

Current UUFCM Policies

Leadership Development Policy

The UU Board wishes to develop additional leadership for the Fellowship. In order to do so, the following criteria may be used to determine who will represent UUFCM at various trainings and workshops (e.g., UUA General Assembly, the Midwest Leadership School, OWL training) each year with partial or full financial support:

- Attendance is by invitation, not whoever wants to attend.
- Attendee is a member of the Fellowship.
- Newer UU Board members
- Attendee has demonstrated leadership capacity.
- Attendee is recommended by others.
- Not a return attendee in general
- Commits to take leadership roles in the Fellowship
- Others certainly can attend at their own expense

Attendees will be expected to provide a personal reflection and/or report to the Board of Trustees.
(April 19, 2019)

Display of Photos of Previous Ministers

Photographs of previous ministers who have served UUFCM for 1 year or more will be publicly displayed.
(November 10, 2019)

Names on the Memorial Tree

1. No names currently on the tree will be removed.
2. Going forward, the names of deceased congregation members will be added. Friends, former members, and relatives of members will not automatically be added.
3. Any member of the congregation can propose to the Board the addition of the name of any deceased former member or non-member.

(January 12, 2020)

Policies of The Communication Committee

Overview

Sharing ideas, information and feelings between ourselves and the larger community, clearly, effectively, and efficiently, is essential to how we live into the mission of our fellowship. Recognizing that communication is rapidly changing and increasingly complex where one mode no longer fits all, UUFCM maintains several sponsored sites...including but not limited to our website, eNews via Mail Chimp, and Facebook. While each of these platforms may require specific policies and procedures, all communications will be guided by the same overarching guidelines, principles and goals.

All UUFCM-sponsored sites shall affirm, promote and elevate Unitarian Universalist values and the mission of our fellowship.

Posts will be free of any language that is harmful, threatening, unlawful, defamatory, infringing, abusive, inflammatory, harassing, vulgar, obscene, fraudulent, invasive of privacy or publicity rights, or hateful. Racism, sexism, misogyny, homophobia, transphobia, ableism, classism, fat-shaming or any other dehumanization of others based on identity will not be permitted.

- We will welcome visitors and all those who may be seeking a potential spiritual community. We will showcase what makes us special and share what we do.
- We will keep things current, up to date, consistent and accurate across platforms. Errors and/or omissions will be corrected as soon as they are known and the correction will be noted.
- We will answer questions, reply to comments where appropriate, and address content concerns as promptly as possible. Any disagreements will be addressed in a friendly, kind and, when necessary, firm and respectful, way.
- We will engage the congregation by providing opportunities for comments, reaction, and dialogue.
- We will always be mindful of the safety and confidentiality of our members and friends, especially our children. Images of children will be used only with permission, and at no time will they be identified by name.

Two or more representatives of the Communications Committee will be designated as administrators on each of the platforms currently employed by UUFCM and share responsibility for monitoring the content that is presented. They shall have full authority to create, delete and maintain the content in compliance with our UUFCM Mission and aforementioned principles, guidelines and goals.

The Communications Committee members, chair and platform administrators shall be accountable to each other, the minister and the UUFCM Board President.

Platforms

eNews

The eNews is a digital newsletter published weekly and sent to members and friends of UUFCM as a means of sharing information about UUFCM-sponsored current happenings, coming events, volunteer opportunities, and updates in the life of our fellowship.

Recipients must opt in to receive the eNews. Paper copies are available upon request.

The ultimate decision regarding content in the eNews will reside with the minister and a representative

from the Communications Committee.

- **Upcoming Events** will include relevant news of the fellowship only.
- **Community News** may include local and/or denominational news not directly related to members and friends, but which are aligned with our mission as appropriate and as space allows. Community News may also be directed to the Facebook page or group as appropriate and may also appear on our website.
- The **Calendar** will include non-UUFCM building-use events but they will NOT appear in the eNews.

Website

The UUFCM website is a virtual front door to our fellowship. Through it we invite others to share who we are, what we do, and why we do it. It is the repository of information regarding our beliefs, our worship, our social justice programs, our religious education programs, our governance, and our shared interest programs.

Submissions to Website and eNews

Generally, any articles or announcements should come from the minister, Director of Religious Education, board officers and team and committee leaders. Should there be a question as to the appropriateness of the publishing of an article or announcement, the administrative assistant will refer the concern to the board president (or designee) or minister.

All news articles, updates, and information for the web site should be submitted to the church administrative assistant (admin@uufcm.org) for posting. If the information should be included in the e-News or weekly Sunday bulletin insert, the deadline is Tuesday at 5:00 pm. The deadline allows time for proofing/feedback/questions, and printing in the case of the Sunday bulletin insert.

Documents can be submitted in the following formats:

- First submitted document choice would be a PDF, then a Google Doc or MS Office Word. Images need to be JPEG or PNG files.

Social Media/Facebook (To date our social media presence is limited to Facebook. As additional platforms are added, the policy will be updated to reflect these additions.)

Facebook Page

A Facebook Page is a public site which does not require a Facebook account to access. It may be the first introduction a visitor has with our fellowship. The page and website will be linked to each other in an effort for greater outreach.

The majority of the content on our public Facebook page, Unitarian Universalist Fellowship of Central Michigan, will promote:

- activities occurring at UUFCM;
- activities in which members of UUFCM are participating;
- events in the greater Central Michigan area that are sponsored by Unitarian
- Universalist churches and UUA affiliated organizations; and other posts that encourage, promote and support the mission statement of UUFCM.

Posts will be made by the administrators of the page or their designee only. The site will, however, allow

for comments and questions.

Facebook Groups

Facebook groups are different from the public Facebook Page in that they are restricted to members who must apply. Groups vary in form and function. Some can be found through a Facebook search, while others remain totally hidden. In every case, only people in the group can see who is a member and what they post.

- All groups will post the group rules and will be mindful of the previously stated guidelines, principles, and goals.
- All groups will have at least two administrators and will include in their membership the minister or a representative of the Communications Committee.
- All groups will remind their members regularly of the privacy policies as it applies to posting and sharing content.
- As a matter of safety and transparency, groups involving youth will also be open to parents of those youth upon request.
- Any task force, team, committee, or interest group wishing to create a new Facebook group will be asked to apprise the Communications Committee and will be subject to all of the above. If the new group is not in compliance, it will not be recognized as part of the UUFCM presence.

Current Facebook Groups Include the Following:

UUFCM Connections: a private Facebook group created to enable dialogue, action, fellowship and support for members and friends of UUFCM. In addition to information posted by the administrator, all members of the group are welcome to post comments, photos, and links that would be of interest to the group. A good rule of thumb would be to consider UUFCM Connections as a virtual coffee hour. Anything you would feel comfortable sharing during coffee hour would probably be appropriate here.

UUFCM RE Program: This group is designed for parents and friends of the Religious Education (RE) Program at the Unitarian Universalist Fellowship of Central Michigan (UUFCM). Event notifications and updates for our program will be posted here.

