-APPOINTED TASK FORCES AND AD HOC COMMITTEES	
1. GENERAL REQUIREMENTS	
2. MINISTERIAL SEARCH COMMITTEE	
3. PERSONNEL COMMITTEE	
4. STANDING COMMITTEES	
<b>II. MEMBERSHIP</b>	<b>Page 21</b>
A. ELIGIBILITY FOR MEMBERSHIP	
B. MEMBERSHIP COUNT AND REPORTING	
C. CONNIE CHEETHAM AWARD FOR EXCEPTIONAL SERVICE	
<b>III. PERSONNEL/STAFF</b>	<b>Page 24</b>
A. NONDISCRIMINATION	
B. COMPOSITION OF STAFF MEETINGS	
C. TJMC STAFF POSITION DESCRIPTIONS	
D. MATERNITY LEAVE	
E. UNITARIAN HOUSE AND STAFF	
F. EMPLOYEE COMPLAINTS	
G. CHILDCARE SERVICES	
H. SUBCONTRACTORS	
<b>IV. COMMUNICATIONS</b>	<b>Page 32</b>
A. PUBLICATIONS POLICIES	
1. MONTHLY BULLETIN	
2. SUNDAY BULLETIN	
B. ALL-CHURCH COMMUNICATIONS	
1. ALL-CHURCH COMMUNICATIONS	
2. CHURCH SURVEYS	

- 3. BULLETIN BOARDS
- C. INFORMATION TECHNOLOGY
- 1. GENERAL REQUIREMENTS

Page 36

## V. FINANCE

- A. GENERAL MANAGEMENT
  - 1. FINANCIAL RECORDS
  - 2. BUDGET PREPARATION
  - 3. DEBT REDUCTION
  - 4. MONEY HANDLING AND CHECK WRITING AUTHORITY
  - 5. TJMC EXPENDITURES
  - 6. STORE CHARGE ACCOUNTS
  - 7. GIFTS POLICY
  - 8. INSURANCE POLICIES
  - 9. LEGAL ACTION AGAINST AGENTS
  - 10. INTERNAL AUDIT
  - 11. EXCESS EXPENDITURES NOTIFICATION
- B. MEMBERSHIP FINANCIAL INFORMATION
  - 1. CONTRIBUTION AND PLEDGE INFORMATION
  - 2. ACCESS TO SAFE
- C. FINANCIAL POLICIES FOR STAFF
  - 1. CREDIT CARDS
  - 2. STAFF PROFESSIONAL FUNDS
- D. FUNDRAISING
  - 1. FUNDRAISING: GENERAL POLICY
- E. ENDOWMENT FUND
  - 1. GENERAL POLICY

Page 50

## VI. BUILDING USE

- A. BUILDING USE BY CONGREGATIONAL GROUPS/COMMITTEES/TASK FORCES
  - 1. GENERAL REQUIREMENTS
  - 2. COVENANT GROUP LOCATION
  - 3. ACCESSIBILITY
  - 4. ALCOHOL POLICY
  - 5. TABLING IN THE SOCIAL HALL DURING SUNDAY POTLUCKS
  - 6. MINISTERS' PORTRAITS
- B. OUTSIDE GROUPS' BUILDING USE
  - 1. GENERAL USE
  - 2. RESPONSIBILITY FOR BUILDING USE FEES
  - 3. WAIVER OF BUILDING RENTAL FEES
  - 4. BUILDING RENTAL (GENERAL)
  - 5. SOCIAL ACTION COUNCIL POLICIES ON FREE USE OF TJMC-UU MEETING SPACE

Page 71

## VII. COMMUNITY OUTREACH

- A. PUBLIC WITNESS
- B. SOCIAL ACTION COLLECTION

# I. ORGANIZATIONAL STRUCTURE

## A. BOARD RESPONSIBILITIES/PROCEDURES

### 1. RESPONSIBILITY FOR CANVASS

**POLICY I.A.1:** It is the responsibility of the Board of Trustees that the annual canvass is a success.

**PROCEDURE:**

- To accomplish this, the Board of Trustees will take a leading role in the annual canvass, and leadership in the canvass is recognized as an important responsibility for each Board member as a consequence of being elected to the Board.
- As a first step in taking a leadership role, the Board will ensure appointment of the canvass chair(s) and a canvass committee *at least six months prior to the Canvass.*
- As a second step, the Board will meet with the canvass committee and will participate in the planning of the canvass.
- It is not intended that the role of the Board be limited to these two steps; further ideas for leadership roles for the Board and its individual members are expected to be developed as an outgrowth of the Board's meetings with the canvass committee.

Revised 8/2009;

### 2. REVIEW OF CHURCH BY-LAWS, POLICIES AND GOVERNANCE

**POLICY I.A.2.a:** The Board shall adopt a Policy Manual which states the important policies and procedures of the Church as approved by the Board from time to time. The Policy Manual shall include provisions assuring that Board Members are familiar with the bylaws; Church officers are familiar with the bylaws and Policy Manual; and Council and committee chairs are familiar with pertinent portions of the bylaws and Policy Manual.

Approved 12/2010

**POLICY I.A.2.b:** The Board shall establish a procedure for suggested changes, additions, and deletions to the TJMC-UU Policy Manual.

**Rationale:** The Policy Manual supports the TJMC-Bylaws by fleshing out the responsibilities and tasks related to them. Because church operations are somewhat fluid and need to fit the current tides and practices, there are times when policies can and should be added, changed, or deleted.

**Background:** Approval of the TJMC-UU Policy Manual is the responsibility of the Board of Trustees. Therefore, policy changes to that document must be approved by that governance body.

However, the members of the various councils, committees, and task forces also have strong involvement in the operations of the church. Thus, the policies need to both guide and reflect the work of these groups.

## **Procedures for Amendment to the TJMC-UU Policy Manual**

- ▲ Who: Any task force, committee or council of TJMC-UU may make recommendations for policy change. Any TJMC-UU member or group may make recommendations for policy changes through the appropriate council or committee.
- ▲ How:
  - A. Each request for policy change must be in writing and include the following information:
    - 1. Policy number and section – Where in the Policy Manual a change is requested
    - 2. Rationale – Statement of why a change is needed
    - 3. Changes –
      - a. Suggested wording for changes or additional policy
      - b. Wording of any policy where deletion is requested
  - B. Approval/Support – Endorsement of policy change recommendations is required.
    - 1. The committee or group which supports this change shall be specified. Signature of the chair is required.
    - 2. The affiliated council which supports this change shall also be specified. Signature of the chair is required.
    - 3. The sponsoring council's chair will share the newly proposed policy change with all other Council Chairs for review in order to assure that proposed changes are not in conflict with the operations or activities of any other council, committee, or group within the council structure.
  - C. Signed council-sponsored recommendations shall be forwarded to the Vice-President, who will add the policy to the Board's agenda for final approval and inclusion in (or deletion from) the TJMC-UU Policy Manual.
  - D. Policy recommendations from Board-appointed task forces shall be submitted in writing directly to the Board-liaison or the Secretary of the Board for final approval and inclusion in (or deletion from) the TJMC-UU Policy Manual. Suggested policies shall include the criteria found at "A" above.
  - E. Following Board approval of policy changes, the Secretary shall ensure inclusion of the changes in the master copy of the current TJMC-UU Policy Manual. The Secretary shall ensure notification of the staff and all Board-appointed task forces of the approved policy additions or changes. The Vice-President will notify all councils, committees, and groups of the approved policy additions or changes. The Secretary shall ensure the publication of changes in the members' monthly "Bulletin" publication, on the church website, and on the bulletin board in the main church hallway.

Approved January 13, 2011

**POLICY I.A.2.c:** The Church's Bylaws, policies and general governance structure shall be reviewed at least every seven (7) years from May 1, 1997.

PROCEDURE:

- The Board shall appoint a task force at least every seven (7) years from May 1, 1997, to review and make recommendations concerning any necessary changes to the Church's By-laws, policies and general governance structure.

Approved 3/1996

### **3. SUBMISSION OF REPORTS AND ACTION ITEMS TO THE BOARD**

**POLICY I.A.3:** Material related to a Board of Trustees Meeting shall be distributed to Board members in advance of the meeting.

PROCEDURE:

- Everything for each Board Meeting must be submitted to the Congregational Administrator by noon one week to the day of the week prior to the regular Board Meeting.
- The Congregational Administrator will bundle all submissions and forward them on to the Board via email.
- Each Board member is responsible for reviewing and bringing the packet to the meeting.

Approved 6/2011

### **4. MINUTES, RECORDS AND REPORTS OF THE BOARD OF TRUSTEES**

**POLICY I.A.4.a:** All official statements by the Board shall state the numerical vote of the Board.

Approved 8/1974

**POLICY I.A.4.b:** All TJMC financial records and minutes are the property of the Church. Original copies of all records kept by the Secretary shall be kept on the church premises.

Approved 12/2010

**POLICY I.A.4.c:** The Financial records shall be open to audit as directed by the Board, except for individual pledge records.

Approved 12/2010

**POLICY I.A.4.d:** Minutes of the Executive Committee meetings shall be kept.

Approved 12/2010

## B. RESPONSIBILITIES of CHURCH OFFICERS

**POLICY I.B.1:** General duties of the Board and its officers are defined in the TJMC-UU Bylaws at Articles V, VI, and VII.

**PROCEDURE:**

- Administrative procedures and job description specifics shall be clarified and updated at least once during the term of the office by the office holder.
- These procedures and specifics shall be sent to the Leadership Development Committee by March each term for the purpose of recruitment.

**Related Documents and Forms:**

Administrative Policies, Procedures and Job Description of Board Officers:

**POLICY I.B.1.a:** Administrative policies, procedures and job description of the President

- The President shall serve as a voting member both on the Executive Committee and on the Board of Trustees.
  - With the Executive Committee, the President shall ensure that the Board fulfills its obligations, including leadership in the annual canvass, as well as the appointment of Board liaisons, Board representatives, and other assignments as required.
  - The President shall serve as Chair of the Congregational meetings, the Board meetings, and the Executive Committee meetings.
    - The President will work closely with the Congregational Administrator to ensure that Congregational Meeting information is distributed in a timely manner, following all policies and procedures outlined in the TJMC Bylaws and Policy Manual.
    - The President will delegate tasks to Board members to ensure the smooth implementation of the Congregational Meeting.
  - The President shall collaborate as an equal partner with the Minister(s) in the direction of TJMC-UU and in carrying out the vision and policies of the congregation.
  - The President is allowed to accept unconditional non-monetary gifts up to \$500 on behalf of the church. (see POLICY V.A.7.b)
  - The President shall identify financial analyst (s) as needed, who will then have access to pledge and contribution data. (see POLICY V.B.1)
  - At the conclusion of the term as President, the President will assume the role of Past President.
- Approved June 2011

**POLICY I.B.1.b** Administrative policies, procedures and job description of the Past President

- The Past President shall serve as a voting member both on the Executive Committee and on the Board of Trustees, and assist the President as requested.
  - The Past President shall serve as a member of the Leadership Development committee.
- Approved June 2011

**POLICY I.B.1.c:** Administrative policies, procedures and job description of the President-Elect

- The President-Elect shall serve as a voting member both on the Executive Committee and on the Board of Trustees, and assist the President as requested.

- The President-Elect shall serve as the Board Liaison to the Communications Committee to assure that all parties within TJMC-UU are fully apprised of the issues and decisions relevant to each.
- At the completion of the year as President-Elect, the President-Elect will assume the Presidency.
- The President-Elect shall act in place of the President if the President is unable to perform the duties of that office.

Approved June 2011

**POLICY I.B.1.d:** Administrative policies, procedures and job description of the Vice President

- The Vice President shall serve as a voting member both on the Executive Committee and on the Board of Trustees.
- Each year the Vice President will attend that the first meeting of each of the Church Councils to facilitate the election of the Council Chairs.
- In September the Vice President will distribute a list of each of the Church's committees with the name and phone number of their chairperson(s). The list will be forwarded to the members of the Board of Trustees and all staff members.
- The Vice President will ensure that each Council Chair has access to an updated electronic copy of the TJMC-UU Bylaws and the current TJMC-UU Policy Manual at the beginning of each term of office and/or program year.
- The Vice President will convene regular meetings of all the Council Chairs. The agenda shall include sharing and brainstorming about common concerns and special issues, providing support for the council governance structure, coordinating council-sponsored events, and proposing or endorsing policies and actions to the Board of Trustees.
- The Vice President will post approved Minutes for all Council Chair meetings on the bulletin board on the main hallway of the church and on the TJMC-UU website.
- The Vice President will summarize major council/committee actions in a monthly report to the Board.
- The Vice President will help forward general communications/information from the Board of Trustees to the Council Chairs and their respective committees and groups, and will serve as liaison between the Councils and the Board.
- The Vice President will support the Congregational Administrator in the development of the Master Calendar each spring.
- The Vice President will support the Treasurer and the Finance Committee in the annual budget by forwarding information about the process to all councils and their respective committees and groups.
- The Vice President shall serve no more than two consecutive two-year terms.

Approved June 2011

**POLICY I.B.1.e:** Administrative policies, procedures and job description of the Treasurer

- The Treasurer shall serve as a voting member both of the Executive Committee and on the Board of Trustees.
- The Treasurer shall also serve as a voting member of the Finance Committee and as an ex-officio non-voting member of the Endowment Committee and shall act as a liaison between those committees and the Board.
- The Treasurer shall provide a current financial statement including an income statement and balance sheet indicating the church's financial position at each Board meeting and at each Finance Committee meeting. The Treasurer shall also write a brief article each month on the financial position of the church for inclusion in the Monthly Church Bulletin.

In addition, the Treasurer shall provide a current financial statement at each Congregational meeting.

- Each year the Treasurer, in consultation with the Finance Committee, shall provide the Board with a draft church budget and revisions to the budget as needed for the next fiscal year.
- The Treasurer may appoint an Assistant Treasurer or Controller with the advice and consent of the Board. The Assistant Treasurer shall perform delegated duties and, in the absence of the Treasurer, assume the duties of the Treasurer, except for voting at Board meetings.
- Each month the Treasurer shall review the church bank account statements, reconcile the Church accounts and consult with the Church Controller concerning any unusual checks or expenditures.
- The Treasurer, in consultation with the Finance Committee, shall ensure that there are appropriate checks and balances and safeguards with respect to the handling of all church moneys and other fiscal assets.
- As one of those safeguards, the Treasurer shall not have authority to write checks or to deposit money received by the church.
- The Treasurer shall notify the Board whenever any expense line item in the budget has exceeded the budgeted amount by more than \$200. The Treasurer shall not allow any item to exceed its budgeted amount by more than \$500 or 100 percent of the budgeted item, whichever is less, without the express authorization of the Board.
- The Treasurer shall serve no more than two consecutive two-year terms.

Approved June 2011

**POLICY I.B.1.f:** Administrative policies, procedures and job description of the Board Secretary

- The Board Secretary shall disseminate copies of Board minutes to all members of the Board, the Minister, and the chairs of other committees or councils which are directly the subject of Board action or substantive discussion. The Board Secretary is encouraged to publish a summary of Board minutes in the church Bulletin.
- The Board Secretary shall update the Policy Manual following each Board meeting (if required).
- The Board Secretary shall assure that each church Officer and Board member receives a current copy of the church's Bylaws at the beginning of their term of office.
- The Board Secretary shall ensure that the President and the Vice President receives a current copy of the Policy Manual at the same time they are given the Bylaws.
- The Board Secretary shall ensure that there are two current copies of the policy manual in the Church office, one of which is to be made available for loan to Board members and other church members.
- The Board Secretary shall inform each new Board member and officer that they are expected to read and become familiar with the documents they have been given before the second meeting of the Board after the beginning of their term.
- The Board Secretary shall distribute electronically (or arrange for the Congregational Administrator to do so) each fall or make available online a current copy of the Policy Manual for members of the Board, Councils and Committee chairs.

- The Board Secretary shall distribute the Board minutes as described in this Policy Manual.
- The Secretary shall serve as a voting member both on the Board of Trustees and on the Executive Committee.
- The Secretary shall keep and report the membership roll.