UUFCM Women's Circle: We gather to provide a safe and supportive place to explore joys and issues of being a woman, to learn about women's history, to get to know one another better, and to have fun! We meet on 4th Thursdays at 7pm. Join us via Zoom.

Announcements from the Pulpit

Announcements of regularly scheduled church activities are to be published on all appropriate platforms: eNews, website, printed Sunday bulletin, and social media. No spoken announcements for regular events will be given unless there is an unexpected change that makes advance planning impossible.

The only announcements made on Sunday morning are to be provided to the minister or designee prior to the service.

The Church Calendar

Postings to the calendar will be done by the administrative assistant and come from the minister, board members, team or committee leaders, or the rental manager.

Remind App

Remind is a telephone application that will be used to alert members and friends of important messages of a timely nature. It will be used sparingly and only at the direction of the minister or board president.

Public Relations

Public relations refers to all additional methods of sharing our message with the community at large. This may include, but is not limited to, press releases, billboards, radio, and television transmissions. All such avenues will follow the mission of our fellowship and be subject to all of the general policies set by the communications team. All proposals requiring funds necessary for implementation will be submitted to the team for evaluation and may then be referred to the board where a method of funding will be determined.

(February 14, 2021)

Building Use Policy

General Principles

The building shall be used to advance and promote, directly or indirectly, the goals of the Fellowship. Within that context and to that end, the building shall be available for the greatest possible usage by the congregation and the wider community that is consistent with safety, security, and cost of operations.

The building shall not be used for any purpose that is contrary to the seven principles of the UUA. If a question arises in this regard, the Board shall make a determination.

Church-Sponsored Use

In scheduling space usage, priority shall be given to church services, religious education, and meetings and events of any sort that are specifically and directly sponsored by the church. All events must be on the master calendar at least 2 weeks in advance of the activity.

The Board of Trustees shall be responsible for determining whether an event is "sponsored by the church".

The renter is responsible for cleaning up the facility and returning all furniture and equipment to their original locations immediately after the event.

Other uses

When the building is used for purposes not sponsored by the church, a fee shall be charged and received in advance. All events must be on the master calendar at least 2 weeks in advance of the activity. The Board of Trustees shall establish a fee schedule for members and non-members.

It is envisioned that members and non-members may use the facility for weddings, recitals, performances, meetings, rehearsals, and so forth. Members may use the space for family related events only (**birthdays, weddings, memorial services, etc.**); **other uses are considered non-member events and are charged the non-member fee (see fee chart).**

Significant birthday milestones, baby showers and wedding showers **may** be planned by the Coordinating Team (and interested family members) on behalf of the congregation at mutually agreed upon dates/times with food and/or activities.

Following a Celebration of Life memorial service, UUFCM can assist with coffee, tea, and sweets in the Social Hall. Equipment and set up in the sanctuary for a slideshow is also available. Contact the Coordinating Team leader for information and assistance with planning.

Priority for members

Members of the church may be given priority over non-members in booking the building for uses that are not sponsored by the church.

This priority may be reflected in the fee schedule and/or in the exercise of discretion when conflicting requests are simultaneously pending.

Tobacco and Alcohol

Smoking is prohibited on all portions of the property. Alcohol consumption must be in accord with state and local laws.

Continuing Usage/Long-term bookings

Any planned continuing or ongoing usage (regular weekly or monthly events, etc.) must be approved by the Board of Trustees or else by a person or committee expressly designated by the Board to give such approval.

When such approval is given for activities that are not directly sponsored by the church, it must in all cases be revocable upon a one month advanced notice.

Booking

- Anyone seeking to reserve space should contact the Rental Manager of UUFCM or the person designated by the President well in advance.
- The Administrative Assistant (admin@uufcm.org) shall regularly update the master calendar of planned building usage on the web site (www.uufcm.org).
- Parties who make reservations shall be given a copy of this policy.
- Parties who make reservations must in all cases complete and sign the reservation request/waiver of liability form and pay in full the rental fee and security deposit no later than 2 weeks prior to the event. A reservation will not be accepted if a down payment of 50% (rental fee and security deposit) is not made at the time of the booking.
- If our AV equipment is to be used, a special fee for usage and technical support will be assessed (see fee chart).
- The Board of Trustees shall also establish a refundable security deposit when the building is used for activities that might cause significant clean-up needs.

Security Deposit

The rented space must be cleaned immediately after the event and left in the condition in which it was found. Furniture and other equipment must be returned to their original locations. A security deposit of \$ 150 will be returned in full if these conditions have been met. If they have not been met, UUFCM reserves the right to deduct cleaning costs from the security deposit.

Damages

It shall be the responsibility of any person making a reservation to use the building to remedy promptly any damage resulting from use during the period of the reservation. If damages are not remedied within 30 days, UUFCM may make repairs and bill the party who placed the reservation.

Rights of Board of Trustees

The Board of Trustees, having established this policy, reserves the right to make exceptions to it and to enter into negotiations regarding proposed uses not anticipated here.

(August 2022)

UUFCM User Fees for UU Center

UUFCM Member	Social Hall	Sanctuary	Green Room	Total Space
2 hours	25	25	10	50
4 hours	40	40	15	90
Full day (8 hours)	80	80	20	150
Recital/concert		100		
Wedding*				by donation + tech support fee \$15/hour
Memorial Service*				by donation + tech support fee \$15/hour

UUFCM Nonmember	Social Hall	Sanctuary	Green Room	Total Space
2 hours	50	50	15	110
4 hours	70	70	20	150
Full day	100	120	25	240

Concert Package 150
 (includes 3 hours, plus 1 hour rehearsal; additional hour \$20) + tech support fee \$15/hour

Student Recital Package 100
 (includes 3 hours, plus 1 hour rehearsal; additional hour \$20) + tech support fee \$15/hour

Wedding* 300 full-day, entire building + tech support fee \$15/hour
 175 Four hours or less, no kitchen use, + tech support fee \$15/hr. Additional time \$ 25/hour

Memorial Service* 250 full day, entire building + tech support fee \$15/hour
 175 Four hours or less, no kitchen use + tech support fee \$15/hr. Additional time \$25/hour

Security Deposit 150

Long-term use: will be decided by the Board on a case-by-case basis.

**Wedding and Memorial Services: additional fees for minister and pianist as arranged.
 (September 2023)*

Policies Regarding Worship

Policy Regarding Adaptations to CLF/Worship Web/Soul Matters Sermons and/or Other Worship Materials

The UUFCM minister and lay worship planners have access to worship service materials via online access (e.g. the UUA's Worship Web service, Church of the Larger Fellowship [CLF]'s Quest for Meaning website) as well as a subscription to Soul Matters Sharing Circle, through which we have access to sermons and other worship materials crafted by various UU ministers and other authors from across the country. The UUA services as well as our subscription give us permission to both copy and utilize these materials in our worship services.

The minister or lay leader may change any part of the sermon as long as it is clearly indicated during the sermon when there is a deviation from the written text. It must be stated who has written the change from the text, or, if it is a spontaneous commentary during the service, the service leader should indicate that these are his or her own thoughts. All readings should be clearly attributed to their authors and every effort should be made to have sermons and readings identified in the service bulletin. It should also always be clear that lay leaders are speaking for themselves and not speaking officially for the UUFCM.

Miscellaneous Worship Practices

Food and Beverage in the Sanctuary

No food is permitted in the sanctuary during worship services. Drink is permitted in the sanctuary during worship services as long as it is in closed containers. This policy should be included occasionally in the Order of Service, in the eNews, and on a poster at the entrance to the sanctuary.

Electronic Devices in Services

For the time being, no written policy shall exist regarding cell phone and electronic device use in the services. The worship leader shall ask congregants at the beginning of the service to set their cell phones and other electronic devices to "worship mode."

(August 2020)

Policy and Process for Public Representation of UUFCM

This policy and process describe the conditions under which UUFCM shall be represented at an event/issue. For example, UUFCM may be represented in a local parade or UUFCM members may be mentioned in a newspaper article as supporting an ordinance within Mount Pleasant. The Board of Trustees shall ensure that if anyone represents UUFCM at an event or association for or against an issue, the issue is – at a minimum – an appropriate topic for the congregation to participate, is aligned with the UUFCM Mission, and does not interfere with the taxation or legal standing of UUFCM as an institution of religion.

1. Any member or friend of the congregation may make a request to the Board of Trustees that UUFCM be represented at an event/issue. To make a request of the Board of Trustees the member or friend must do the following (See Fig. 1):
 - a. Describe the event/issue, including a time and place that the public representation will occur.
 - b. Provide a rationale for why UUFCM should be represented at the event/issue (e.g., Explain how the event is aligned with the UUFCM mission).
 - c. State whether the state, regional, or national UU organizations or other frequent UU partners are being represented at the event/issue.
 - d. State whether UUFCM or its members have been represented or participated in the event/issue in the past.
 - e. Provide a deadline for which a decision from the Board of Trustees is required.
2. The Board of Trustees shall discuss the request. The Board of Trustees shall consider the following topics during discussion (See Fig. 2):
 - a. Does the event/issue align with the tax-exempt status of UUFCM?
 - b. Does the event/issue align with the UUFCM mission?
 - c. Has UUFCM or its members and friends supported the issue/event in the past?
3. The Board of Trustees shall vote on whether to be represented at the event/issue. A simple majority of a quorum of Board of Trustees members shall determine the opinion.
4. The Board of Trustees shall announce its opinion to the requestor. In cases in which the Board of Trustees decides to participate, the Board of Trustees shall announce the decision to the whole congregation.

If UUFCM decides to be represented at an event/issue, then attending or organizing members or friends may do the following:

- Announce their attendance as members of UUFCM
- Use the name and logo of UUFCM as a supporting, sponsoring, or advocating organization
- Use the official banner of UUFCM.

(8/2/2019)

Figure 1: Process

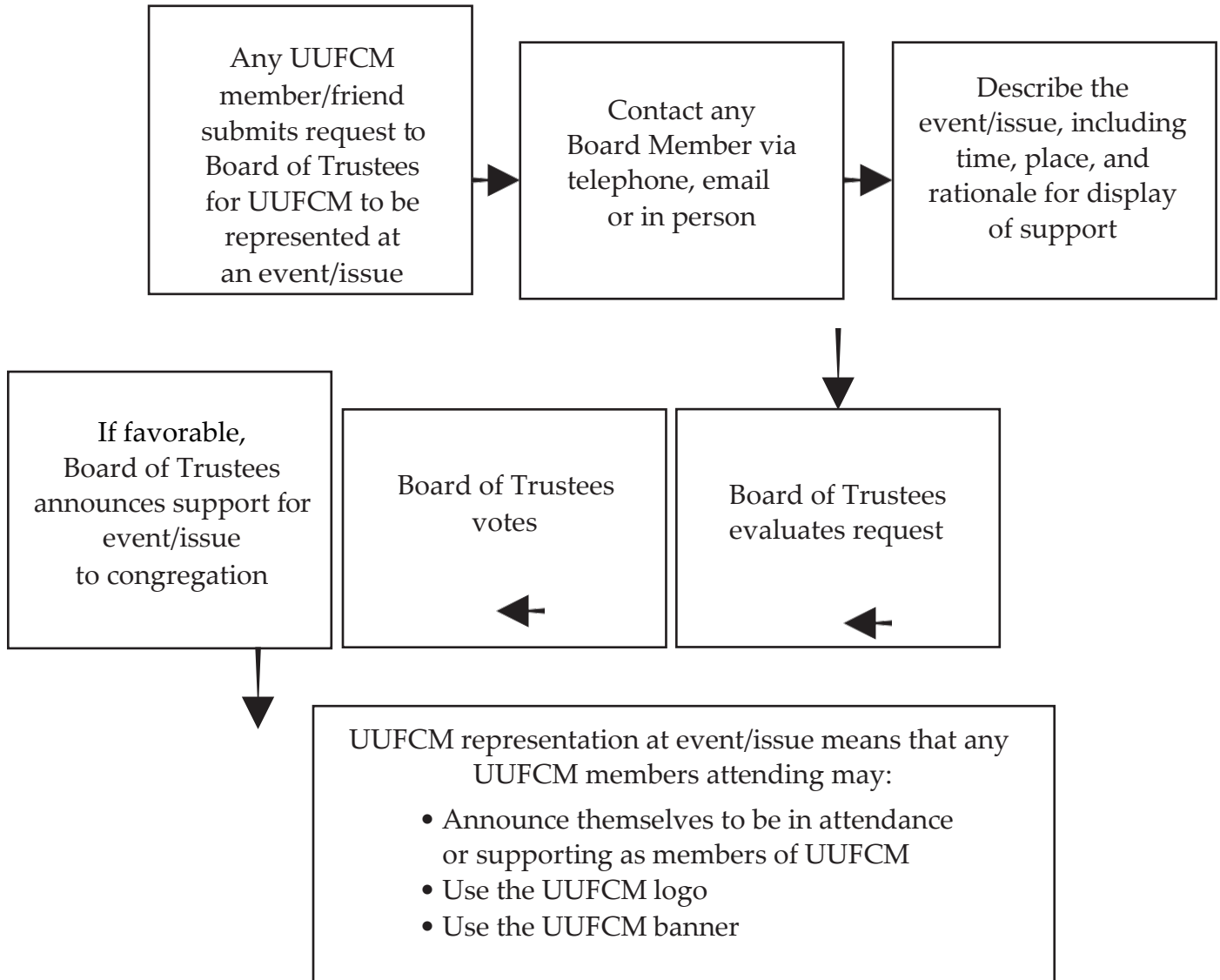
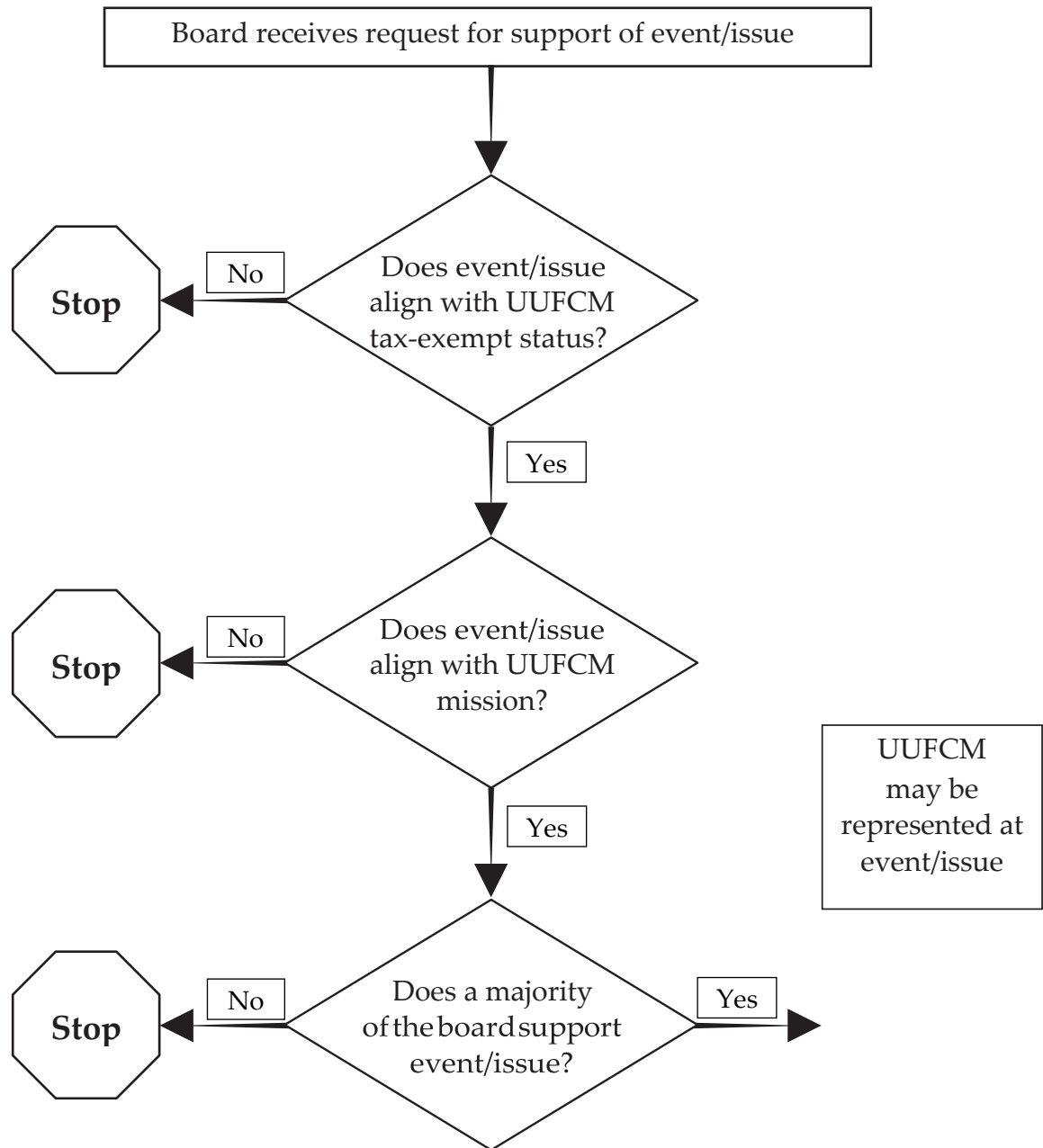