Approved June 2011

## C. CHURCH COUNCILS

### 1. Structure and Organization

**POLICY I.C.1:** All church committees and groups shall be assigned to one of the TJMC-UU Councils by the Board or the joint Council Chairs. Exceptions are made for Board-appointed task forces or committees and congregationally-elected committees who report directly to the Board. A limited number of non-governance enrichment groups are not the responsibility of the Councils, as determined by the Board and/or the joint Council Chairs.

Approved December 2010

**Purpose:** To provide a governance structure which includes committees and groups based on goals, functions, and interests.

**Rationale:** All groups are responsible to the church and its multiple missions. However, there are far too many committees and groups for every one of them to report independently to the Board of Trustees. Therefore, the Councils serve as the first tier in the organizational structure for many of the committees and groups.

**Applies to:** All TJMC-UU committees and groups, with the exception of Board-appointed task forces or committees, congregationally-elected committees, and selected non-governance enrichment groups.

#### PROCEDURE:

- The Councils shall orient and support their committee chairs and assist in problem solving. They shall coordinate the contributions from each of these groups with the goal of providing a comprehensive offering which fosters the community of TJMC-UU members and friends and ensures the most effective use of Church resources.
- The principle duties of the Councils shall be to facilitate the exchange of information among its constituent committees. In performing this duty, the Councils shall have authority to approve job descriptions of new committee and revisions of present committee job descriptions, propose budgetary requests and coordinate joint committee activities and the calendaring of church events.
- Each Council shall hear all matters reported to it by its constituent committee for the purpose of discussion and resolution. However, if a committee requests, the Council shall pass the committee's proposal to the full Board for consideration, either with or without a recommendation for approval or rejection.
- A representative from each of the assigned committees and groups shall regularly attend council meetings, as requested by the chair.

- The voting members of each Council shall be the chairs (or representatives designated by the chairs) of such committees.
- The council members shall work together with their committees and councils to design and implement programs, procedures, and activities which enhance the objective of a specified area of church governance.
- Minutes of Council meetings shall be distributed for approval to Council members within 2 weeks of the meeting. Approved minutes shall be sent to the Board Vice President and the Congregational Administrator, as well as the Council members.
- Councils shall take responsibility for requesting, managing, and distributing all funds coming from the general church budget.
- Councils shall also manage and account for all money distributed out of specified, committee-related line-item or special use accounts.
- Councils may propose changes to the TJMC-UU Bylaws or the TJMC-UU Policy Manual either collectively or individually. All council-sponsored bylaw or policy recommendations shall be clarified and forwarded to the Board through the Council Chairs and the Vice-President.
- A council may be discontinued or reconfigured by the Board with a recommendation by the joint Council Chairs.
- Each committee or group will submit a written annual statement of purpose which identifies its leadership, participants, and the objectives.
- New committees or groups shall be assigned membership in one of the existing councils according to their objectives.
- Councils will support the committees and groups by providing guidance, encouragement and cooperation. Committees (and groups at the request of the Council Chair) will support the council by submitting minutes and sharing successes and/or needs.
- The Vice-President shall serve as the representative of the Executive Board with direct responsibility for council management. Other Board of Trustee members will serve as liaisons for individual councils.
- All council requests for Board approval of policies, special requests, endorsements, etc. will be added to the Board's agenda by the VP or the council liaisons.
- The Council will decide if certain committees or groups need to consolidate or to sub-divide in order to enhance efficiency to better meet the goals of the council.
- The Councils will determine if each committee meets the criteria for committee or group status. When a committee or group's termination is needed, it will be managed by the council to which it is assigned.

## **POLICY I.C.2: Job Description for Council Chairs**

1. Each council shall be made up of groups and committees which share a common area of interest, expertise, management, or concern related to the function and operation of TJMC-UU. Committees and groups shall be assigned to specific councils by common agreement of the Board of Trustees, the Vice-President, and the Council Chairs. TJMC-UU shall govern using the Council Structure model.
2. The Council Chair shall organize, plan, and run a minimum of three or four meetings of the chairs of the key committees and groups assigned to the council. Some councils will need to meet more often in order to deal with all the business of that council.
3. The Council Chair shall assure that minutes are taken at each council meeting. Minutes will reflect all outcomes and decisions of the council. Once approved, minutes shall be forwarded to the Board Vice-President and to the Congregational Administrator. All council minutes shall be posted on the TJMC-UU website as soon as they are approved.
4. The Council Chair shall administer budgeted funds for his/her council throughout the year and shall coordinate budget requests to the Finance Committee and the Treasurer each spring.
5. Any council business which needs input from other councils or the Board shall be brought to the Council Chairs meetings or contacting the Board Vice-President.
6. The Council Chairs will meet as a group as often as needed and at least four times a year. The Council Chairs will coordinate, consult, and cooperate with the other councils to assure uniform goals and expectations in governance through the Council Structure. The Council Chairs will collaborate with the Board and the staff in times of emergency. The Council Chairs' meetings shall be called and run by the Board Vice President.
7. Each Council Chair shall serve as the primary communication link to between the committees/groups under its purview. Memos, notices, and requests for action will be sent to the Council Chair, who will as necessary forward all important information to each of the committee or groups chairs, who will in turn send it to every member of his/her committees and groups. On occasion the feed of information may run backwards from the membership to the Council Chairs and then to the VP and Board or the staff.
8. Council chairs will advise their respective Councils to acquire familiarity with the TJMC-UU Bylaws and policy manual (both of which are available electronically) and ensure that recommended changes in bylaws and policy manual are developed for approval by Council Chairs and ultimately the Board, in accordance with existing policies.
9. Council chairs will encourage leadership development, rotation of leaders, and succession for the key committees and groups within their purview.

### **Related Documents and Forms:**

Diagram of Church Governance

## Diagram of Church Governance for 2011-12 Program Year

### **Board of Trustees:**

(NOTE: The \* indicates affiliation, as per Bylaws.)

Executive Board: President, President-Elect \*1, Past-President \*2, Vice-President \*3, Treasurer \*4, Secretary  
At-Large Trustees: Six total (one at \*5)

### **Councils:** \*3

#### Administrative

Aesthetics  
Art Show  
Buildings  
Endowment \*4  
Finance \*4  
Fundraising  
    Auctions  
    Bed & Breakfast  
    Book Store  
    Scrip  
Grounds  
Information Technology  
Remembrance Garden  
U-House Management

#### Community Life

Active Minds  
CareNet  
Coffee Service  
Communications \*1  
  
Web  
Covenant Group Leaders  
Denominational Concerns  
FFUUN (pending)  
History  
Membership  
    Greeters  
    Membership Tracking  
Pastoral Visitors  
Social Activities  
Twenties 'n Thirties (TNT's)  
UU Guys  
UUppty Women

#### Lifespan Faith Development

Adult Faith Development  
Children's Religious Education  
Va. UU Students (inactive)  
Youth Programs

#### Social Action

Adopt-a-Highway  
Chalice Lighters  
Emotional Wellness  
Environmental Action  
Food Pantry  
Gay/Straight Alliance  
IMPACT  
PACEM  
Partner Church  
Peace Action/UU-UN  
Refugee Partnership  
Soup Kitchen  
UU Service Committee  
Undoing Racism (inactive)

#### Worship

Alter Decorations  
Buddhist Sangha  
Christian Fellowship  
Labyrinth  
Music  
Sound Crew  
Ushers  
Vespers  
Worship Associates

### **Other Committees, Groups, and Task Forces:**

Board-appointed or approved: Canvas, Conflict Resolution, DRE Relations (inactive), Endowment, Facilities Planning, Finance \*4 (Pledge Tracker, Controller, Depositors), Green Sanctuary, Safe Congregations, Stewardship (Canvas)

Elected by the congregation: Committee on Ministry (pending), Leadership Development \*2, Personnel \*5

Non-governance Enrichment Groups: Choirs, Covenant Groups, Instrumentalists & Musicians, LFD Teachers and Volunteers, Men's Retreat, Women's Retreat

Approved September 2011

## D. COMMITTEES and GROUPS

### 1. CRITERIA, RESPONSIBILITIES AND PRIVILEGES OF COMMITTEES AND GROUPS

**POLICY I.D.1:** Any group of individuals seeking TJMC-UU recognition and support must meet the criteria for either “committee” or “group” status and adhere to the following criteria, responsibilities and privileges.

PROCEDURE: Criteria, Responsibilities, and Privileges of Committees and Groups

#### Criteria:

1. A. A committee shall include three or more TJMC members or supporters.  
B. A group shall include three or more active TJMC participants.
2. No TJMC group or committee shall charge for any opportunity/activity, other than fund-raisers which have been approved in accordance with the fundraising policies.
3. No TJMC members shall be excluded from the activities of any group or committee, with the following exceptions:
  - a. Covenant groups will open for registration only during designated times.
  - b. Social groups may target specific ages/genders.
  - c. Religious education classes will be grouped by age, as determined by the Lifespan Faith Development Council
  - d. Committees or groups whose composition is specified in the bylaws shall be limited in accordance with those bylaws.
4. Each TJMC committee and group shall reflect the basic tenets and philosophies of the church, and be supportive of the church mission.
5. Special Committees and Task Forces appointed by the Board or elected by the Congregation shall report directly to the Board as specified in their description and charge.

#### Responsibilities of groups and committees

- 1) Provide publicity about the activities of the committee or group to the TJMC community through the TJMC communication channels.
- 2) At the request of the appropriate Council, send a representative to that Council meeting for the purpose of collaboration and cooperation with other groups and committees.
- 3) Arrange with the Congregational Administrator for building usage for all TJMC activities.
- 4) Take responsibility for the publicity of sponsored events and meetings.
- 5) Submit a formal annual report in early April to the appropriate Council chair.
- 6) Prepare and submit a “job description” of the purpose of the Committee or group.
- 7) Maintain participant records which are to be submitted to the Council chair in late October and in *early* April.
- 8) Adhere to all TJMC policies.
- 9) Expenditures shall be approved in accordance with Finance Committee policies and procedures.
- 10) Written minutes shall be taken consistently in committee minutes except where the nature of the gathering makes minutes inappropriate (e.g., at work parties or purely social gatherings). Copies of minutes shall be disseminated as directed by the Councils or by the Board in its Policy Manual or otherwise.

#### Privileges of groups and committees

- 1) TJMC committees and groups may arrange to use TJMC building or campus space for regularly scheduled gatherings, or sponsored events when reserved through the Congregational Administrator. TJMC will provide this space in compliance with rental and fundraising policies.
- 2) TJMC committees and groups may advertise their social, worship, education and advocacy and/or service and support opportunities in the TJMC communication channels.

Approved 12/09/10

#### Related Documents and Forms:

Application for New Committee/Group

**APPLICATION FOR NEW COMMITTEE OR GROUP in TJMC COUNCILS**

1. Name of Proposed Committee/Group: \_\_\_\_\_

2. Names, emails, and phone numbers of three TJMC Members or Supporters (for Groups) or three TJMC Members (for Committees) who support this application and intend to participate in this committee/group.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

3. Purpose of the Group/Committee: \_\_\_\_\_  
\_\_\_\_\_

4. Which aspect of the TJMC mission is this purpose fulfilling?

*I.2 - Mission. Thomas Jefferson Memorial Church Unitarian Universalist is a church of the liberal tradition rooted in the heritage of Unitarian Universalism and dedicated to the belief that in every individual there are extraordinary possibilities.*

*WE ARE committed to the individual and collective pursuit of spiritual growth, social justice, and life-long religious education and understanding.*

*WE FOSTER an open and free community in which we share our gifts, care for one another, and honor our differences.*

*WE SEEK to have a lasting influence on local, national and global programs that promote equity and end oppression*

5. Leadership: Designate the contact/chair for this group/Committee (must be TJMC member if Committee; TJMC participant if group). \_\_\_\_\_

6. Designate a backup contact person  
\_\_\_\_\_

7. What resources of TJMC do you anticipate using? (include publicity needs, space needs, budget, etc.) \_\_\_\_\_  
\_\_\_\_\_

As Leader/Contact Person for this new group/committee, I agree to ensure that we will meet our responsibilities to TJMC and we will adhere to TJMC policies in our activities. I understand that approval of this committee/group can be withdrawn by the Council at any time.

Approved 5/13/10

**Criteria:**

1. A. A committee shall include three or more TJMC members or supporters.  
B. A group shall include three or more active TJMC participants.
2. No TJMC group or committee shall charge for any opportunity/activity, other than fund-raisers which have been approved in accordance with the fundraising policies.
3. No TJMC members shall be excluded from the activities of any group or committee, with the following exceptions:
  - a. Covenant groups will open for registration only during designated times.
  - b. Social groups may target specific ages/genders.
  - c. Religious education classes will be grouped by age, as determined by the Lifespan Faith Development Council
  - d. Committees or groups whose composition is specified in the bylaws shall be limited in accordance with those bylaws.
4. Each TJMC committee and group shall reflect the basic tenets and philosophies of the church, and be supportive of the church mission.
5. Special Committees and Task Forces appointed by the Board or elected by the Congregation shall report directly to the Board as specified in their description and charge.

**Responsibilities of groups and committees**

- 1) Provide publicity about the activities of the committee or group to the TJMC community through the TJMC communication channels.
- 2) At the request of the appropriate Council, send a representative to that Council meeting for the purpose of collaboration and cooperation with other groups and committees.
- 3) Arrange with the Congregational Administrator for building usage for all TJMC activities.
- 4) Take responsibility for the publicity of sponsored events and meetings.
- 5) Submit a formal annual report in *early* April to the appropriate Council chair.
- 6) Maintain participant records which are to be submitted to the Council chair in late October and in *early* April.
- 7) Adhere to all TJMC policies.
- 8) Expenditures shall be approved in accordance with Finance Committee policies and procedures.

**Privileges of groups and committees**

- 1) TJMC committees and groups may arrange to use TJMC building or campus space for regularly scheduled gatherings, or sponsored events when reserved through the Congregational Administrator. TJMC will provide this space in compliance with rental and fundraising policies.
- 2) TJMC committees and groups may advertise their social, worship, education and advocacy and/or service and support opportunities in the TJMC communication channels.

Approved 5/13/10

## PROCEDURE FOR TERMINATING A GROUP OR COMMITTEE

### Reasons for Termination of a Council Group or Committee

- I. Request of the Committee Chair or representative in writing to the Council.  
At its next regularly scheduled meeting, the Council will discuss and either approve the request or take other action, which could include combining the committee/group with an existing one, or reforming it. Board and staff will be notified of the action of the Council.
  
- II. Failure to complete an annual report on deadline
  - 1) Upon failure to complete an annual report by the deadline in April, despite repeated reminders to do so, a letter could be sent: (Sample letter in Appendix I)
  - 2) Every effort will be made by the Council members to contact members of the group/committee to determine its true status and encourage them to continue recognition over the summer.
  - 3) If the motion to deny continued recognition is approved, the Board and staff will be notified, so that publicity and space requests can be denied.
  
- III. Violation of a TJMC policy, specifically fund-raising, fiscal, or in use of space.
  - 1) The issue will be placed on the next agenda of the Council for discussion. A representative or chair of the committee/group will be invited to attend.
  - 2) The Council may determine to discontinue the group/committee, reform it or combine it with another. If so, the Board and staff will be notified so that publicity and space will no longer be available to the group/committee.

Approved 5/13/10

### **Related Documents and Forms:**

Sample Letter for Termination of Committee/Group

May 1

Dear Committee/Group Chair and/or Members:

A requirement of all church-affiliated groups is that they file an annual report with the congregation. We have not received your report, and can only assume that your committee/group is either no longer meeting or has no leadership willing to file the report. In either event, the congregation may find it difficult to continue to provide support (including meeting space and/or publicity) for your group.

The Council is responsible for recognizing groups and committees under its purview. At our next meeting, probably in September, we will consider a motion to deny your group continued recognition as an approved committee/group within the Council. Should that motion be approved, your committee will need to complete (and have approved) a new application for committee/group before TJMC resources would become available to you. On the other hand, if you wish to continue your current status, a representative of your committee/group may appear before the Council and appeal the motion to deny your continued recognition.

Please feel free to contact any member of our Council to discuss this action. We are anxious for your group to continue, but also aware of our obligation to the congregation.

Signed; Council Chair

## **2. ANNUAL REPORTS**

**POLICY I.D.2:** All councils, committees, groups and task forces shall submit an annual report of activities and accomplishments.

**PROCEDURE:**

- The Congregational Administrator shall issue a call for annual reports 5 weeks prior to the annual business meeting.
- Each council-related committee or group shall assure that a written Annual Report of the committee's activities is filed with the Council Chair, the Congregational Administrator, and the Board Vice President prior to the church's annual business meeting in the spring.
- Each Board-appointed committee or Task Force and each congregationally-elected committee shall assure that a written Annual Report of activities is filed with the Board Secretary and the Congregational Administrator prior to the church's annual business meeting in the Spring.

Approved 12/9/10

## **3. TERM LIMITS OF COMMITTEE CHAIRS**

**POLICY I.D.3:** No committee chair shall be appointed for more than two (2) successive terms unless the Leadership Development Committee or the affiliated council chair certifies that an exception should be made to the term limit based upon the needs of the Church and/or the unusual qualifications of the proposed chair.

**PROCEDURE:**

- In the absence of a specified term length, a term shall be assumed to be three (3) years.
- Serving as chair for more than half of an unexpired term shall be considered a full term.
- All members on the committee in question shall be consulted privately before an exception to term limit is approved

Last amended 2010

## **4. COMMITTEE/GROUP COMMUNICATION WITH THE BOARD**

**POLICY I.D.4:** The normal channel of communications from committees and groups to the Board shall be through the Council structure, which in turn, should report to the Board via the Vice President. Board-appointed and congregationally-elected committees and Task Forces shall communicate directly with the Board. Committee chairs are free to discuss pressing concerns directly with Board members.

Approved 12/9/10

## 5. DISTRIBUTION OF COMMITTEE MINUTES

**POLICY I.D.5:** Minutes of committee meetings shall be distributed to committee members before the next meeting.

**PROCEDURE:**

- Once the minutes are approved, they shall be sent to The Council Chair, the Congregational Administrator and Board Vice President.

Approved 12/9/10

## E. BOARD-APPOINTED TASK FORCES and AD HOC COMMITTEES

### 1. GENERAL REQUIREMENTS

**POLICY I.E.1:** Each Board-appointed task force and ad hoc committee shall have a clear charge, with responsibilities and expected outcomes, prior to appointment.

**PROCEDURE:**

- Most Task Forces and Ad Hoc committees will, by design, be time-limited in their responsibilities.
- Task Forces and Ad Hoc committees are not directly aligned to a council and shall report directly to the Board.
- It is up to the Board to determine if financial support is required for the success of a given Task Force or Ad Hoc committee.

Approved 12/9/10

### 2. MINISTERIAL SEARCH COMMITTEE

**POLICY I.E.2:** A Ministerial Search Committee shall be elected at a congregational meeting, when needed. (Refer to Bylaws – regarding nomination and election.)

**PROCEDURE:**

- An initial budget for the Search Committee shall be approved at the congregational meeting which elects the committee.
- The Search Committee shall meet within 30 days after its election and choose a chair and secretary from among its members.
- The search shall follow the procedures suggested by the UUA Department of ministry, including its recommendations on nondiscrimination.
- The Search Committee shall make interim reports to the Board and the congregation.
- In the case of the resignation of a committee member, the Board may appoint a replacement to serve until the next congregational meeting, when the new member shall be elected in a special election.

### 3. PERSONNEL COMMITTEE

**POLICY I.E.3:** The Personnel Committee shall report to the Board of Trustees.

Approved 12/2010

### 4. STANDING COMMITTEES

**POLICY I.E.4.a:** Standing committees shall be established and maintained to plan and carry out important Church activities and shall implement Church policies as directed by the Board. The purposes and duties of each shall be specified.

Approved 12/9/10

#### PROCEDURE

- Among the functions of the standing committees in fulfilling the mission of the Church are the following: engage in community outreach, encourage diversity, ensure accessibility of the Church and its programs, prepare an annual budget and advise the Board on financial matters; assist the Board in long range planning; oversee Lifespan Faith Development programs; advise the Board regarding the hiring and managing of Church staff other than the Minister(s); welcome newcomers and inform new members about the activities of the Church; plan and supervise the care and maintenance of the buildings, furnishings, equipment, and grounds; and assist the Minister(s) with Sunday services and plan and execute lay led services.
- From time to time the Councils shall review the duties and job descriptions of their committees which shall be placed in the Policy Manual. Significant changes in these duties shall be reported to the Board.
- Each year the Councils shall confirm the names of the chairs of standing committees from recommendations by the committees and the Leadership Development Committee. Any limitations on the number of terms a chair may serve shall be approved by the Councils and specified in committee job descriptions in the Church Policy Manual.
- All chairs of committees shall be Church members. The Board shall be notified of all committee chairs prior to the annual business meeting, when appointments shall be announced. The Councils and/or Board, at the Board's discretion, assisted by the Leadership Development Committee, shall fill by appointment any vacancies occurring in committee chair positions during the year between annual meetings.

**POLICY I.E.4.b:** Committee Chairs shall select their committee members, except for those committees whose members are elected by the congregation or appointed by the Board.

Approved 12/2010

#### PROCEDURE:

- Each chair shall report the names of committee members to the appropriate Council Chair.
- Chairs shall be held responsible for discharging their committee duties as described in the Policy Manual and for the budgeting, management, and expenditure of Church funds allocated to their committees. Those standing committee chairs, as designated by the

Councils and/or Board in the Policy Manual, or their representatives, shall serve on their appropriate Council and regularly attend Council meetings.

**POLICY I.E.4.c:** Members of standing committees, except chairs, congregation elected committee members or Board appointed committee members, are not required to be Church members.

Approved 12/2010

#### PROCEDURE

- Church staff members are welcome to attend (without the right to vote) all committee and Council meetings, except that they may attend the meetings of the Personnel Committee only upon invitation of that committee.
- Committee chairs shall select committee members, unless special provisions have been made. These special provisions may include any or all of the following: appointment of committee members by the Board or a Church Council; specifications of the size of the committee; fixing terms of office for committee members, which may exceed one year; and limiting the length of time committee members may serve consecutively. The appropriate Council must approve all special provisions and these shall be included in the Policy Manual.

## II. MEMBERSHIP

### A. ELIGIBILITY FOR MEMBERSHIP

**POLICY II.A.1:** Membership is open to persons age 16 and over. Individual exceptions are permitted by the Board of Trustees for any person aged 14 or 15 who has successfully completed a TJMC-UU Coming of Age course.

Approved 12/2010

### B. MEMBERSHIP COUNT AND REPORTING

**POLICY II.B.1:** The Membership Committee shall have the responsibility of monitoring the membership roll, working with the Congregational Administrator to ensure that changes in member status comply with the procedures defined by the Membership Committee.

**Rationale:** Membership Count and Reporting are of significant fiscal importance, as they ensure that UUA dues are paid only for active members. While the recent cottage conversations addressed the status of membership, the procedures related to Membership Count do NOT cancel or threaten any member's status as a member. Rather, they utilize the terms "active" and "inactive" to distinguish between those "active" members who are currently involved with the church, either financially or with participation, and those "inactive" members who have fallen away. Member classifications are currently maintained in the PowerChurch database and also include the designation "Supporter" to include those who, for a variety of reasons, wish to remain active but who do not seek the benefits of membership. The current procedures in the policy manual do not reflect the actual procedures in use: these updates are intended to correct that situation.

#### PROCEDURE:

- The Membership Tracker shall report monthly to the Board the names of new members and those who have withdrawn from membership or changed their membership status: from active to inactive or from inactive to active and those who have changed from youth member to member.
- The membership roll will be updated annually in order to report membership accurately to the UUA.
- The Membership Tracker, in consultation with the Pledge Tracker, the Information Technology (IT) Committee, Minister(s), the Director of Religious Education (DRE), and the Membership Committee, shall compile a list of current members who have not pledged or made a financial contribution of record or volunteered or participated in church groups or committees within the past two years. After consultation with the minister(s) and DRE, these members shall receive a letter from the Membership Tracker inquiring as to membership intention. Failure to respond to this inquiry shall result in a member status change to archived inactive member. Those responding can choose to remain active Members, or can become archived inactive Members or can withdraw their membership. During the annual review of membership the Youth Members who have been identified as no longer participating in the RE program or as having reached the age

of 22 will receive a letter asking about their membership intention. Failure to respond to this letter will result in a youth member status change to inactive member. Those responding can choose to remain active Youth Members (if they are 21 or younger), active Members (if they are over 21), become archived inactive Members or withdraw their membership. The membership list reported to the Board in January minus the Youth Members shall be recorded in the January minutes of the Board and shall be the official list reported to the UUA.

- Youth from the ages of 16 through 22 may become Youth Members by signing the Membership book. Youth under the age of 16 who wish to sign the book may do so upon completion of the appropriate RE activity such as the Coming of Age program. Youth members will not be reported to the UUA as members. Youth members may become members upon their request to the Membership Tracker or when they attain the age of 22.
- Members who wish to become inactive or who wish to be re-activated must make a request to the church through one of the following persons: Minister(s), Congregational Administrator, Director of Religious Education, Membership Tracker, Membership Chair, Membership Assistant Chair or a Canvasser. These individuals are responsible for notifying the Membership Tracker as soon as possible about the request for a Membership status change.
- The number of members we report each January to the Unitarian Universalist Association shall be the number of active adult members on our rolls at the time of the January Board meeting. This figure is used to calculate our district and UUA dues.

Approved January, 1986. Revised May, 2011

## C. CONNIE CHEETHAM AWARD FOR EXCEPTIONAL SERVICE

**POLICY II.C.1:** The Board of Trustees establishes The Connie Cheetham Award to recognize a member of the congregation for extraordinary service and work in one or more areas of the life of the congregation over a period of several years, as embodied by Connie Cheetham.

### Criteria for award

- Nominees will have made extraordinary contributions in selfless service to one or more areas of church life. More than one individual can be nominated to jointly receive the award (usually, but not necessarily, as a couple).
- Nominees will have been a church member for a minimum of seven (7) years.

### PROCEDURE:

- A committee of the Board of Trustees will solicit nominations for the award from the congregation beginning in January of each year.
- Each nomination should include a letter describing the specific contributions and areas of service of the nominee and the names of at least two other individuals willing to provide additional information in support of the nominee, if requested by the sub-committee (examples include individuals

with whom the nominee has worked or church leaders familiar with the nominee over a period of years).

- The committee will review the nominations and recommend to the Board of Trustees their choice for the recipient of the award at the March meeting of the Board of Trustees;
- The entire Board will vote on the recommendation at the March meeting.
- The award will be bestowed at an appropriate service of worship during the spring.
- Nominations will be solicited annually. However, a recipient may not be selected every year.

Approved 12/9/10

### III. PERSONNEL/STAFF

#### A. NONDISCRIMINATION

**POLICY III.A.1:** We promote the full participation in our activities of all persons regardless of race, color, creed, gender, ability and/or disability, or sexual orientation, theological orientation, age, socio-economic status, ethnic origin or national origin.

**POLICY III.A.2:** For the individual, the church will foster an environment in which discriminatory practices of all sorts can be identified and addressed, including those which the individual may unknowingly be a part of. (For example, the privileges of certain groups over other groups [white over nonwhite, men over women, heterosexual over homosexual, etc.] are not often recognized by the privileged group.)

**Rationale:** In the spirit of the guiding purposes and principles of the Unitarian Universalist Association, Thomas Jefferson Memorial Church, Unitarian Universalist, endeavors to create a community of respect among its staff, members, friends and the larger community. We acknowledge that discrimination is deeply ingrained in this nation; both in institutional and personal forms and that the problem will likely persist for a long time to come.

#### PROCEDURE:

- TJMC is committed to a process where discrimination, whether obvious or subtle, is identified and steps are taken to correct it.
- The leadership of the church, including the staff, Board members, and committee chairpersons shall be familiar with this policy and its intent and be governed by it in decisions and actions within our church community which affect employment, membership, religious education and other church activities. (For example, advertising for church activities, job openings and programs should reach a broad and diverse audience.)
- In addition, every church activity, duty, policy or component should be scrutinized, and periodically reevaluated to eliminate bias, whether intentional or unintentional.
- Individuals are encouraged to ask members, the minister(s), or relevant social action committees for advice and assistance in carrying out this policy.

Approved February, 1998

#### B. COMPOSITION OF STAFF MEETINGS

**POLICY III.B.1:** The composition of staff meetings shall be set by the minister, as the chief administrator, at his/her discretion. Whether or not a proposed attendee is paid by the church is not a substantial consideration in determining attendance at staff meetings.

Approved April 10, 1996

## C. TJMC STAFF POSITION DESCRIPTIONS

**POLICY III.C.1:** The Director of Religious Education (DRE) works in close cooperation with the Minister(s), the Board, and the Lifespan Faith Development Council to plan, coordinate and implement a program of religious education. The DRE is an ex-officio and non-voting member of the Board.

Approved 12/2010

**POLICY III.C.2:** Position descriptions for all TJMC staff will be updated annually under the supervision of the Minister, reviewed by the Board, and upon approval included in the Policy Manual. (Note: the Director of Religious Education's Board presence is spelled out in the Board section of the bylaws.)

Approved 12/9/10

## D. MATERNITY LEAVE

**POLICY III.D.1:** Employees of the Thomas Jefferson Memorial Church (excluding the Minister(s)) shall be granted up to six weeks of maternity leave, with full salary and benefits, upon request. This maternity leave is granted with the understanding that the employee is planning to return to work at TJMC for at least three months following the completion of the maternity leave. The question of maternity leave for the Minister is a matter to be agreed upon at the time the Minister's letter of agreement with the Church is negotiated.

### PROCEDURE:

- The employee shares responsibility with the Minister and the Board of Trustees for reaching a satisfactory arrangement for how her job responsibilities will be covered during the maternity leave period, responsibilities which may include recruiting and training volunteers, or training a temporary replacement.

Approved 12/1988

## E. UNITARIAN HOUSE AND STAFF

**POLICY III.E.1:** Unitarian House (U-House) rooms are not to be rented to Church Staff.

Approved March, 1986

## F. EMPLOYEE COMPLAINTS

**POLICY III.F.1:** The Board of Trustees will resolve employee complaints in a timely manner based on a clearly defined process.

Note: Certain complaints, such as complaints of discrimination, retaliation or harassment, or the perceived creation of a hostile environment or atmosphere of disrespect are more appropriately handled through the Grievance process.

A grievance shall be a complaint or dispute by an employee relating to his/her employment concerning the following issues:

- an overall unsatisfactory rating on an employee's Evaluation;
- disciplinary actions pursuant to formal discipline;
- the application of personnel policies, procedures, rules and regulations;

- acts of retaliation or capricious evaluation;
- complaints of discrimination or harassment on the basis of race, color, creed, political affiliation, age, disability, national origin, sex or sexual orientation;
- the creation of a hostile environment or atmosphere of disrespect.

**PROCEDURE:**

- An employee who has a complaint about a work-related issue should discuss the issue with his/her immediate supervisor.
- If the issue is not addressed to the employee's satisfaction, he/she should follow the normal chain of command in an attempt to resolve the concern.
- This starts with the Minister(s) or the Chair of the appropriate Committee. The Minister is the supervisor of the day-to-day operations of the Church and the Chair of the appropriate Committee is the supervisor of committee program operations.
- The President or any member of the Executive Committee is the next person to be approached to resolve a complaint. The complainant chooses a member of the Executive Council who can reflect a process which restores the relationship between individuals and improves the broken communication between "job description", job performance, and supervision. The complainant may choose who will best mend this relationship.
- If the complaint is not resolved at this point, it needs to be written down and further attempted solutions are to be recorded in writing.
- The Personnel Committee as a whole then hears the complaint and they can choose to investigate, recommend outside mediation, and then recommend action to the Board. The person with the complaint may also request outside mediation. At this point the complaint has become a grievance.