Figure 2: Process for Evaluating a Request for Representation



Bidding Policy Regarding Expenditures over \$1000 or \$2500

A – Exclusions

B – Bids and Comparison Pricing Policy

C – Waivers

All capital improvements expenditures must be approved by the Board.

A – Exclusions – The Treasurer or other person designated by the Board shall have the authority to pay all reasonable bills related to utilities, (i.e., phone, water, gas, electricity), salaries and other reasonable expenses related to the normal operation of the church, without complying with the bid policy listed below in B.

Also, the Treasurer or other person designated by the Board shall have the authority to pay financial contracts, i.e., the church mortgage and other fixed financial contracts.

B – Bids and Comparison Pricing Policy – All expenditures other than the above that are in excess of \$1000 shall be required to be approved by the Board. All expenditures other than the above that are in excess of \$2,500 shall be required to have three competitive bids or three comparison prices. This will include capital improvements, service contracts, furniture and equipment, materials, building projects, but not limited to the items listed above. The bids or comparison prices will be submitted to the Board for approval or disapproval. This will be limited to each single project or expenditure.

C – Waivers – A waiver of the requirement for bids or comparison pricing may be granted with the approval of the Board or the President of the Board. If the need is immediate and immediate action is necessary, the Treasurer will have the authority to act. An immediate event shall be defined as one that will imminently cause deterioration or danger to the church properties, such as a furnace, water, or any other such event.

Also, a waiver of the requirement for bids or comparison pricing may be granted with the approval of the Board if the bids or comparison prices cannot be obtained without an unreasonable amount of effort.

(September 2018)

Gift Acceptance Policy

This policy is adopted to aid the Board in deciding whether or not to accept a gift. The Unitarian Universalist Fellowship of Central Michigan (UUFCM) receives and encourages gifts; however, some gifts may need to be rejected for a variety of reasons.

Any particular gift can have a variety of characteristics: **unrestricted** (no limits are put on the use of the gift) or **restricted** (limits are put on the use of the gift), **liquid** (easily converted to cash) or **not liquid** (not easily converted to cash, such as interests in close corporations, partnerships, artworks, personal property, real estate, and time shares), **memorial** (given to honor a person, place, event, or concept), and/or **legacy** (given from the estate of a deceased donor). Definitions of these characteristics and examples are included at the end of this policy.

Policies Regarding Whether Or Not Gifts Are Accepted

- 1) All liquid pledge gifts and liquid plate collections are automatically accepted by the Board, and no formal acceptance is required. Restricted plate collections must be disbursed by the Treasurer in accordance with the restriction. Example: A special plate collection is made one Sunday for The Isabella County Restoration House. These funds must be disbursed to The Isabella County Restoration House.
- 2) All donations of food and supplies for coffee hour and other UUFCM events are considered automatically accepted by the Board, and no formal acceptance is required.
- 3) All other gifts must be formally accepted or rejected by the Board in compliance with this Policy.
- 4) Board Members, when acting in their capacity as Board Members, may not render legal, financial, or tax advice to the donor with regard to the acceptance or non-acceptance of any gift.
- 5) Anyone receiving a gift or receiving notice of an intention to make a gift to the UUFCM must notify the Board, the Treasurer, or the Minister. The Board must then decide to accept or not accept the gift according to this Policy.
- 6) The Board may need to seek legal or accounting advice in deciding whether or not to accept a gift. This shall be considered an administrative expense of the gift and, if the gift is accepted, deducted from the value of the accepted gift rather than the general fund.
- 7) UUFCM prefers unrestricted, liquid gifts.
- 8) To be accepted, a gift, other than liquid pledges, liquid plate collections, and gifts of food and supplies, which do not require formal acceptance, must meet all of the following criteria:
 - a) Be consistent with the policies and purposes of UUFCM;
 - b) Fit with UUFCM's mission, goals, programs, and activities;
 - c) Provide benefit to UUFCM greater than the administrative costs and volunteer resources needed to administer the gift;
 - d) Not violate UUFCM tax-exempt status;
 - e) Not violate laws or be otherwise unethical, including gifts discriminating based on race, color, sex, sexual orientation, gender identity, class, creed, ethnic or national identity, physical ability, or other inappropriate criteria; and
 - f) Not expose UUFCM, its members, or friends to unreasonable legal liability.