Approved 5/ 2002

## G. CHILDCARE SERVICES

**POLICY III.G.1:** Childcare for Sunday worship services and congregational meetings will be the responsibility of the Director of Religious Education.

**PROCEDURE:**

- The use of the line item "childcare" is a determination to be made in conjunction with approval of each annual budget, upon further consideration by the Finance Committee and the Board of Trustees.
- Only babysitting for these will be charged to the childcare budget line item.
- Childcare givers at TJMC-UU are paid at a rate determined annually by the DRE.

- The DRE shall see to the payment by the Treasurer for such childcare and shall see that the childcare line item is vouched to the Treasurer.
- All other childcare is to be arranged by and charged to the particular program or committee requesting the childcare or paid for by the people involved.
- The Director of Religious Education has agreed to maintain a list of babysitters who have been employed at TJMC-UU.
- Any committee or group within the church who is interested in obtaining a copy should contact the DRE.
- Anyone who hires new childcare givers are asked to have them fill out a babysitter form so that their names can be added to the list.
- One suggested method for handling childcare costs for groups when a committee is not paying for childcare is to collect \$1 per child per hour from the parents. It is important to make sure that the babysitter is paid at least the minimum hourly rate and that the total amount is not unreasonably out of line with the standard childcare rate.
- ALL childcare providers at the church must be given a copy of the guidelines for childcare givers available from the DRE or found in the drawer in the Nursery labeled CHURCH.
- It is important that childcare persons be aware of the limitations in the use of materials and space found in the Lower Hall area. We share the space with the Molly Michie Unitarian Cooperative Preschool and contractual agreements need to be honored by all church groups.
- If supplies, games, toys, etc. are desired for the children, contact the DRE so that appropriate ones can be supplied.

Approved 11/1989

**Related Documents and Forms:**

Guidelines for Childcare Givers  
Application for Children/Youth Work

Insert Guidelines for Childcare Givers form here. (?)

# Application for Children/Youth Work

## Thomas Jefferson Memorial Church Unitarian Universalist

This application is to be completed by all applicants for any volunteer or paid position involving the supervision or custody of minors. It is being used to help the Church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

### PERSONAL

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

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

Last

first

middle

Present Address \_\_\_\_\_

\_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Age: \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female: \_\_\_\_\_

Are you a parent? \_\_\_\_\_ Ages of Children in the home:

Boys: \_\_\_\_\_ Girls: \_\_\_\_\_

Would you need supplemental childcare during training session or volunteer work? \_\_\_\_\_

Have you any physical handicaps or conditions preventing you from performing certain types of activities relating to youth/children? \_\_\_\_\_ if yes, please explain.

\_\_\_\_\_

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? \_\_\_\_\_ if so, please explain.

\_\_\_\_\_

Name of Church of which you were/are a member? \_\_\_\_\_

List the names and addresses of other churches you have attended regularly.

\_\_\_\_\_

\_\_\_\_\_

What type of children/youth work do you prefer? \_\_\_\_\_

\_\_\_\_\_

What age group would you prefer to lead? \_\_\_\_\_

List all previous church and other work involving children/youth and identify the church or organization and type of work.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you wish this application form to be confidential? \_\_\_\_\_

Do you wish to review references provided on your behalf? \_\_\_\_\_

### PERSONAL REFERENCES

(Not relatives)

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

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

Phone: (\_\_\_\_) \_\_\_\_\_

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

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

Phone: (\_\_\_\_\_) \_\_\_\_\_

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

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

Phone: (\_\_\_\_\_) \_\_\_\_\_

**APPLICANT'S STATEMENT**

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give information they may have regarding my character and fitness for children/youth work. I release all references from liabilities for any damage that may result from furnishing such evaluations. Should my application be accepted, I agree to be bound by the By-laws and policies of the Thomas Jefferson Memorial Church Unitarian Universalist.

Applicant's Signature: \_\_\_\_\_

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

Approved by the TJMC-UU Board of Trustees, September 11, 1991

## H. SUBCONTRACTORS

**POLICY III.H.1:** Before employment all subcontractors, including but not limited to child care workers and hired musicians, shall fill out a form which will include the information needed for reporting to the IRS and for church record-keeping (name, social security number, address, contact information). This form shall also include a statement indicating that he/she understands that he/she is a subcontractor and not an employee of the church. Each subcontractor must sign this form and, if younger than 18, must have a parent/guardian sign it before payment for service is received.

Approved 6/ 2002

### **Related Documents and Forms:**

Sub-Contractor Employment Form

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**Thomas Jefferson Memorial Church  
Unitarian Universalist  
717 Rugby Road  
Charlottesville, Virginia 22902**

### **SUB-CONTRACTOR EMPLOYMENT FORM**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ email address \_\_\_\_\_

Social Security # \_\_\_\_\_

It is my understanding that I am being hired as a sub-contractor and not an employee of the church.

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

Signature: \_\_\_\_\_

If under 18, this form must also be signed by a parent or guardian.

## IV. COMMUNICATIONS

### A. PUBLICATIONS POLICIES

#### 1. MONTHLY BULLETIN

**POLICY IV.A.1:** The Bulletin is TJMC's primary forum for sharing information about church business. News and announcements in the Bulletin are limited to those concerning the church, Thomas Jefferson District, or denominational events and issues. Announcements about events of general community interest will be considered for publication on a space-available basis. Notices about items for sale, help wanted, or other classified or political advertising are not appropriate for publication in the Bulletin, nor are questionnaires, polls, or other one-page inserts.

**Rationale:** As a church newsletter, the Monthly Bulletin strives to inform and inspire the members and friends of TJMC. The Bulletin provides a forum for communication among church staff, Board of Trustees and members/friends, about events and issues of specific relevance to TJMC. While it is not a news publication in the traditional sense, the Bulletin does aim for journalistic standards of professionalism and relevance.

#### PROCEDURE:

- The Monthly Bulletin is a church newsletter published monthly.
- It is provided free to all pledging supporters of TJMC. All others may receive the bulletin on a subscription basis. Subscriptions cost \$25 a year and must be paid in full at the time of subscription.
- The deadline for submission of announcements and columns is the fifteenth of the month for the following month, January through October. To accommodate holidays, the deadline is the tenth in November and December. Submissions for publication in the Bulletin must be submitted via e-mail to [bulletin@uucharlotteville.org](mailto:bulletin@uucharlotteville.org).
- Submissions may also be edited for clarity or length in consultation with the person submitting the article.
- If a submission is printed with an error, it will be corrected in the next Friday Email or reprinted in the following month's Bulletin, if still timely and relevant.

Approved: 11/2005

#### 2. THIS SUNDAY

**POLICY IV.A.2:** As a subsidiary of the Monthly Bulletin, "This Sunday" is subject to the same policies concerning content, editing, format for submissions, and corrections.

**Rationale:** Like the Monthly Bulletin, "This Sunday" provides a forum for communication among church staff, Board of Trustees and the congregation about events and issues of specific relevance to TJMC. It serves as a timely reminder of items previously appearing

in the Monthly Bulletin, and provides an outlet for information that didn't make it into the previous Monthly Bulletin.

**PROCEDURE:**

- "This Sunday" shall be a single-page insert in the Order of Service.
- It is available from ushers in the sanctuary and at the Visitors Table.
- The deadline for submission of announcements for the Sunday Bulletin is noon on Thursday.

Approved: 11/2005

## **B. ALL-CHURCH COMMUNICATIONS**

### **1. ALL-CHURCH COMMUNICATIONS**

**POLICY IV.B.1:** All-Church communications including emails, with the exception of those associated with congregational meetings and the Friday Emails, must be reviewed and approved by the Communications Committee or the minister(s).

**PROCEDURE:**

- A minimum of one week shall be given for the approval process.

Approved: 4/2009

### **2. CHURCH SURVEYS**

**POLICY IV.B.2:** All church-wide surveys within TJMC-UU shall be approved by the TJMC-UU Communications Committee and all electronic surveys shall be implemented and managed by the TJMC-UU Web Committee.

**PROCEDURE:**

- Request for approval of a church-wide survey should include purpose of survey and date results are needed.
- Following approval, a minimum of two months is required between submitting text for an approved electronic survey and receiving survey results.

Approved: 9/2008

### **3. BULLETIN BOARDS**

**POLICY IV.B.3:** The organization of the bulletin boards inside TJMC-UU is under the purview of the Communications Committee. All changes to the general assignment of the boards must be approved by the Communications Committee.

**PROCEDURE:**

- Responsibility for content posted on those boards rests with the church council or area associated with that board.
- The church events board is managed by the Congregational Administrator and documents posted there must be submitted to the church office for approval.

- The community events board is open for general postings of events, notices, and services of interest to the congregation and in keeping with UU principles. All items must have a date included or written in. The board will be periodically cleared to make room for additional postings.
- Flyers and other documents shall not be posted on the pillars, doors or walls of the church.

Approved: 4/2009

## C. INFORMATION TECHNOLOGY

### 1. GENERAL REQUIREMENTS

**POLICY IV.C.1:** All TJMC-UU computers, printers, application and operating system software, data communication products and networking products shall be acquired, installed, managed, and disposed in compliance with standards and procedures defined by the IT Committee.

**Rationale:** This policy defines how Information Technology will be acquired, managed and supported in a way that delivers the system reliability, security and functionality needed to enable the church's mission and operations.

**Applies to:** It applies to all groups and individuals who access or use Information Technology systems and resources, including ministers, employees, members and visitors.

#### PROCEDURE:

##### Acquisition & Management

- All TJMC-UU computers, printers and networking products will meet minimum hardware, operating system and network configuration standards defined by the IT Committee.
- All TJMC-UU application and operating system software shall be installed and managed on TJMC-UU system resources.

##### Entitlement, Responsibility and Use

- Use of any TJMC-UU computers, printers, application software, data communication products and networking products are governed by TJMC-UU IT policy.
- Use must comply with TJMC-UU standards for appropriate use.
- Permission to use must be granted in accordance with procedures defined by the IT Committee.
- Each user must ensure that IT assets in their care are used in compliance with any applicable license terms or conditions of use and not compromised or used inappropriately.

##### Security of Online Access to Data

- Permission to access and use any TJMC-UU system resource shall be controlled by unique identification and authentication.
- Access and use of any TJMC-UU system resource shall be suitable for the user's role. Access to data resources shall be granted explicitly based upon a user's role and their need to view, add, change or delete data.
- Users shall comply with standards for creating and updating passwords and other authentication mechanisms defined by the IT Committee.

#### User Account Management

- Accounts shall be used by only one unique user.
- Users shall control and are responsible for the activity of their accounts.
- Users shall not access the account of another user without permission or authorization given in accordance with procedures defined by the IT Committee.

#### Malicious Software Prevention, Detection and Correction

- All TJMC-UU computers, application and operating system software, data communication products and networking products vulnerable to “malware” (i.e., viruses, worms, etc.) shall employ protection measures.
- TJMC-UU computers shall be configured in accordance with security standards for the operating system and “malware” protection measures in use.

#### Disaster Recovery Plans and Data Backups

- Users are responsible for their data backup and recovery in compliance with standards and procedures defined by the IT Committee.
- The Congregational Administrator is responsible for shared data backup and recovery in compliance with standards and procedures defined by the IT Committee.

Approved: February 2009

# V. FINANCE

## A. GENERAL MANAGEMENT

### 1. FINANCIAL RECORDS

**POLICY V.A.1.a:** All TJMC financial records, minutes, Policy Manuals and Membership Rolls are the property of the Church.

**POLICY V.A.1.b:** The Treasurer shall give a current financial statement at each Board meeting and congregational meeting. At the end of each fiscal year, the Treasurer shall present to the Board a balance sheet and a statement of income and expenditures for the previous fiscal year.

Approved: 12/2010

### 2. BUDGET PREPARATION

**POLICY V.A.2:** Each Spring, the Treasurer and the Finance Committee will prepare a proposed budget for the coming fiscal year, soliciting funding requests from the staff, councils, committees, and others as appropriate.

#### PROCEDURE:

- This budget proposal is submitted to the Board at or before its April meeting.
- The budget, as approved and/or modified by the Board, will be presented to the Congregation for approval at the annual Spring Congregational meeting.

Revised: 8/2009

### 3. DEBT REDUCTION

**POLICY V.A.3:** Debt reduction is formally recognized by the Board of Trustees as being one of the church's primary priorities, and should receive recognition as such during the budgeting process.

#### PROCEDURE:

- Non-earmarked endowment funds may be used to repay member loans according to the following guidelines:
  - a) only up to 5% of non-earmarked funds may be removed from the fund each year;
  - b) only \$1 from the fund may be used for every \$2 budgeted from the general revenue to pay off loans, and
  - c) the decision to use funds for this purpose be reviewed annually.

Approved: 11/2000

### 4. MONEY HANDLING AND CHECK WRITING AUTHORITY

**POLICY V.A.4.a:** (((New policy pending October approval.)))

**POLICY V.A.4.b:** TJMC check-writing will be done by the Controller, reconciling the bank accounts will be done by the Treasurer, and check-signing authority will be vested in the Board President, the Chair of the Finance Committee, and the immediate Past-President.

Approved: September 2011

## **5. TJMC EXPENDITURES**

**POLICY V.A.5:** Authority to approve expenditures from a budgeted line item or cash account rests with the staff member or committee chair under which the line item falls.

### **PROCEDURE:**

- Authorized persons requesting disbursement from an account must complete an expense reimbursement form indicating the amount spent, a description of what it was spent for and the account name and number to which the disbursement should be charged.
- Non-authorized persons requesting reimbursement must have the expense reimbursement form co-signed by the appropriate authorized person before presenting it to the controller.
- It is the responsibility of the authorized person to ensure sufficient funds remain in the line item to pay the request.
- Once completed, the expense reimbursement form, with collaborating receipts attached, is given to the controller for processing.
- Any church council may decide that the final approval for disbursements from line items and cash accounts included in its purview will rest with the council chair rather than with the committee chair. If made, this decision must be communicated to all relevant committee chairs and the controller.

Approved: December2009

### **Related Documents and Forms:**

Check Request/Expense Voucher

**Check Request/Expense Voucher Instructions**

1. If you would like to request a check for payment or reimbursement then you will need to fill out a <Check Request/Expense Voucher> form. (See below.) They are located in the Church Office on the middle shelf or in the Mail Room second drawer down on the right.
2. Be sure to fill out all the necessary information and attach the appropriate items (i.e. receipts, stamped envelope).
3. Make sure the form is authorized by the appropriate person.
4. Place papers in the Controller's Mail Box.

---

**Thomas Jefferson Memorial Church  
CHECK REQUEST/EXPENSE VOUCHER**

Date: \_\_\_\_\_ Comm/Account: \_\_\_\_\_

**Check Amount:** \_\_\_\_\_ **Account No.:** \_\_\_\_\_

**Check Payable To:** \_\_\_\_\_

Mail Check To: \_\_\_\_\_

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

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_

Requested By: \_\_\_\_\_ Title: \_\_\_\_\_

1. *Attach all receipts.*
2. *Attach an addressed and stamped envelope for mailing check.*
3. *Mail to Controller at address above or put in Controller's Mailbox.*

-----The section below for office use only.-----

**Paid:** Date: \_\_\_\_\_ Check number: \_\_\_\_\_

## 6. STORE CHARGE ACCOUNTS

**POLICY V.A.6:** Charge accounts may be opened at a limited number of stores that are regularly used by the church.

### PROCEDURE:

- Only a limited number of accounts shall be opened.
- Church charge accounts shall only be used for official church business.
- The Treasurer and the Congregational Administrator shall authorize store charge accounts.
- Only a limited number of church members (usually only one or two committee chairs) shall be authorized to use any individual account.
- The Congregational Administrator shall administer those accounts.

Approved 1/2009

## 7. GIFTS POLICY

**POLICY V.A.7.a:** Unspecified bequests to the church in a will or in memory of some individual that do not otherwise specify how they should be used shall be deposited in the church's general endowment fund. Other unspecified monetary gifts shall be deposited in the church's general operating fund.

**POLICY V.A.7.b:** Unconditional non-monetary gifts valued up to \$500, excluding yard sale and auction items, may be accepted by the Minister, Director of Religious Education (DRE) or President. Yard sale and auction items may be accepted by any member of the yard sale committee or auction committee. Unconditional non-monetary gifts with a value of greater than \$500 must be approved by the Board of Directors, upon recommendation of the Finance Committee. The Board or the Finance Committee may refuse to accept any tendered gift that is unsuitable, impractical, or not consistent with principles or purposes of TJMC Unitarian Universalist Church. Restricted gifts must receive Board approval prior to acceptance.

Approved: September 2011

**POLICY V.A.7.c:** All gifts must be reported to the Treasurer

**Rationale:** Gifts restricted for a particular use or purpose is sometimes offered to the church, sometimes together with conditions attached to the Church's acceptance of the gift. Usually the Church is very grateful for the gift. In some cases, however, the gift or the conditions for its acceptance may not be appropriate. In that situation the Church may turn down the gift, or negotiate to change the conditions. This policy describes the process to be followed when an offer of a gift is made.

**Applies to:** The policy applies to gifts offered by both individuals and organizations, both within and outside the Church membership.

### PROCEDURE:

- The Board may grant a committee or task force the authority to accept restricted non-monetary and monetary gifts valued at up to \$500 in cases where the committee or task force deems such gifts are in accordance with its designated tasks

Revised: 8/2009

## 8. INSURANCE POLICIES

**POLICY V.A.8:** The Church Liability Insurance Policy, Umbrella Policy and Workers Compensation Insurance Policy shall be reviewed at least once each year.

**Rationale:** The purpose of the review is to determine that each policy includes all necessary and appropriate coverage, and that the dollar amounts of coverage and deductibles and exclusions are appropriate.

### PROCEDURE:

- The review may be conducted by a member of the Finance Committee or other Board-designated church members
- The results of such review shall be shared with the Board of Trustees and with the Finance Committee.

Approved 1/2009

## 9. LEGAL ACTION AGAINST AGENTS

**POLICY V.A.9:** The Board affirms that the Church will pay for legal fees if an agent of the church is sued while acting within the bylaws of the Church.

**Rationale:** In response to a threat of legal action against a committee chair who excluded a church member from serving on a particular committee, the Board passed the above policy, noting in so doing that the TJMC Bylaws give committee chairs authority to choose the members of their own committees.

Revised 8/2009

## 10. INTERNAL AUDIT

**POLICY V.A.10:** Each year the church shall conduct an internal audit or review of its financial management.

**Rationale:** The purpose of the internal audit is to verify that the accounting/financial system of the church is working satisfactorily, to verify the accuracy of financial transactions and reports, and the reasonableness of the financial policies and practices.

### PROCEDURE:

- The internal audit will review the financial statements, accounting records and underlying data.
- The examination of church financial records should include, but not be limited to, the following items:

- Review bank reconciliations to ensure that they were done consistently, in a timely manner, and that bank adjustments or corrections were posted to the general ledger.
- Confirm, on a test basis, that cash disbursements are supported by legitimate and approved invoices, vouchers or other appropriate payment documents.
- Review the church balance sheets, looking for unreasonable or extreme changes in asset or liability balances over the year, requesting reasonable explanations
- Review the income statement, looking for extreme variances from budgeted expenditures and requesting reasonable explanations.

Revised 8/2009

## 11. EXCESS EXPENDITURES NOTIFICATION

**POLICY V.A.11:** The Treasurer shall notify the Finance Committee and the Board of Trustees at their monthly meetings of any items that exceed their budgeted amount by more than \$200. No item shall be allowed to exceed its budgeted amount by more than \$500 or 100% of the budgeted amount, whichever is less, without the express authorization of the Board.

Approved 1/2009

## B. MEMBERSHIP FINANCIAL INFORMATION

### 1. CONTRIBUTION AND PLEDGE INFORMATION

**POLICY V.B.1.a:** Access to member pledge and contribution data is restricted to those persons who collect Canvass pledge cards; enter pledge and contribution data into the church management system; respond to members' inquiries about their pledge or contribution status; provide financial data analysis and reporting for the Board of Trustees; and administer the church management system.

**Rationale:** Individual member pledge and contribution amounts are personal and confidential information.

#### PROCEDURE:

- The following persons may be granted access to pledge and contribution data:
  - Active members of the Canvass Committee as identified by the Canvass Committee Chair(s)
  - Active pledge and contribution data entry volunteers as identified by the Finance Committee Chair(s)
  - Treasurer
  - Minister(s)
  - Congregational Administrator
  - Financial analyst(s) as identified by the President of the Board of Trustees
  - IT System Administrator(s) as identified by the IT Committee Chair
  - Membership Tracker

Approved: December 2010 / Revised May, 2011

**Policy V.B.1.b:** Upon request from the Membership Tracker and at least once a year, the Pledge Tracker shall compile a list of the names of current members who have not pledged or made a financial contribution of record. The Membership Tracker shall use this list of names for the sole purpose of determining active vs inactive membership for those individuals listed..

Approved May, 2011.

**Rationale:** The Membership Tracker is required by the job description and Policy Manual (formerly the Bylaws) to send annually letters to Members who have not pledged or volunteered or participated in TJMC-UU groups or committees within the past two years asking if they wished to continue being active members of the church. Those who do not respond to the letter and those who respond that they no longer wish to be active in the church are made inactive members. Inactive members are either archived or upon request changed to supporter status. The Membership Tracker needs to have access to a list of those who do not pledge or have other contributions of record and access to the volunteer activity information contained in the database. The Membership Tracker does not need to have access to pledge information for those who do pledge. For at least the past ten years this information has been supplied to the Membership Tracker by the Pledge Tracker in the form of a list of those who have not had contributions of record for the past year and a second list for those who have no contributions of record for the past two years. Last year for the first time the volunteer activity information was present in the database and a list of Members who have not volunteered or participated in a church group or committee for the past year was provided by the IT Committee. This enabled the Membership Tracker to compile a list of Members who by our longstanding policy needed to be sent the letter inquiring about their Membership status. Each year this list is vetted by the Minister(s) and DRE before the letters are mailed. Without access to the information in the database about Members who have no participatory or financial support, the Membership Tracker is unable to do this job which is essential for keeping an accurate Membership List.

## **2. ACCESS TO SAFE**

**POLICY V.B.2:** Access to the safe in the Church office is limited to the following positions:

1. Congregational Administrator
2. Active contribution data entry volunteers as identified by the Finance Committee Chair(s)
3. Active worship contribution collectors as identified by the Finance Committee Chair(s)
4. Minister(s)

Revised 8/2009

## **C. FINANCIAL POLICIES FOR STAFF**

### **1. CREDIT CARDS**

**POLICY V.C.1:** Credit cards shall only be issued with the authorization of the Treasurer and the Congregational Administrator. Church credit cards shall be used only for official church business.

**PROCEDURE:**

- Church credit cards shall only be issued to the following church staff: the Minister(s), the Congregational Administrator, the Director of Religious Education, the RE Assistant, and the Director of Music.
- Only the person to whom the credit card is issued shall use credit cards.
- Credit card holders should make very effort to verify all charges for the previous month on the credit card statement and turn in all credit card receipts to the Controller by the 5<sup>th</sup> of the month after the credit card statement is received.
- The Congregational Administrator shall administer the credit card account.

Approved 1/2009

## **2. STAFF PROFESSIONAL FUNDS**

**POLICY V.C.2.a:** Any item purchased by a staff member using professional development funds becomes the property of that individual, within the guidelines of an accountability plan for professional expenses.

Revised 8/2009

**POLICY V.C.2.b:** It is the policy of Thomas Jefferson Memorial Church Unitarian Universalist to provide from church funds the ordinary and necessary expenses of ministry that are incurred for the benefit of the church.

**PROCEDURE:**

**Accountability Plan for Ministerial Expenses**

- The church recognizes the professional nature of ministry and recognizes the right of ministers to use professional judgment in incurring ministry expenses within the guidelines set by this policy and the funds allocated for payment or reimbursement of expenses.
- Ordinary and necessary expenses of ministry include, but are not limited to, the following: on-the-job transportation; out-of-town travel for church assemblies, conferences and continuing education; other professional continuing education locally and by correspondence; professional materials (books, magazines, journals, papers, tapes, films, office supplies, etc.); business meals, entertainment and gifts for conducting church business and developing pastoral relationships; dues and fees for memberships in religious, professional and civic organizations; business use of the telephone; professional equipment (communion, office, library, audio-visual, music etc.); professional and liability insurance; legal and professional services; and the purchase and cleaning of clergy vestments. Child care expenses are considered to be ordinary and necessary when incurred to enable both minister and spouse to attend church functions for which the presence of the spouse is expected and is vital to the church's ministry.

- The church, at its discretion, may pay ministry expenses by direct billing to the church, by reimbursement upon receiving reports with receipts and vouchers from the minister, by paying an expense allowance, and by paying an advance for a specific event or activity. Payment is subject to the availability of funds and to the timely and proper accounting by the ministers and staff.
- The minister(s) and staff members are accountable to the church by properly reporting all ministry expenses. Proper reporting includes the filing of periodic expense reports with substantiating records, receipts and personal statements showing dates, amounts, and business purposes.
- When expenses are reimbursed, reporting monthly is encouraged but must be made at least quarterly. When an allowance is prepaid on a monthly basis for recurring expenses, monthly funds are available and approved, or carried forward. Any unused portion of a monthly allowance may be carried forward to apply against expenses incurred the next reporting period. When an advance is given for the expenses of a specific event or activity, an accounting is required within 60 days. Any unused portion of an advance must be repaid to the church within 120 days.
- This policy is established in accordance with Internal Revenue Code and Federal Tax Regulations. It shall remain in effect until amended or rescinded.

Revised: September 2010

## D. FUNDRAISING

### 1. FUNDRAISING: GENERAL POLICY

**POLICY V.D.1:** Plans for fundraising will be evaluated by the Finance Committee or its designee as to appropriateness, feasibility, potential profitability, volunteer commitment, and coordination with other pre-existing or ongoing fundraising efforts by the church. This fundraising policy recognizes several categories of fundraising, each requiring different levels of authorization.

#### PROCEDURE:

##### a.: Internal Fundraising

- Canvass – The Canvass is carried out by a separate committee, and is or should be a year-round activity. All fundraising proposals will be evaluated, in part, according to their impact on the Canvass. (Refer also to: Organizational Structure: Board Responsibility for Canvass.)
- Building User Fees – The present system of building rentals generates continuing income for congregational operations. Major changes, for example no longer renting rooms in U-House, would require Board or congregational approval. The Administrative Council and/or the Finance Committee or designee will continue to evaluate periodically the use of these properties, and submit recommendations to the Board for approval.

- Social Action – Social Action collections and initiatives are organized and coordinated through the Social Action Council. Social Action collections occur on a regular monthly schedule and do not require ongoing approval. Requests for a specific organization to be the beneficiary of the collection must be submitted to the Social Action Council chair. Plans for other social action fundraisers (except for “emergency requests” which are referenced below) should be reviewed by the Finance Committee or designee since they may compete with other church fundraising events for the attention and resources of the congregation.
- Annual Fundraising Events – Annual events such as Services Auction and Yard Sale do not need approval each year. The amount from these fundraisers is incorporated in the Fundraising line item of the budget. Fundraising for the Coming of Age group does not need annual approval as this is part of the programs design.
- Other Fundraising Events – Other fundraising events can differ based on how much is expected to be raised, what the money is being raised for, from whom the money is raised, and whether a significant amount of seed money is required for startup costs.
  - Depending on the schedule of Finance Committee meetings, this review process may take up to one month from the date the request memo is received.
  - Any Finance Committee or designee’s decision regarding fundraisers may be appealed to the Administrative Council for further review.
  - The Finance Committee or designee will report to the Administrative Council on a regular basis to report on the status of upcoming and recent fundraisers.
  - All groups holding fundraisers will report back to the Finance Committee or designee within 60 days after the event with a full written accounting of gross revenues, expenses, and net profit or loss. The Committee would also welcome other comments regarding the event’s success (or failure) that might be useful to other groups doing fundraisers.
  - The funds raised are disbursed based on what was agreed upon in the Fundraising Application.

b. Projects Sponsored by Individuals

- Any individual wishing to propose a church-wide project must first submit a written proposal to the Board, through the appropriate committee or council, if any, outlining the financial implications and tying the project to the mission of the church.

Approved 7/2003

c. Emergency Requests for Fundraising

- If there is an emergency request for a collection due to a disaster (hurricanes, floods, acts of terrorism, etc.) or acute pastoral need (individual or family), it will be handled by the Minister(s) and/or the Board.

Approved 12/2010

d. External Group Fundraising

- Income generating events planned by outside groups to raise funds for TJMC-UU must be approved by the Finance Committee or designee prior to the event. An Application for Fundraising must be submitted for consideration. The application will be considered at the next scheduled Finance Committee meeting. There may be a four (4) week delay in obtaining approval based on when the application form is submitted and when the next Finance Committee meeting is scheduled.

Approved 12/2010

e. Sale of Goods by Church Members on Church Property

- Sale of items by church members needs to be approved by the Finance committee or designee prior to the sale occurring. This may occur at a maximum of three times a year at a mutually agreed upon date(s). Ten percent of the proceeds of the sale should be contributed to the church and deposited in the Fundraising income line item.

Revised 8/2009

f. Sale of CDs at TJMC

- Musicians who participate in the Sunday morning worship service(s) may sell their concert-related promotional materials, such as CDs, T-shirts, etc., that day in the Social Hall or an alternatively designated area if the Social Hall is not available.
- Musicians who participate in an afternoon or evening concert at the Church may sell their CDs before, during or after their concert.
- In both these situations, 10% of the sales revenue received should be donated to the Church unless the concert was provided as a benefit to support the mission of the Church. (For example, if the musician performed a benefit concert at the church to raise funds for the victims of a hurricane, then no donation would be required.)

Approved 12/2009

**Related Documents and Forms:**

Application for Fundraising Event

**Application for Fundraising Event**  
**(to be submitted at least 4 weeks prior to the event unless a significant emergency)**

Any church member or group planning a fundraiser should complete this form describing the fundraiser.

Please answer all of the following questions:

Type of event \_\_\_\_\_

Date of event \_\_\_\_\_ Date of submission: \_\_\_\_\_

Contact person/committee \_\_\_\_\_

How will the money from this fundraiser be used? \_\_\_\_\_

What other benefits, aside from financial gain, does the church stand to receive from this fundraiser?

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

Describe the event.

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

What is the goal amount (desired goal) to be raised? \_\_\_\_\_

Will the event target only church members, or the community at large? \_\_\_\_\_

How many people are expected to attend/participate in the event?

\_\_\_\_\_

How much money will be needed ahead of time, and who will put up that money?

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

What is the total risk of the event (i.e., how much money will be spent in advance of the event, or will be committed to be spent) versus the expected results?

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

How many people will be required to organize the event? Are there already people committed to volunteer or will more need to be recruited?

\_\_\_\_\_

Memos for fundraisers expected to raise \$100 or more should be in writing or emailed to a fundraising or Finance committee member for discussion at the next fundraising/ finance committee meeting. For fundraisers expected to raise less than \$100, it is sufficient to call a fundraising/finance committee member or attend a fundraising/finance committee meeting.

## E. ENDOWMENT FUND

### 1. GENERAL POLICY

**POLICY V.E.1:** The Endowment committee shall be a Standing Committee of the church as provided in the Bylaws, and shall have the following duties:

1. the responsibility for investing the Endowment funds of the Church;
2. the designation of agents to sign documents related to investments and withdrawals;
3. the encouraging of contributions, gifts and memorials to the church endowment funds;
4. the disbursing of monies as requested within the restrictions that govern the use of the funds;
5. reporting annually to the congregation and quarterly to the Finance Committee and the Board of Trustees.