- 9) If the Board accepts a gift requiring formal acceptance, the Board will promptly notify and thank the donor.
- 10) If the Board does not accept a gift requiring formal acceptance, a non-liquid pledge, or a non-liquid plate collection, the Board will promptly notify the donor, if the donor is known, thank them for their intention but politely inform the donor that UUFCM will not be able to accept the gift. If the donor is unknown, the Board may dispose of the unaccepted gift in any reasonable manner.
- 11) **Policies Specific to Accepted Restricted Gifts.** Accepted restricted gifts require additional actions as follows:
- a) For accepted restricted gifts, the Board will instruct the Treasurer and other interested parties to create a separate accounting entry or line item in the budget to keep track of the restricted gift until the restricted gift has been utilized according to the restrictions attached to the gift. This account cannot have a negative balance.
 - b) In the event the amount of the accepted restricted gift is insufficient to cover the costs of the restriction or purpose attached to the gift, the Board may, but is not required to, allocate sufficient funds from other available unrestricted funds or place the restricted gift in a restricted fund until such time as additional funds are received to fund the purpose or use of the gift. For example, a restricted gift of \$3,000 is received with the restriction it be used to paint the UUFCM building. However, the actual cost to repaint the UUFCM building is \$5,000. The Board may allocate \$2,000 of other unrestricted UUFCM funds to complete the painting of the building or, alternatively, the Board may authorize the \$3,000 be placed into a restricted fund or line item in the financial ledgers of the UUFCM until such time as sufficient funds are available to fulfill the purpose (repainting the UUFCM building) of this specific restricted gift.
 - c) **If sufficient funds are not made available by the end of the third accounting year after the date of the accepted restricted gift, the funds will be returned to the donor, if possible.**

Addendum: Examples. A single gift will have several characteristics, all of which can be taken into account by the Board in deciding whether or not to accept the gift.

Example 1. A member brings 5lbs. of coffee to the kitchen to be used for coffee hour (restricted, non-liquid, automatically accepted gift).

Example 2. A member donates \$500 with the proviso it be used to make repairs on the building (restricted, liquid, gift requiring formal acceptance by the Board).

Example 3. \$500 check payable to the UUFCM Endowment Fund from the probate estate assets of a member (restricted, liquid, legacy, gift requiring formal acceptance by the Board).

Example 4. \$500 check made payable to the UUFCM from The American Freedom Law Center, an anti-Muslim group based in Ann Arbor, MI. (unrestricted, liquid, not acceptable gift). This gift would be rejected for failing to comply with this Policy.

Example 5. A will contains this language "I give all my interest in the business known as "A and B Lawn Care," a partnership with my sibling B, to the UUFCM" (unrestricted, non-liquid, legacy, likely non-acceptable gift). This gift may be extremely difficult to manage, sell, or negotiate a buyout.

Example 6. Donor drops a commemorative stamp in the collection plate (unrestricted, non-liquid gift, unknown donor, may or may not be acceptable). This gift can be rejected under this Policy and the Board

authorized to dispose of it in any reasonable manner since the donor is unknown. If the donor is known, the gift is to be returned to the donor.

Example 7. A will contains this language “Upon my death, my wedding rings go to the Unitarian Universalist Fellowship of Central Michigan” (unrestricted, non-liquid, legacy gift, might be acceptable or not). This gift may be accepted by the Board if it is easy to sell the rings but rejected if not.

Example 8. \$3,000 for use in repainting the UUFCM building (liquid, restricted, potentially acceptable gift). This gift may be accepted by the Board pursuant to this Gift Acceptance Policy depending on the ability to comply with the restrictions. In addition, if the value of the gift is insufficient to comply with the restriction, see policy above titled “**Policies Specific to Accepted Restricted Gifts.**”

Example 9. A gift of up to \$50,000 to add a 50-foot steeple to the top of the UUFCM building. The estimate to complete this project is included in the paperwork to the UUFCM and the cost to complete this project is estimated to be \$48,000 (liquid, restricted, possibly acceptable or not gift). This gift may be rejected for various reasons in this Policy but accepted if the Board authorizes the steeple construction.

Example 10. Check for \$200 payable to UUFCM with a note saying, “In memory of Jane Doe” (unrestricted, liquid, memorial, gift requiring formal acceptance by the Board).

Example 11. Check for \$500 payable to UUFCM with a note saying “In memory of Juneteenth and for the purpose of funding a Juneteenth Celebration next calendar year” (restricted, liquid, memorial, gift requiring formal acceptance by the Board, may or may not be accepted).

Example 12. Limited-edition poster, the original painted by BB, is given to the Board with the instruction it be used as a decoration in the UUFCM Building (restricted, non-liquid, memorial, gift requiring formal acceptance by the Board). This gift was accepted by a past Board and hangs in the UUFCM Building.

Example 13. From a revocable trust with this language, “Upon my death the assets of this trust are to be liquidated and 90% distributed to my son, 5% to the Unitarian Universalist Fellowship of Central Michigan’s Leadership Fund in my memory, and 5% to the Society for the Prevention of Cruelty to Animals (liquid, restricted, memorial, legacy, gift requiring formal acceptance by the Board).

(Approved 8/13/2023)

Membership Policy

Members who desire to disaffiliate with the Fellowship may do so by addressing a letter to the Secretary of the Board stating their intention to withdraw.

The Treasurer of the Fellowship will, as part of the quarterly financial mailing in March, alert those who have not yet made a contribution of record for the fiscal year. The Treasurer will notify the Chair of the Membership Committee at the end of the fiscal year (June) of members who have not made a contribution of record within the past year. The Chair of the Membership Committee will contact the Member in writing to ascertain the desire of continued membership. If the Member has not responded within thirty (30) days in writing, it is assumed that they want to become a friend and may be removed from the Membership Roll.

The Chair of the Membership Committee will also contact a Member who has moved away to find out if s/he wants to continue membership in UUFCM or plans to transfer membership to another UU church. Depending on their decision, the member may be removed from the Membership Roll. A Member who has died or cannot be located will also be removed from the Membership Roll.

It is expected that the Fellowship will attract people, who, for personal or other reasons, are unable or unwilling to be members. These people are still welcome and shall be referred to as "Friends." Friends do not have the power to vote on Fellowship business and cannot be Board officers or chairs of standing committees. However, Friends may participate and serve in all other capacities.