#### PROCEDURE:

##### a. Endowment Fund Committee

- The Endowment Committee shall be composed of seven members: one member to be appointed by the Finance Committee and six members appointed by the Board of Trustees.
- In addition, the Treasurer of the Church and trustees of any other Church Endowment Funds (e.g. Bristol Trust) may serve as ex-officio non-voting members.
- Appointment will be for three-year terms, renewable at the discretion of the Board and the Finance Committee for their respective appointees.
- All Endowment Committee members will be eligible to serve no more than two consecutive full terms.
- The Endowment Committee will choose its own Chair from among its members.
- The Chair of the Endowment Committee must notify the Treasurer on the balances of each of the endowment funds. Quarterly the Chair will give to the Treasurer a written report along with fund statements as to the true fund balances.

Revised 9/2009

##### b. Endowment Fund Guidelines

- The objective of the Fund is to preserve and enhance its real (inflation-adjusted) purchasing power while providing a relatively predictable, stable and constant (in real terms) stream of earnings. Over the long term, the real total return (appreciation plus current income) shall, at a minimum, equal the Fund's spending over the long term (ten years) adjusted by the Consumer Price Index. The medium-term objective for the endowment is to perform consistently with each of the capital markets in which the assets are invested over running five-year periods.

- Because of the modest size of the Fund at present and the desire to grow the Endowment base, the assets shall be invested up to 75% in broad-based stock funds, with the balance invested in fixed income and cash. Performance of the endowment shall be measured against appropriate and relevant generally recognized and published index benchmarks.
- The purpose of the investment in common stocks is to earn high real total rates of return, to provide both long-term capital appreciation and growth in current income that exceeds the rate of inflation.
- The purpose of investments in bonds and cash is to provide a hedge against deflation and to provide a relatively higher level of current income and diversification of endowment assets.
- Spending from the endowment should be stable and predictable. The Endowment currently includes three restricted funds: The Abrahamse Fund to support the Music Programs, the Bristol Fund to support Building and Grounds, and the Cheetham Fund to support Religious Education. Only the income generated by these funds may be expended in any year to support their designated missions. Any income in these three funds not spent in a particular year is added to the principal in the Fund. The balance of the Endowment is unrestricted. Each year five percent (5%) of the general Endowment Funds' market value may be used for (1) capital expenditures for the maintenance of the physical facilities for all property owned or controlled by the Church above and beyond normal budget allocations; (2) major capital equipment purchases; and (3) extraordinary expenses beyond those in the normal operating budget, including debt reduction.
- The performance of the Endowment will be monitored continuously by the Endowment Committee.
- All guidelines are in effect until modified by the Board. The Board delegates to the Endowment Committee the selection of the particular investment managers. The Endowment Committee also is responsible for recommending to the Board revisions in the guidelines.

Revised 9/2009

**POLICY V.E.2:** The Endowment Committee shall report to the Administrative Council.

Approved 12/2010

## VI. BUILDING USE

### A. BUILDING USE BY CONGREGATIONAL GROUPS/COMMITTEES/TASK FORCES

#### 1. General Requirements

**POLICY VI.A.1.a:** The Church shall be kept locked at all times when not in use.

**POLICY VI.A.1.b:** A Church Master Calendar is developed each year to coordinate major church events and Board, Executive Committee, Council and standing committee meetings.

**POLICY VI.A.1.c:** TJMC-UU groups, committees and task forces are expected to comply with the Building Rental Policy of reserving space for special meetings and events no more than four (4) months in advance once the Master Calendar has been set.

**POLICY VI.A.1.d:** However, special church-sponsored events which need long-range planning and publicity (i.e. conferences, workshops, etc) may be added to the calendar further than four months in advance with the approval of the Board of Trustees or the Minister.

**Rationale:** To simplify the administrative tasks of building usage/rental and to help assure equitable access for all.

**Applies to:** All Congregational Groups/Committees/Task Forces who use church facilities

#### PROCEDURE:

- Setting the Master Calendar normally occurs in the spring for the following Program Year.
- Except as provided for in the Building Rental Policies (i.e., reservations for weddings), other requests for meeting or event space and time during a particular program year will not be considered unless the Master Calendar has been set for that Program Year.
- However, special church-sponsored events which need long-range planning and publicity (e.g. conferences, workshops, etc) may be added to the calendar further than four months in advance with the approval of the Board of Trustees or the Minister(s).
- The minister has the discretion to modify or cancel non-contracted but scheduled building usage in order to accommodate Memorial Services or other last-minute church-related activities of high priority.

Approved 12/2010//Amended 5/2011

#### 2. COVENANT GROUP LOCATION

**POLICY VI.A.2:** In order to foster connections among group members, Covenant Groups without children meet offsite, usually at a group member's home or rotating the meeting places at different members' homes. Family Covenant Groups meet at TJMC-UU unless there is a member of the group volunteering the use of separate spaces for the adult meeting and for the supervised children of the group. In special circumstances adult group facilitators may feel that the requirement that groups meet off-site (not at TJMC-UU) may be detrimental to the group or may prevent a group from forming. In those circumstances, it is possible for the Covenant Group to make arrangements to use Church facilities for their meetings.

**Rationale:** When a family-oriented covenant group tries to meet in individual members' homes, there is usually a problem with having adequate space to clearly delineate large enough rooms between the adults and the children. Thus, the covenant group is frequently interrupted by children seeking the parent. These interruptions prevent a true covenant experience. Thus, the parents seek a neutral, child-free location for their gatherings.

When a covenant group happens to be made up of individuals who live in limited space which cannot seat 8-12 guests or when a covenant group includes persons who cannot navigate entry to others' homes, it is imperative to the success of the group and the participation of the members to meet in a location which provides adequate space and/or ready accessibility.

**PROCEDURE:**

- The Covenant Group facilitator may apply to the Covenant Group Coordinating Committee for an exception to be made from this policy.
- The CGCC will consider the request, suggest alternatives, if possible, and will consult with church staff before approving or denying the request.
- If the request is approved, the chair of the CGCC will make arrangements for the use of church space for the group.

Approved 12/2010

**3. ACCESSIBILITY**

**Policy VI. A. 3:** The Auction Committee may grant use of church space for donated Auction events.

**Rationale:** Sometimes, auction donors may wish to donate and take responsibility for a large event, such as the Pie Dinner, or a dance workshop, for which private facilities are simply inadequate. The Auction Committee believes these events contribute to the ability of the church to offer varied programming as well as to add to its fund-raising potential. The Auction Committee will review the nature of the event, and its consistency with TJMC values and mission in considering approval.

**Procedure:** Auction donors wishing to use the facility must make their request in writing to the Auction committee, including the number of participants and a description of the event. The Auction Committee will ensure, with the Congregational Administrator, that the requested space and time are available before granting permission for the offering. If insufficient numbers of individuals bid for the offering, as determined by the Auction Committee, the event may be canceled.

## 4. ALCOHOL POLICY

**POLICY VI.A.4:** Each committee/group serving alcohol is expected to consider:

1. The committee's attitude towards the use of alcohol on church premises.
2. The presence of children at a given program, and whether alcohol is appropriate to the event.
3. The availability and variety of alternate beverages for program participants.
4. The costs of the alcohol involved and whether the purchase involved church funds.

**Rationale:** The Board of Trustees of the Thomas Jefferson Memorial Church is responsive to the diverse concerns of the church membership and the expressed viewpoints of its members, and strives to maintain an open environment with the least restrictive policies. On occasions when divergent views prevent unanimous agreement, the Board attempts to reach consensus on sensitive issues; one such issue is the availability of alcohol at church social functions. The Board recognizes that committees which plan refreshments or food functions, including alcoholic beverages, as part of their service to the church also accommodate the needs of those who do not use alcohol.

Approved 8/2009

## 5. TABLING IN THE SOCIAL HALL DURING SUNDAY POTLUCKS

**POLICY VI.A.5:** On announced Sunday Potluck days, all tables are designated for use at the Potluck

### PROCEDURE:

- Committees are requested not to have any "tabling" activities in the Social Hall once the second service begins.
- Committees are asked to remove all their materials from the Social Hall at this time so that the room can be set up for the potluck.
- An exception will be made for a card table for the sale of SCRIP.

Approved 11/2006

## 6. MINISTERS' PORTRAITS

**POLICY VI.A.6:** All settled and interim ministers' photographs shall be grouped together in the Minister's Gallery, and all photographs shall be the same size.

Approved 5/1985

## B. OUTSIDE GROUPS' BUILDING USE

### 1. GENERAL USE

**POLICY VI.B.1:** The building shall not be used for partisan political meetings, but shall be made available for meetings which the responsible officers of the Church find to be for religious, educational, cultural or recreational purposes.

**Applies to:** All outside groups or individuals seeking to rent or use TJMC-UU facilities

**PROCEDURE:**

- The Board should be consulted when the Minister or Congregational Administrator have doubt as to the propriety of permitting use of the building.
- There is a charge to outside groups to cover the cost of utilities and other direct costs involved in their use of the building.

Approved 8/2009

## **2. RESPONSIBILITY FOR BUILDING USE FEES**

**Policy VI.B.2:** It is the responsibility of the Administrative Council to set the standard rental fees.

Approved 12/2010

**PROCEDURE:**

- Rental fees shall be based on comparisons with other church organizations in the Charlottesville area.
- The standard rental fees shall be reviewed at least every three to five years for current accuracy.
- The Congregational Administrator (CA) shall handle all "standard" rental agreements and fees for outside groups and weddings.

## **3. WAIVER OF BUILDING RENTAL FEES**

**Policy VI.B.3:** The standard rental fees may be reduced or waived in the following circumstances:

- a. "Member rates" shall be half the "standard" rental fee.
- b. The Board may waive rental fees for special TJMC, TJD, or UUA events in our buildings.
- c. The Minister(s), Director of Music and the Director of Religious Education have authority to waive the usual rental fees in special situations.
- d. The Social Action Council shall determine which non-profit organizations are entitled to free use of TJMC facilities for meeting space only, according to its stated policy on free use of space.

**Rationale:** Under usual conditions, the use of any of the church facilities by outside individuals, organizations, clubs or associations which are not associated with the Church shall be subject to building rental fees, as specified in the documents entitled "Building Rental Policies," "Building Fees and Use Terms," and the "Building Rental Contract," or

the "Wedding Rental Contract." However, there may be situations in which it may not be appropriate to charge rental fees. Such situations might include cases in which individuals or organizations provide other services for free to the Church or are engaged in certain activities that are supported by the Church. It is not possible to list all such possible situations.

**PROCEDURE:**

- All waivers must be communicated to and recorded by the Congregational Administrator.
  
- The Congregational Administrator shall handle "member rate" rental agreements and fees for TJMC members.

Revised 3/2011

#### **4. BUILDING RENTAL (general)**

**POLICY VI.B.4.a:** The Church facilities may be rented for a fee by organizations, clubs, or associations not sponsored by TJMC-UU. The purpose of uses and events must not be inconsistent with Unitarian Universalist values.

**POLICY VI.B.4.b:** The Building Rental Fee Schedule shall apply to all outside renters. Church members may qualify for reduced rental rates.

**POLICY VI.B.4.c:** The Church facilities may not be reserved or rented by a Church member, group or committee on behalf of an outside group.

**Rationale:** To provide space for organizations, clubs, associations whose purposes are not inconsistent with Unitarian Universalist values; to simplify the administrative tasks of building usage/rental; to help assure equitable access for all and to provide revenues for the Church's operations.

**Applies to:** All groups or individuals seeking to rent or use TJMC-UU facilities

**PROCEDURE:**

- The Church Office maintains a current fee schedule for building use. Weddings and 12-Step Programs are treated separately from other rentals in the schedule of fees.
  
- Except as provided for in the Building Rental Policies (i.e. Wedding Rentals), requests for meeting or event space and time during a particular program year will not be considered unless the Master Calendar has been set for that Program year
  
- The following apply with regard to building use:

**FEES:**

- Payment of the rental fee and any deposits will be required to reserve the space.
  
- If the event is canceled less than one month before it is to occur, the rental fee will not be refunded.
  
- Individuals or groups organized for profit are required to pay the regular rental fee or ten percent of the profits, whichever is the greater amount.

- For ongoing rentals, the rental fee for any month is due by the first day of the month immediately preceding it.
- Rental fees are assessed per unit of time the space is rented, with 8 a.m. to 1 p.m. one unit; 1 p.m. to 6 p.m. one unit; and 6 p.m. to 11 p.m. one unit.
- Any items used by a group but not removed immediately after the event is over will be assessed an additional space rental fee.
- In addition to the rental fee, a key deposit fee is required, which will be refunded upon return of the key and after it has been ascertained that the rooms have been returned to their original condition and that no damage has been done to Church property.
- Security deposits are also required. A mandatory clean-up fee will be assessed for rental of the social hall or sanctuary and for any event where food or alcohol will be served.
- Groups using the facilities on a periodic basis may be eligible for a discounted fee.
- Rental discounts for a limited number of outreach and social action groups are available in accordance with the policy set forth by the Social Action Council.

AVAILABILITY:

- To better ensure availability of rooms for TJMC groups, there is a four-month limit on confirmed reservations by non-church groups, except for weddings.
- No space is available for outside rental on Tuesday, Wednesday, or Thursday evenings after 5 p.m. or on Sunday before 3 p.m.
- Church facilities may not be used after 11 p.m.
- The church is located in a residential neighborhood and attendees must abide by local noise ordinances and be considerate of local residents.
- Room assignments for rentals are made solely at the discretion of the Congregational Administrator.
- Backyard garden space is available only with rental of the social hall and kitchen.
- Reservations for weddings may be made up to twelve (12) months in advance with no extra fees.
- Outside groups may reserve more than four (4) months in advance with pro-rated fees as follows:
  - Twelve months in advance = twice the standard rental fee
  - Eight months in advance = one and one-half times the standard rental fee

OTHER:

- The following are strictly prohibited:

- Smoking anywhere inside the buildings or on the playground.
- Parking anywhere other than in the Church parking lots or in legal street parking spots. Street parking is limited. Any illegally parked vehicles may be ticketed or towed.
- Removal or rearrangement of artwork, papers, or flyers from church bulletin boards, or of any window treatments.
- Any movement of the piano, pulpit or pews in the Sanctuary.
- Use of thumbtacks, nails, or tape on walls or woodwork. Decorations may not be fixed to the floor, walls or furnishings.
- Use of equipment other than tables and chairs (i.e. copy machine, computers, toys, books, classroom supplies, flip charts, TV, VCR, DVD players, etc.)
- Use of church linens, supplies or paper products from the Church cabinets with the exception of trash bags and supplies used for cleanup.
- Use of the Sanctuary sound system or the piano.
- Any weapons, including permit handguns.
- Fires in the fireplaces or elsewhere on Church property
- Alcoholic beverages limited to beer or wine may be served only with Congregational Administrator approval. When such beverages are served, a non-alcoholic alternative must also be provided. The host(s) assumes responsibility for ensuring that no alcohol is given to underage persons and that guests do not drink to excess.
- Children must be supervised by an adult at all times at every location on our property.
- Written permission must be obtained if children are to use the playground. The playground is not to be used unless specified in the rental contract. Playground equipment is designed for children 7 years and younger only.
- No rooms other than those listed on the rental contract may be used.
- Users must help preserve the facilities and equipment, straighten rooms after use, turn off lights, and lock all doors after meetings. Unless expressly prohibited elsewhere in these procedures, room furnishings of rented rooms may be moved as needed but must be returned to original configuration before vacating the building. Trash must be removed and taken to the specified outside location. Brooms, mops, vacuums and cleaning supplies including trash bags are located in the supply closet in the Edgewood Lane hallway. If a group pays the Clean-Up Fee, it will cover the vacuuming of rugs, mopping of floors, and cleaning of bathrooms by a cleaning staff person.
- Use of the Sanctuary piano is not included in the fee for non-wedding rentals.

- Use of the microwave, stove and dishwasher is permitted with Social Hall/kitchen rental. Any Church kitchen equipment must be cleaned and returned to its proper place before vacating the building. There is a fee for using dishes, utensils, etc. Renters must provide their own paper or cloth towels.
- No food or flowers may be left in the church. Renters must bring their own containers for and must remove any leftover food.
- Outside-rented items (tables, chairs, glassware, dishes, etc.) shall not be stored before or after the event without prior written approval and the payment of additional rental fees.
- All advertising (including fliers, newspaper notices, etc.) pertaining to the event must be cleared (in writing) with the Congregational Administrator.
- In the advertising, for purposes of indicating the location of the event, the Church's name and address may be used in event publicity, but the Church's phone number may not be used.
- No information regarding outside events will be given out by the Church Office.

Revised 9/2011

## WEDDING-SPECIFIC RENTAL REQUIREMENTS, RESPONSIBILITIES AND RESTRICTIONS

The General Procedures outlined above apply equally to weddings. However, the following exceptions and additions will apply to Wedding Rentals.

- Rental of the Church for weddings includes use of the Sanctuary for the rehearsal and ceremony and the Church Parlor and Downstairs Kitchen as dressing areas on the day of the wedding. Our Sanctuary seats 200-250 people.
- Use of the piano is included in the rental fee.
- The piano, pews and pulpit may not be moved.
- Use of the Social Hall and Kitchen for a reception entails a separate rental fee. The Social Hall can hold up to 200 people.
- Rental of either the Sanctuary or Social Hall requires a setup/cleanup fee that includes table and chair setup and removal, vacuuming, sweeping and mopping of floors, trash removal, and bathroom restocking and cleaning. For ceremonies involving less than 20 people, the Sanctuary cleanup fee may be waived at the discretion of the Congregational Administrator
- Backyard garden space is available only with rental of the social hall and kitchen.
- No other areas of the Church may be used without prior authorization.

- A completed contract and deposit of 50% of the total fees and deposits will hold the space for up to one year. The remaining balance must be paid in full 60 days prior to the event or the reservation will be canceled. All rental fees are non-refundable. All payment should be sent or delivered to the Church office

Revised 9/2011

## **5. SOCIAL ACTION COUNCIL POLICIES ON FREE USE OF TJMC-UU MEETING SPACE**

**POLICY VI.B.5.a:** The Church facilities may be available for free use of meeting space by non-profit organizations upon approval by the Social Action Council. TJMC chooses to provide space for non-profit organizations, clubs, and associations whose purposes are not inconsistent with Unitarian Universalist values, as expressed in the UUA's seven principles.

**POLICY VI.B.5.b:** The building shall not be used for partisan political meetings, but shall be made available for meetings which the Social Action Council finds to be for educational or cultural purposes. Non-profit organizations engaged in certain activities that are supported by the Church may be approved for free use of space.

**POLICY VI.B.5.c:** Church facilities may not be reserved for free use by a Church member, group or committee on behalf of an outside group; approval of free use of space is the responsibility of the Social Action Council.

**POLICY VI.B.5.d:** Any outside group applying for free use of space for purposes of worship will be referred to the Minister(s) for approval, rather than to the Social Action Council.

**APPLIES TO:** All groups applying to the Social Action Council for free use of TJMC-UU meeting space.

**RATIONALE:** To provide free meeting space for non-profit organizations, clubs, associations whose purposes are not inconsistent with Unitarian Universalist values.

### **PROCEDURES**

- Requests for meeting space and time during a particular program year will not be considered unless the Master Calendar has been set for that Program year.
- Applications can be made to the TJMC-UU Social Action Council. Application forms can be obtained from the Congregational Administrator. The Congregational Administrator will identify what space(s) may be available at the time(s) requested, and indicate that on the Building Use Contract attached to the application form.
- A completed application form should be submitted to the Social Action Council Chair at least one week prior to any of the Council's scheduled meetings (4<sup>th</sup> Tuesday of August, October, January, and April).
- If an electronic application is submitted for a single meeting to be held between scheduled Council meetings, it can be sent by the Council Chair to Council members for an electronic vote on approval.
- If approved for more than a one-time meeting, permission for free use of meeting space at the times indicated will be valid for the remainder of the TJMC program year, which ends on June 30 each year.

- The terms of building use are spelled out on the back of the Building Use Contract. Terms not specific to Weddings apply to free use as well as rental use.
- If the applicant is approved for free use of space, the Building Use Contract will be completed and issued by the Congregational Administrator.

**Related Documents and Forms:**

Building Rental Fees Schedule  
Wedding Rental Fees Schedule  
Application for Free Use of Meeting Space  
Building Use Contract  
Building Use Terms  
Wedding Building Use Contract  
Wedding Building Use Terms

## Building Rental Fees Schedule

<u>Room</u>	<u>Room Capacity</u>	<u>Rental Fee/Time Unit</u>	<u>Setup/Cleanup Fee</u>
Sanctuary	200-250	\$200	Required
Social Hall & Kitchen	175	\$150	Required
Parlor	30	\$ 50	
Jefferson Foyer	N/A	\$ 50	
Summit House 1	30	\$ 50	
Small Rooms	12	\$ 25	

Revised September 2011

## Wedding Rental Fees Schedule

### Sanctuary:

Rental fee: \$300 first rental time unit; \$200 each additional unit  
Security Deposit: \$200  
Setup/Cleanup: \$100 (required)

### Social Hall/Kitchen

Rental Fee: \$250 first rental time unit; \$175 each additional unit  
Security Deposit: \$200  
Setup/Cleanup: \$150 (required)

Revised August 2009



Thomas Jefferson Memorial Church

Unitarian Universalist

717 Rugby Road Charlottesville VA 22903

434-293-8179 office@uucharlottesville.org

## **Application for Free Use of Meeting Space**

### **Social Action Council Policies on Free Use of TJMC-UU Meeting Space**

The Church facilities may be available for free use of meeting space by non-profit organizations upon approval by the Social Action Council. TJMC chooses to provide space for non-profit organizations, clubs, associations whose purposes are not inconsistent with Unitarian Universalist values, as expressed in the UUA's seven principles. The building shall not be used for partisan political meetings, but shall be made available for meetings which the Social Action Council finds to be for educational or cultural purposes. Non-profit organizations engaged in certain activities that are supported by the Church may be approved for free use of space. Church facilities may not be reserved for free use by a Church member, group or committee on behalf of an outside group; approval of free use of space is the responsibility of the Social Action Council. Any outside group applying for free use of space for purposes of worship will be referred to the Minister(s) for approval, rather than to the Social Action Council. These policies apply to all groups applying to the Social Action Council for free use of TJMC-UU meeting space.

### **PROCEDURES**

- Requests for meeting space and time during a particular program year will not be considered unless the Master Calendar has been set for that Program year.
- Applications can be made to the TJMC-UU Social Action Council. Application forms can be obtained from the Congregational Administrator. The Congregational Administrator will identify what space(s) may be available at the time(s) requested, and indicate that on the Building Use Contract attached to the application form.
- A completed application form should be submitted to the Social Action Council Chair at least one week prior to any of the Council's scheduled meetings (4<sup>th</sup> Tuesday of August, October, January, and April).
- If an electronic application is submitted for a single meeting to be held between scheduled Council meetings, it can be sent by the Council Chair to Council members for an electronic vote on approval.
- If approved for more than a one-time meeting, permission for free use of meeting space at the times indicated will be valid for the remainder of the TJMC program year, which ends on June 30 each year.
- The terms of building use are spelled out on the back of the Building Use Contract. Terms not specific to Weddings apply to free use as well as rental use.
- If the applicant is approved for free use of space, the Building Use Contract will be completed and issued by the Congregational Administrator.

**UUA PRINCIPLES**

- \* 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
- \* The right of conscience and the use of the democratic process within our congregations and in 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

Examples of how these principles are expressed at TJMC-UU are as follows:

We are a welcoming congregation, embracing all who wish to join our church community, regardless of race, creed, cultural background, sexual orientation, or ability/disability. We support marriage rights for gays and lesbians. We are working to become a Green Sanctuary. We have a long history of working to support anti-racist attitudes and behaviors. We work with interfaith organizations such as IMPACT and PACEM to promote social justice.

**Applicant’s Statement**

**Title of Organization:**

**Mission or Purpose of the Organization:**

**Brief Description of One Current or Recent Project Exemplifying Mission or Purpose:**

**General Purpose of Meeting(s) To Be Held at TJMC:**

**How will TJMC’s support of your organization by providing you free meeting space enhance your ability to accomplish your mission?**

**Applicant’s Affirmation**

I affirm that the purposes of our organization, \_\_\_\_\_, are not inconsistent with the values of TJMC – UU as expressed above. I have read and agree to the regulations on the back of the Building Use Contract.

Applicant’s Signature \_\_\_\_\_

Applicant’s Role in the Organization \_\_\_\_\_

**Social Action Council’s Decision**

\_\_\_\_ Approved for free use of space

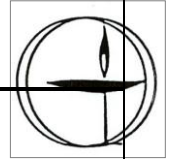
Date Approved \_\_\_\_\_ Ending Date for approved free use \_\_\_\_\_

\_\_\_\_ Not approved for free use of space                      Comment:

Council Chair’s Signature \_\_\_\_\_



**Thomas Jefferson Memorial Church**  
Unitarian Universalist



717 Rugby Road Charlottesville VA 22903  
434-293-8179 office@uucharlottesville.org

## Building Use Contract

Date: \_\_\_\_\_  
Outside: \_\_\_\_\_

Group: Church: \_\_\_\_\_ Social Action \_\_\_\_\_

Type of Use: \_\_\_\_\_  
Standard \_\_\_\_\_

Fee Type: Free \_\_\_\_\_ Reduced \_\_\_\_\_

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

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

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

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

E-Mail: \_\_\_\_\_

Dates/Times Requested: \_\_\_\_\_  
\_\_\_\_\_

Space Requested	Fee/Time Unit	Time Units	Total Rental Fee	Deposit	Cleaning Fee
Sanctuary	\$200			\$100	\$50 or \$75
Social Hall + Kitchen	\$150				\$50 or \$75
Parlor	\$50				\$50 or \$75
Jefferson Foyer	\$50				
Summit Room 1	\$50				\$50 or \$75
Summit Room 2	\$25				
Dishes	\$25				
Total Rental Fee				Due:	
Total Deposits & Cleaning Fee				Due:	

A completed contract and deposit of 50% of the total fees and deposits will hold the space. The remaining balance must be paid in full thirty days prior to the event or the reservation will be cancelled. All rental fees are non-refundable. For ongoing rentals, the rental fee for any month is due by the first of the month immediately preceding it. If the event is cancelled less than one month before it is to occur, the rental fee will not be refunded. All payments should be sent or delivered to the Church Office. Please make check payable to Thomas Jefferson Memorial Church-UU.

In signing below, I/We agree to the Building Use Terms outlined above and on the attached page. In signing this application I/We acknowledge that I/We have the authority to do so and assume all responsibility for the Church's facilities and/or accept responsibility and liability for my group. I understand that failure to comply with the stated conditions may result in forfeiture of the security deposit, assessment of additional fees, and/or denial of future rental requests.

Signature: \_\_\_\_\_

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

Office Use Only:

Food Prepared/Served: \_\_\_\_\_

Alcohol Served: \_\_\_\_\_

Number Attending: \_\_\_\_\_

Deposit/Cleaning Fees Paid: \_\_\_\_\_

Rental Fee Paid: \_\_\_\_\_

Key Number: \_\_\_\_\_

*Revised November 2010*



## Building Use Terms

### 1. Rental Fees:

- a. Rental fees are assessed per unit of time the space is rented, with 8 AM to 1 PM one unit; 1 PM to 6 PM one unit; and 6 PM to 11 PM one unit. The building closes at 11 PM.
- b. Rental Fees for Outside Groups using the building in an ongoing manner are due prior to the event or by the first of each month.
- c. A key deposit and security deposit are required and will be refunded after the rental with approval.
- d. A mandatory Cleaning Fee will be assessed for Outside Groups using the Social Hall and Sanctuary where food or alcohol will be served. The fee is \$50 for groups under one hundred and \$75 for groups over. The same Cleaning Fee rate may be charged for other rooms rented where food and alcohol will be served.
- e. No space is available for Outside Group rentals (including Social Action approved groups or church sponsored groups inviting the public) on Tuesday, Wednesday, or Thursday evenings after 5 PM or on Sunday before 3 PM.
- f. Church Groups may not rent the use of the building on behalf of an Outside Group for a reduced or free rate.
- g. Church Member personal building usage rates are half the scheduled rental fees.
- h. Social Action Council will determine groups eligible for free usage of the building. They will provide the appropriate documentation of these groups and their contacts to the Congregational Administrator as soon as they are approved. These groups are not eligible for free use of the building for fund raisers. The Standard Rate will apply.
- i. Wedding rates and terms are listed separately.
- j. Twelve Step Groups may rent the use of the downstairs kitchen at a rate of \$1 per person attending.

### 2. Room Assignments & Use:

- a. Rooms may be assigned for Outside Groups four months prior to an event without an additional fee.
  - i. Twelve Months in advance = twice the standard fee.
  - ii. Eight months in advance = one and one-half times the standard fee.
- b. Room assignments for rentals are made solely at the discretion of the Congregational Administrator.
- c. Only those rooms assigned may be used and must be returned to their original set up when the event is over.
- d. Art work may not be moved.
- e. Nothing may be attached in any way to walls, doors, windows, ceilings, light fixtures, or window or door frames.
- f. Tables and chairs are provided for use. Other church property such as kitchen supplies, white boards, flip charts, televisions, DVD players, pianos, sound equipment, or playground, are not provided for use.
- g. The Sanctuary furniture, piano, pulpit, etc. may not be moved or rearranged.

- h. Outside rental items (tables, chairs, dishes, etc.) may not be left or stored overnight.
- i. Social Hall/Kitchen Rental may include the use of the stove, microwave, and dishwasher if available.
- j. Dishes and utensils may be rented for a fee and must be cleaned and put away after the event.
- k. Caterers are asked to check with the Congregational Administrator prior to any event.
- l. If alcoholic beverages are served then non-alcoholic beverages must also be served. Any Outside Group using the space is responsible for obtaining an applicable ABC license and following the ABC laws.
- m. Minor children must be supervised by an adult at all times.
- n. Smoking, weapons (including permit hand guns), and fires are prohibited in the building or on the property.
- o. All event food and trash must be removed after any event.

**Parking:** Is provided in the Edgewood Lane and Summit House parking areas. Parking must be shared with other groups using the church.

**Advertising:**

A sample of any advertising pertaining to an Outside Group's event (including fliers, newspaper notices, etc.) must be provided to the Congregational Administrator in hard copy for approval prior to being sent out.

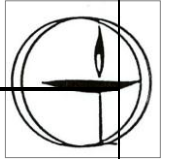
The Church's name and address may be used in event publicity but not the Church's phone number.

No information regarding outside events will be given out by the Church Office.

Approved 12/2010



**Thomas Jefferson Memorial Church**  
Unitarian Universalist



717 Rugby Road Charlottesville VA 22903  
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## Wedding Building Use Contract

Date: \_\_\_\_\_ Date of Rehearsal: \_\_\_\_\_  
Wedding: \_\_\_\_\_

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

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

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

E-Mail: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Space Requested	Fee/Time Unit	Time Units	Total Rental Fee	Deposit	Cleaning Fee
Sanctuary	\$300/\$200 add.			\$200	\$100
Social Hall + Kitchen	\$250/\$175 add.			\$200	\$150
Parlor	included				
Jefferson Foyer	\$50				
Down Stairs Room	included				
Summit Room 1	\$50				\$50 or \$75
Summit Room 2	\$25				\$50 or \$75
Dishes	\$25				
Total Rental Fee				Due:	
Total Deposits & Cleaning Fee				Due:	

Thomas Jefferson Memorial Church welcomes members and friends from our community to hold weddings at our Church. Weddings may be scheduled up to one year in advance. Individuals interested in holding a wedding at our church

should complete this form and return it to the Church Office. The submission of this form will hold a wedding date for up to 30 days. After approval of this application, the Congregational Administrator will mail the applicants a Wedding Building Use Contract. Return of the completed contract along with a 50% deposit of the total fees and deposits within the 30-day period is required to continue to hold the space. The remaining balance must be paid in full 60 days prior to the event or the reservation will be cancelled. All rental fees are non-refundable. Please make check payable to Thomas Jefferson Memorial Church-UU.