The Chair of the Membership Committee will submit contact information of visitors to the Church Administrator after their first or second visit for the purpose of inclusion in the eNews and Directory. Once a year in January an ad hoc committee consisting of the Membership Chair, a Board member and the RE Director, will decide which inactive visitors to delete from the Directory.

The Chair of the Membership Committee will alert the Church Administrator if the status of a name from the Directory or mailing list needs to be changed.

(August 2022)

The Arms Around Program of Congregational Care

Purpose: The Arms Around Program is the UUFCM shared ministry of congregational care and concern. It is designed to help us facilitate the supportive care needed within the UUFCM congregation during the myriad difficult times we face in the course of our human lives. The program aims to bridge the gap between those able to provide care and those in need.

The mission of the program is to provide basic support services (i.e. writing cards, make phone calls, provide meals, baby or pet sit, trips to doctor appointments etc.) to help lessen the burden on an individual or family who is dealing with a difficult circumstance.

(August 2022)

UUFCM Safety Procedures

UUFCM Tornado Warning Response Procedure

- Approved by the UUFCM Board, April 8, 2018

- Tornado shelter information is posted on the wall by the door in each room.
- Upon receipt of tornado alert, the congregation will be notified by the congregation safety coordinator(s).
- Congregants should proceed to the Green Room or the Hallway adjacent to the Sanctuary or the Basement.
- Children should be brought to those locations by their care persons.
- People with disabilities will be assisted by designated congregants.
- Congregants are asked to remain in place until there is an all-clear notification.

UUFCM Fire Response Procedure

- Approved by the UUFCM Board, May 6, 2018

- Fire safety information is posted on the wall by the door in each room.
- The minister, employees, safety coordinators, and board members will receive annual training on the correct usage of fire extinguishers. They should use a fire extinguisher ONLY during the beginning stages of a fire, and ONLY if the fire is, in their judgment, controllable.
- If other individuals know how to use a fire extinguisher, they may use it without risking injury ONLY during the beginning stages of a fire, and ONLY if the fire is, in their judgment, controllable.
- An event leader or their designee is responsible for calling the fire department (non-emergency, 989-773-1000), or calling 911 (emergency).
- The safest response for other congregants is to exit the building.
- Congregants in the Sanctuary should exit through the double doors in the back of the sanctuary. Doors open inward.
- Occupants of other rooms should use the nearest safe exit as designated by the signage.
- People with disabilities will be assisted by designated congregants.
- Children should be directed to the nearest safe exit by their care persons.
- Our Church designated meeting area is in front of the Library. Parents should meet their children in front of the Library.

UUFCM Weapons Policy

-Approved by the UUFCM Board, May 6, 2018

Firearms, knives with blade longer than 3" (excluding knives used for food preparation in the UUFCM kitchen) or any implements whose intent is to cause bodily harm are prohibited on UUFCM property regardless of whether an individual has a valid permit to carry the weapon. The policy does not apply to police.

UUFCM Door Lock Code Security Procedure

-Approved by the UUFCM Board, May 6, 2018

A record will be kept of persons given door entry codes, and those persons will be required to sign code confidentiality agreements. The responsibility to keep this record resides with the rental manager.

UUFCM Intruder Response Procedures

Recognizing that there is no guaranteed safety if there is an intruder, our goal is to have safety protocols in place that will reasonably minimize risk.

Guidelines

- We will have a signal which would indicate intruder and initiate action.
- There will be kick sticks in place in five rooms – sanctuary, green room, fellowship hall, nursery and minister's office to barricade doors.
- Install a slide lock on the Wisconsin door.

Order of action

Run if at all possible

- sanctuary and green room out front doors
- fellowship hall and nursery out kitchen door
- minister out Wisconsin door

Hide if can't exit the building

- shut and barricade doors, lights off, quiet, far corners, remain quiet until police arrive

Fight as a last resort

The greeter's role is important. Switch our current process so that the greeter down by the Wisconsin entrance is the last to enter the sanctuary.

Select a Safety Team

- Create a team of people (who regularly come to worship services) as well as all the greeters so that they can take the lead should there be an intruder.

Train a Safety Team

- A city police officer indicated that she would be willing to train our safety team in the various protocols, including how to deal with disruptive people (inebriated, mental health situations, etc.).

Intruder Drill

- Just as we plan to have a fire drill once a year (fall) and a tornado drill once a year (spring), we will have an intruder drill once a year with the whole congregation after a worship service.
- We will redo the laminated cards we have in the chair pockets so that they will include all three UUFCM Safety Procedures – fire, tornado and intruder.

(11/14/21)

Social Justice Procedures

Policy for Publication of MUUSJN Alerts

Given that UUFCM is a congregational member of the Michigan Unitarian Universalist Social Justice Network (MUUSJN) and that MUUSJN sends out occasional action alerts about actions that individual UUs can take in support of various social justice issues, this policy gives permission for the chair of the Social Justice Coordinating Team to send out these action alerts to the complete list of UUFCM members and friends (utilizing the eNews list of members and friends).

(July 11, 2021)

Policy for Permission to Sign MUUSJN-Supported Letters/Petitions in the Name of UUFCM

Given that UUFCM is a congregational member of the Michigan Unitarian Universalist Social Justice Network (MUUSJN) and that MUUSJN occasionally sends out letters/petitions asking that congregations sign on in support, this policy gives the Board President or Minister permission to sign these MUUSJN-supported letters/petitions in the name of UUFCM.

(July 11, 2021)

Policies for Youth RE Classes

Purpose: To provide guidance for the execution of the Youth RE classes

Policy:

Regular weekly Youth RE Classes

- Regular weekly Youth RE classes shall occur every Sunday during the academic year at which there is a regular Sunday morning service that is not a multi- generational service, generally starting and ending in synchrony with the regular Sunday morning services.
- Only Youth RE Team-approved teachers shall lead a regular weekly Youth RE class.
- There shall be at least 2 teachers per classroom when Youth RE classes take place in person. When classes are virtual, only 1 teacher needs to be present.
- Teachers shall implement the curricula as planned by the Youth RE Team and DRE on the schedule set by the Youth RE Team and DRE.
- Youth RE classes are open to the children of congregational members and visitors, and to their parents.
- In general, regular weekly courses will begin the curricula in September, coincident with the academic school year and run serially until the curricula are complete or approximately June, whichever is later. Participants in regular weekly Youth RE classes are encouraged to begin attending the course from the initial meeting and to attend each week.

OWL

- OWL curriculum shall be offered as needs and interest of the congregation requires. The Youth RE Team shall set and advertise the availability and schedule of OWL courses as needed.
- Only OWL-certified teachers shall lead an OWL course sponsored by UUFCM.
- Participation in OWL courses shall be open to appropriately aged children of congregation members. At the discretion of the Youth RE Team and the DRE, participation in OWL course may be opened to appropriately aged interested people outside of the UUFCM congregation.

Special events

- Special events shall be planned and implemented by the DRE and Youth RE Team as the needs and interests of the congregation require.
- The DRE and Youth RE Team shall ensure that the special events are chaperoned by Youth RE Team-approved volunteers. At least 2 staff members or Youth RE Team- approved volunteers are to be present at all times during in-person events.
- If children's parent(s) or guardian(s) are not in the fellowship building during events and their child(ren) do not have emergency contact information already on file, parent(s) or guardian(s) will fill out an Emergency Contact Form prior to departing for the event.

Selecting Volunteer Youth RE Teachers and Nursery Volunteers

- The Youth RE Team shall create the policies by which volunteers are selected.

- At a minimum the approved volunteers must meet the following criteria:
 - Be members or friends of UUFCM, although non-members may be selected at the discretion of the DRE and Youth RE Team should the needs of the RE program exceed the availability of acceptable and willing volunteers from within the congregation.
 - Be open to a liberal religious education.
 - Have a criminal background-check that is reviewed by the DRE or member of the Youth RE Team and deemed acceptable.
 - Demonstrate themselves to be free of concerns of criminal activity or other behavior related to the care of children or that might interfere with the mission and purpose or with trust of UUFCM RE, parents, and students.
 - Be able to execute reasonable requirements for teaching a class of children and/or providing childcare for approximately one hour.

Policies for Disruptive Behavior During Youth RE Classes

Purpose: To provide guidance to Youth RE teachers for appropriate action when a child is disruptive.

Background: The following policy was developed to be consistent with Youth RE goals. We concentrate on affirming each child and recognize that problems can occur when a child's needs are not being met. Children, youth and adults are expected to behave in a manner that promotes learning and good will. We encourage children to solve their own problems by talking with teachers and peers.

Policy:

1. At the beginning of each course students and teachers shall develop a behavior covenant together that will be posted in the classroom. The behavior covenant shall be reviewed each time a new student joins the class and as necessary with regular attendees to ensure everyone adheres with the covenant.
2. Teachers are encouraged to discuss a child's behavior with the RE Director before the problem becomes serious. Experience of previous teachers, registration information from parents, and classroom management ideas are available to help the teacher.
3. Children will not be permitted to disrupt classes. If a child loses control or repeatedly ignores the class rules, teachers will send the child away from the rest of the class. The child removed from the class will remain with the DRE, extra childcare person, or the child's parent(s) or guardian(s).
4. If problems from a child continue beyond a single session or occur frequently at regular weekly RE classes, the DRE shall arrange a conference with the child's parent(s) or guardian(s) to develop and implement strategies for remedying the situation.

Guidelines for Teachers

Behavior problems in the classroom may present the most frequent test of our abilities to put ideals into practice. It is important for teaching teams to work together to create a consistent and respectful atmosphere within the class that promotes positive behavior.

It is vital that there be an agreed-on set of guidelines for the group in the form of a behavior covenant. When there are different expectations from week to week, it is confusing for the children and ultimately does not contribute to a sense of community among the children and adults. Be sure that in your first meeting you come to consensus on what the expectations are for both the children and the adults. The Covenant will be a valuable resource for this. It is better to be proactive rather than reactive.

Our UUFCM Mission:

We are a religious community, guided by love, transforming our lives and our world.

Our UUFCM Covenant:

Granting each other freedom of mind and spirit, we commit to this community of mutual care. In that spirit of caring, we pledge to be mindful when speaking of and to one another. We will walk in the ways of truth and loving-kindness that we and our children may always be fulfilled. So that the world may be fulfilled, we dedicate ourselves to the work of justice and peace, seeking always to soothe sorrow and to inspire joy.

Guidelines for Volunteer Teachers for Youth RE Classes

Make boundaries immediately clear. Kids want to know what the limits are. Let them know what acceptable and unacceptable behavior is for you.

Avoid criticizing a child in class.

If you are provoked, be authentic. It is better to be honest than to be hypocritical, but at all costs avoid sarcasm. Do not berate the child. Try to give the child or the class a way out of the difficulty. If it is an individual, give him or her a way back into your good graces – a smile, a hug or a touch. Children can learn from your politeness, forgiveness, and generosity of spirit.

Be prepared. Know your material well enough so that you know exactly what is to be done during the meeting. Have everything ready when the kids arrive. The better prepared you are, the more relaxed and confident you will feel. The more relaxed you are, the easier it will be to calmly deal with problems and challenges that may arrive.

Additional suggestions that may help to insure a positive outcome:

- A warm greeting for each child goes a long way.
- Remember and use your sense of humor.
- A gentle voice is often more effective than a loud voice.
- Avoid making comparisons or encouraging competition.
- Let the children know who you are and what you think.
- Express your opinions freely but acknowledge that their opinions are valid as well.

Children are special and are welcome at UUFCM! We want children to feel at home here. To help us be together as our best selves, we ask that parents help their children remember the following guidelines:

- All children are welcome in the church service and are expected to be present for the beginning of the service and then in their Youth RE class.
- Sunday morning from 10:00 am-12:30 pm is time to spend with friends. Please refrain from using video games and other distractions during this time.
- We are a peaceful community and prefer that toy weapons are not part of our space.
- The sanctuary is not an appropriate place for playing.
- Be courteous to others.
 - Please use inside voices.
 - Walk inside. Run outside.
 - Use respectful language and be considerate of others' feelings.

Likewise, we ask adults to remember these guidelines:

- Children are a treasure in our community. Please treat them with kindness, respect, and patience.
- Remember to look down when you're walking in a crowd, especially if you're carrying hot coffee!

Guidelines for Use of Preschool Room

The preschool room shall be available during the coffee hour that follows the service each Sunday. The following guidelines should be observed with its use:

- The room is child-friendly and designed for children ages 0-third grade.
- Childcare will be provided until 12:15. After that time, a parent is required to be present in the preschool room.
- If you and your child(ren) use the room, please remember to clean and tidy up messes and toys before you leave.

Guidelines for Use of Middle Level Room

This room is dedicated and designed for use by UUFCM first-grade and older youth.

First-grade through seventh-grade youth must have adult supervision in order to use the room during fellowship time. Older youth do not have to have supervision but must have read and signed the Guidelines agreement below.

To ensure all feel safe and comfortable while in this space, please keep the following considerations in mind while present:

Appropriate activities for the room (with parent/guardian permission) include the following:

- respectfully participating in youth group;
- resting, studying and reading;
- socializing;
- playing games;
- hanging out.

Please remember that:

- aggression, inappropriate physical conduct and disrespect are not allowed in this room so it can remain a safe, inviting and peaceful place to spend time with friends;
- you should leave the room as you found it to show your appreciation for this space.

I _____ have read and agree to conduct myself according to these guidelines.

(Student Signature)

(Parent Signature)

Childcare Policy

In order to provide childcare for programs of the congregation, such as Adult RE, children's RE activities, congregation retreats, movie nights, etc., the following steps and policies will be in place.

Steps:

- There will be a childcare coordinator in charge of getting the child caregivers.
- The person(s) in charge of an event announces that childcare will be available and asks the participants who will need childcare, giving a deadline by which to request.
- Then the person(s) in charge of an event contacts the coordinator with the necessary information (date, time, and how many children).
- The coordinator then arranges the childcare for that event.