In signing below, I/We agree to the Building Use Terms outlined above and on the attached page. In signing this application I/We acknowledge that I/We have the authority to do so and assume all responsibility for the Church's facilities and/or accept responsibility and liability for my group. I understand that failure to comply with the stated conditions may result in forfeiture of the security deposit, assessment of additional fees, and/or denial of future rental requests.

Signature: \_\_\_\_\_

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

Office Use Only:

Food Prepared/Served: \_\_\_\_\_

Alcohol Served: \_\_\_\_\_

Number Attending: \_\_\_\_\_

Deposit/Cleaning Fees Paid: \_\_\_\_\_

Rental Fee Paid: \_\_\_\_\_

Key Number: \_\_\_\_\_

*Revised November 2010*



## Wedding Building Use Terms

### **p. Rental Fees:**

- a. Rental fees are assessed per unit of time the space is rented, with 8 AM to 1 PM one unit; 1 PM to 6 PM one unit; and 6 PM to 11 PM one unit. The building closes at 11 PM.
- b. A key deposit and security deposit are required and will be refunded after the rental with approval.
- c. A mandatory Cleaning Fee will be assessed for Outside Groups using the Social Hall and Sanctuary where food or alcohol will be served. A Cleaning Fee may be charged for other rooms rented where food and alcohol will be served.
- d. No space is available for Outside Group rentals (including Social Action approved groups or church sponsored groups inviting the public) on Tuesday, Wednesday, or Thursday evenings after 5 PM or on Sunday before 3 PM.
- e. Church Groups may not rent the use of the building on behalf of an Outside Group for a reduced or free rate.
- f. Church Member personal building usage rates are half the scheduled rental fees.

### **q. Room Assignments & Use:**

- a. Room assignments for rentals are made solely at the discretion of the Congregational Administrator.
- b. Only those rooms assigned may be used and must be returned to their original set up when the event is over.
- c. Art work may not be moved.
- d. Nothing may be attached in any way to walls, doors, windows, ceilings, light fixtures, or window or door frames.
- e. Tables and chairs are provided for use. Other church property such as kitchen supplies, white boards, flip charts, televisions, DVD players, sound equipment, or playground, are not provided for use.
- f. The use of the Sanctuary piano is included in the wedding rental fee.
- g. The Sanctuary furniture, piano, pulpit, etc. may not be moved or rearranged.
- h. Care must be taken to insure that decorations or flower arrangements do not leave permanent marks and must be removed before vacating the building. Candles may be used with great care to insure safety; all candle

wax must be removed from tables, floors, pews, etc. before vacating the building.

- i. Outside rental items (tables, chairs, dishes, etc.) may not be left or stored overnight.
  - j. Social Hall/Kitchen Rental may include the use of the stove, microwave, and dishwasher if available.
  - k. Dishes and utensils may be rented for a fee and must be cleaned and put away after the event.
  - l. Caterers are asked to check with the Congregational Administrator prior to any event.
  - m. If alcoholic beverages are served then non-alcoholic beverages must also be served. Any Outside Group using the space is responsible for obtaining an applicable ABC license and following the ABC laws.
  - n. Minor children must be supervised by an adult at all times.
  - o. Smoking, weapons (including permit hand guns), and fires are prohibited in the building or on the property.
  - p. All event decorations, flower arrangements, food and trash must be removed after any event.
- r. **Parking:** Is provided in the Edgewood Lane and Summit House parking areas. Parking must be shared with other groups using the church.

Office Use Only:

Date Rec'd: \_\_\_\_\_ Deposit Rec'd: \_\_\_\_\_ Key Given \_\_\_\_\_ Space Insp: \_\_\_\_\_

Confirm Sent: \_\_\_\_\_ Balance Rec'd: \_\_\_\_\_ Key Ret'd \_\_\_\_\_ Key/Sec Dep Ret'd \_\_\_\_\_

## VII. COMMUNITY OUTREACH

### A. Public Witness

**POLICY VII.A.1:** It is appropriate that the congregation of TJMC can, and in certain instances has a duty to take a public stand on certain issues. Such issues should be restricted to issues in line with our Unitarian Universalist Purposes and Principles.

NOTE: We must trust in the spirit of the assembled community at the time that such stand is to be voted upon. The assembled community must be extremely sensitive to the opinions of those who do not support the proposed position, and must be willing to delay premature action so that the full impact of the proposed action may be determined. We hope that the action taken will build the spirit of community both inside and outside of our beloved church.

**Rationale/Background:** The Public Witness Task Force was directed by the Board of Trustees in 2004 to create a process for public witness at TJMC. It was presented to the congregation on April 17, 2005; approved as official policy of the church by the Board at its May, 2005 meeting; revised in July 2006; and revised again in March 2008.

Types of Public Witness:

- Individual Public Witness:
  - Acts of public witness happen all the time in our community in the form of individual actions or actions by small groups or committees. Members of TJMC attend anti-war rallies, marriage rights events, and write letters to the editor. These acts of individual witness are a natural expression of our UU beliefs. The church forms an environment where like-minded individuals can find one another, band together and in the great tradition of Unitarian Universalism, form a committee or group!
- Group Public Witness
  - As a church we encourage our members to form groups to plan events, meetings, protests, and letter-writing campaigns to raise awareness within our church and the larger world of social, moral, and ethical issues. Most acts of public witness follow this path. This shall be sufficient in most cases. Forming a group to facilitate public witness is simple.

PROCEDURE for Group Public Witness:

- Initially the group shall go before the Social Action Council to request recommendations for forming itself into a working group.
- The Social Action Council shall advise the new group about the communication tools available within the congregation, written and spoken.
- When the group wishes to perform acts of public witness, they shall notify the Board of their intention. In general, this is

necessary when in public the group identifies itself as “The Committee on XYZ of Thomas Jefferson Memorial Church.” By “in public”, we mean ads in the local newspaper, spots on the radio, banners in a march on Washington, etc.

- If there is a question, ask the Social Action Council for clarification.
- Congregational Public Witness:
  - However, sometimes there is such energy behind an issue that the entire congregation feels compelled to speak as one. In this case, an act of congregational public witness is appropriate. Members seeking acts of congregational public witness shall use the following process.

#### PROCEDURE for Congregational Public Witness:

<<Note: What follows is apparently the May 2005 statement, not the March 2008 revision.>>

- This process is required for public displays on church property or when we wish to speak as a whole church to the wider community, not just a group within the church.
- The committee/group shall draft a plan for the act of public witness they seek to conduct. This plan shall be made publicly available and form the basis for discussion.
- The committee/group shall make itself known to members through means such as bulletin boards, suggestion boxes and mailings. The communication tools must be effective: written, spoken, group and individual and shall not be just views expressed, but views heard and learned from.
- The committee/group shall hold meetings with congregational members in small groups such as cottage meetings, standing committee meetings, and congregational conversations between services.
- We should trust that honest discussions only build community. All discussions should enable everyone to express divergent views. Everyone should be made to feel welcome at the table and those leading the discussions should foster an environment that encourages us to learn from each other. They should let the issues be pursued, heard and discussed throughout the church.
- Next, the committee/group shall go to the Board with a petition signed by 10% of members to call two congregational meetings about the issue or put the action requested on the agenda of a regularly scheduled congregational meeting.

- The first congregational meeting on the issue will be for informational purposes, allowing for the presentation of all sides of the issue in some suitable format. The vote shall be private, with ballots. A favorable vote of at least the majority of members present is required to move forward.
- Finally, the Board will call a second congregational meeting for a final discussion and a vote. The vote shall be private, with ballots. A vote in favor of the resolution needs to be at least an 80% majority of those present.
- If the resolution passes, the committee/group shall perform the planned act of public witness, speaking for the church as a whole.

Approved 5/ 2005

## B. SOCIAL ACTION COLLECTION

**POLICY VII.B.1:** The congregation of TJMC-UU shall support causes outside of the Church budget. Groups eligible for such support must represent causes that demonstrate our values, purposes and principals.

The TJMC – UU Social Action Council manages the selection of recipients for this support.

Note: The Social Action line item in the Church Budget is for ongoing commitments that we as a Congregation make or for social action committees within the church.

**Rationale:** The Thomas Jefferson Memorial Church - Unitarian Universalist has a long standing tradition of having monthly special collections to support worthwhile social action organizations, both locally and nationally, that dedicate themselves to causes that are seen as supportive of Unitarian Universalist values and principles.

### CRITERIA:

- Two types of organizations that TJMC congregants have identified as most compelling for social action collections are: local organizations providing direct support for the survival of people in need within our local community; and local organizations engaged in promoting social justice in a transformational way (e.g., promoting long-term change in social policy). The Social Action Council will give highest priority to these types of organizations in selecting recipients for social action collections.
- In response to the interest of some congregants, the Social Action Council will also provide some collections for single-issue organizations supported by a group of congregants, and denominational groups engaged in international aid or working on regional needs.

- Applications for social action collections can be made to the Social Action Council by groups established within TJMC or by outside groups that have congregants actively supportive of their mission.
- Any organization chosen to receive a social action collection must be a bona fide charitable entity that has Federal tax exempt (C3) status, follow a non-discrimination personnel policy, and conform to our denomination's seven principles.
- Any organization selected for this program must also agree to submit a report on its use of funds to the TJMC Social Action Council chair within eleven months of the collection which was made on their behalf.

**PROCEDURE:**

- The Social Action Collection is the plate collection during Sunday Services once a month for causes outside the Church budget.
- A member of the sponsoring Committee or a member of Social Action Council will be the Responsible Person for the Collection Process. The Responsible Person will:
  - Assure that there is an appropriate article turned into the bulletin before the 15<sup>th</sup> of the prior month and submit a shortened version to the Friday email and Order of Service to the Congregational Administrator the week before the collection.
  - He/She will also arrange for a speaker to make the appeal (TWO minutes) for the Services and notify the Minister(s) or Worship Associate of the speaker's name at least a week before the Collection Sunday.
  - After the services, together with the Social Action Council Chair, he/she will take the money out of the SA collection envelopes, count the checks and put the total on an envelope containing them and count the cash and put the total on an envelope containing it.
- The Social Action Council Chair will put an appropriately addressed envelope for the Group in the Controller's mailbox with the pink slip requisitioning a check for the total collected and report it to the Depositor.
- The Controller will mail the check to the Recipient Organization.
- The yearly report of these collections will be presented to the Board and Congregation by the Social Action Chair in the Annual Report.

**Related Documents and Forms:**

Application for Social Action Collection

Thomas Jefferson Memorial Church, Unitarian Universalist  
717 Rugby Road, Charlottesville, VA 22904

**Application for Social Action Collection  
During TJMC Program Year July, 2011 to June 2012  
Submission Due by April 20, 2011**

Send as Email attachment to [socialaction@uucharlottesville.org](mailto:socialaction@uucharlottesville.org)

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Date Submitted \_\_\_\_\_

**Brief Mission Statement:**

**Please check the one category below that best describes your general mission:**

- Direct sustenance for people in need within the local community.
- Transformational "*Umbrella Organization*" promoting local social justice issue(s).
- Local single-issue group advocating a specific need or social action concern.
- UUA-sanctioned group supporting international relationships or regional issues.

**Please list two important goals your organization has for the coming year:**

Annual Budget \_\_\_\_\_

**Sources of Income**

**Eligibility Criteria** (Please check all items that are true for your organization.)

- Have Federal tax exempt (C3) status
- Follow a non-discrimination personnel policy (race, color, creed, gender, ability/disability, affectional or sexual orientation, age, economic status, or origin)
- Mission is not inconsistent with UUA values as expressed in UUA principles (see list below)
- If approved, agree to submit a report on use of funds from TJMC Collection (report due to Social Action Council Chair 11 months after collection date)

**UUA Principles**

- \* 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
- \* The right of conscience and the use of the democratic process within our congregations and in 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

**Connection to TJMC Congregation** (Please complete ONE of the two sections below.)

Application by an established group within the congregation

Group/Committee Name \_\_\_\_\_

Group/Committee Chair \_\_\_\_\_

Associated TJMC Council \_\_\_\_\_

Names of 3 TJMC congregants who are active in the committee/group

\_\_\_\_\_

Application by an individual/group outside TJMC

(Submit one electronic copy (no signatures needed) and one hard copy with signatures by due date)

Individual/group initiating the application \_\_\_\_\_

Names and signatures of 3 TJMC congregants who support this application

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Organizational Position/Role** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

## C. TJMC-UU FOOD PANTRY

**POLICY VII.C:** TJMC volunteers shall operate a Food Pantry Program as part of the social outreach program.

### **PROCEDURES:**

The Food Pantry is a social justice outreach program that is part of the Social Action Council. Food is distributed to guests from throughout the Charlottesville area. It is distributed regardless of age, income or religious affiliation. Church volunteers:

- order food from the Thomas Jefferson Area Food Bank,
- pay for the food through a yearly Social Action Collection,
- make all reports appropriate to the Food Bank, and Church Annual Report
- receive the food when delivered from the Food Bank and distribute into individual bags described as units for 3 people
- register guests using USDA guidelines as described by the Food Bank for their reports
- give out food to guests according to the size of families registered and help guests put food in their cars

The Food Pantry distributes food on the first Friday of each month.

### **FIRST FRIDAY PROCESS**

1. Church member volunteers and volunteer clients help register guests, unload the truck and deliver food by the case to the social hall where it is organized to be placed in the bags. Church members are encouraged to wear their nametags.
2. A church member Food Distributor oversees volunteer clients and other volunteers setting up in the social hall and kitchen at 8:30AM. Early clients may sit in the social hall.
3. Beginning at 9AM, clients sign in to receive food each month on a first come/first serve basis. Clients complete the information form before receiving food for the first time and renew forms every 6 months. (January and July) If the number of clients exceeds the food ordered, church member volunteers will decide the fair way to assure that everyone receives food.
4. Clients are allowed to pick up food for one other family if the information form has been properly filled out and the name recorded on the back of their form.
5. Church Member Volunteers are in charge of food distribution:
  1. Member will call the names of the clients in the order that they are signed in. Clients may not receive any food until they receive their number.
  1. The client signs the information form for each person for whom they are obtaining food and collects food using their bag number
  2. The client collects the food from the areas where it is being distributed by showing their designated number to each Food Distributor church member.
  3. Volunteers assist clients, if necessary, to take the food to the client's vehicle.
  4. Church member volunteers pick up donated food from local grocery stores to be weighed, included in the monthly report and distributed to clients.
2. Other Procedures:
  - ✧ Signs will be posted at both entry doors:

FOOD PANTRY: FIRST FRIDAY

Church Open for set up: 8:30AM

Food Pantry Sign-In: 9:00AM

Food Distributed: 11:00AM

▲ Extra food which is not used will be stored in the Church Parlor.

The three middle upper cabinets and three lower ones are designated as Food Pantry storage.

▲ The Files including client files and reports to the Food Bank are stored in the Church Parlor. Volunteers will organize the files at the end of the food distribution and return the files to the Parlor.

▲ The Social Hall, Kitchen and hallways will be returned to their original condition.

### **PANTRY FOOD ORDERING INSTRUCTIONS**

The Thomas Jefferson Area Food Bank creates a list of food that is in their warehouse each week. This list is published via email or printed at the order window in the warehouse on Harris Street. Food is ordered by the case. USDA food is free and is regulated by how much is allocated per unit of 3 people per month. The Food Bank also has food that it buys wholesale and charges us between 11-16 cents per pound. (see report instructions below) We use the budget described by the Social Action Collection success, remembering that the turkeys distributed in November usually cost \$200-\$300 over the monthly budget. (In 2010 we ordered between 96-108 units or 8-9 cases and tried to stay in a \$250 per month budget.) Food is ordered via email on Wednesday or Thursday after consultation with other organizers about volume, with the request to deliver for a \$5 fee.

### **VOLUNTEER ORGANIZATION**

Volunteer Coordinator calls volunteers in order to assure that there are:

- 4 volunteers to set out bags and set up registration materials,
- 8-10 volunteers to unload the truck and put food into bags and organize frozen food and fresh produce, and
- 6-8 volunteers to distribute food and help deliver it to cars.

**Clients help with all of this work except for actual distribution.**