Policies:

- There must be at least 2 people, one of whom must be 18 years or older, the other at least 15 years old, providing childcare.
- The adults in charge must have consented to and passed a background check provided by UUFCM.
- Childcare compensation is \$15 per hour, including time required for clean-up.

(This document was reviewed and approved by the RE Team of the Unitarian Universalist Fellowship of Central Michigan on 05/09/2021.)

Policy for Nursery Workers Payment When No Children Are Present

Should there be a Sunday when no children are present, the nursery teacher and assistant are welcome to leave and will be paid for one hour of service.

(December 11, 2022)

Policy on Service and Meeting Cancellation

When it is necessary to cancel a gathering at the UUFCM building because of weather or other emergency, the following guidelines will be followed.

Worship service or other all-congregational event:

- The Minister and the Board President will make the decision.
- If the Sunday is a lay Sunday, the Board President and the Worship Leader for that service will make the decision.
- The decision will be announced at the latest at 8:30 am and announced through the Remind App, e-mail, website calendar and telephone/text.

Team/committee meetings:

- The decision will be made by the team/committee leader.
- The decision will be announced to individuals by the team/committee leader.
- The decision will be posted on the website calendar.

(11/14/21)

Policy for Supervision of Staff, Keeping of Personnel Files, and Hiring Practices

Philosophy/Values

Anyone who works for UUFCM should know that they can count on being treated with dignity and respect, including fairness in hiring and compensation, good supervision, and a fair process at the end of employment. Our Unitarian Universalist values call for us to treat employees with a very high standard of respect and fairness, and to see the working relationship as a sacred one. The supervisor (minister or lay person) will strive to make the employee feel respected and heard, and to bring out the best in the employee through conversation, feedback, collaboration, and regular meetings.

UUFCM principles of employment and supervision include:

Fiscal responsibility: the supervisor ensures that the resources of the Fellowship are wisely spent, including monitoring the number of paid hours and the quality of the work.

Fairness: The supervisor sees that employees are treated fairly and listened to.

Trust: The supervisor extends trust to the employee, including the honest reporting of hours worked.

Clarity: The supervisor is clear about expectations, including a job description that is reviewed periodically. They also offer clear feedback about what is going well and what needs to be improved.

Communication: Frequent communication between employee and supervisor is essential. This helps to clarify tasks in real time, to set priorities, to troubleshoot problems, and to offer support.

Context/Who Supervises Whom

The minister's contract states:

The Minister is head of staff and therefore supervises staff. The Minister may delegate supervision of individual staff members. The Minister is responsible for ensuring appropriate staffing practices are followed including clear job descriptions, timely enrollment of eligible staff in offered benefit plans, annual compensation reviews, staff evaluations, and a dispute resolution process. The Minister has the responsibility to recommend to the Board hiring, discharging, and changing the compensation of Congregational staff. [2.5.1 Minister's Role]

Minister-supervised positions:

*Administrative Assistant
Director of Religious Education
Worship Technical Assistant
Nursery Teacher
Religious Education Assistant*

****Note:** Different policies define the hiring, firing, and supervision of the Minister, which are not part of this policy.

Hiring

When an opening occurs for one of the minister-supervised positions, the minister will consult with the appropriate team, who may assist with the interviewing and hiring process. The minister will recommend to the Board the preferred candidate.

UUFCM will usually not hire people who are members or friends of the congregation. If members or friends are to be considered as candidates for open positions, UUFCM will follow the best practices suggested by the UUA.

Supervision: Regular Meetings

The supervisor will meet regularly with the employee. Some meetings are brief and informal; others are formal and documented. A best practice is to check in weekly with employees whose job is multi-faceted such as the Director of Religious Education and the Administrative Assistant. Meeting at least monthly is appropriate for all employees. It is important to keep written records of important conversations, including those that relate any problems that are being addressed.

In the regular check-in meetings, the supervisor might ask

What is going well right now?

What's the most important thing you're working on?

What obstacles are you facing?

Do you need anything from me?

Do you have enough time (and other resources) to accomplish the tasks before you?

How do you see your work in the broader mission of this UU organization?

The regular meetings will include supervisor's feedback about the employee's performance. In all cases, this includes:

being on time

completion of assigned tasks

quality of work accomplished

adequate communication from employee to supervisor

adhering to the required timeline to turn in monthly time sheets

The supervisor will also regularly review the hours worked by the employee in order to:

monitor the number of paid hours, as compared to the contracted amount

review and prioritize the time spent on various tasks

assist the employee with filling out acceptable time sheets

Supervision: Addressing Challenges

Challenges or shortcomings in the performance of the employee may be brought up by the supervisor, by the employee themselves, or by someone in the congregation. In any case, the supervisor should address the challenge right away and not put it off to avoid conflict. Best practices include:

- *discussing with the employee the exact nature of the challenge*

- *developing a plan for addressing the challenge, including what improved performance will look like, when it is expected, and any support the employee may need*

- *documenting the challenge and the action plan*

- *following up at the next meeting to see if the challenge has been addressed or is continuing*

Anyone in the Fellowship who has concerns or feedback for the staff person should bring these up with the supervisor. There is a danger in having too many people empowered to critique the work of the staff.

When someone in the Fellowship brings a concern about an employee to the supervisor, the supervisor decides whether and how to address the concern with the employee. As appropriate, the supervisor may share the result back with the person(s) raising the concern. Feedback or concerns should be expressed with a recognition of the staff person's inherent worth and dignity.

Contracts and Evaluations

Staff contracts will usually be 12-month contracts, July 1 – June 30.

For minister-supervised positions:

Annually in November, the minister will have an evaluation meeting with the staff person. Another UUFCM member, usually a board member, will be invited to this meeting to provide transparency to the process. A brief meeting with the invited board member, without the minister present, will give the staff person a chance to provide feedback or concerns about the minister as supervisor. More frequent evaluations may be conducted at the supervisor's discretion.

The minister may request feedback from those who work with the staff person for the purpose of the evaluation – for instance, parents of RE youth or members of the Youth RE Team might give feedback about the DRE; members of the Communication Coordinating Team might give feedback about the administrator. The Youth RE Team and the Communications Coordinating Team, however, are not directly supervising nor evaluating the staff person.

The evaluation will be in writing and will go to the staff person and to the board. The staff person will have a chance to provide any comment in writing within a month of receiving the written evaluation. This staff response comment will go to the minister and to the board and will be part of the personnel file.

Change in Compensation or Hours

The minister's recommendation for change in compensation or hours, if any, will be submitted to the Board of Trustees in December, who will then decide whether to approve any such changes. This recommendation and any discussion at the board meeting will not be part of the personnel file.

Monthly Time Sheets

When an employee is hired, they will be given instructions by the supervisor and the treasurer about how to keep track of and record hours worked on time sheets.

The staff person submits itemized monthly time sheets to the treasurer, who pays them for the hours they worked. The minister receives a copy of the monthly time sheets and in turn reports monthly to the board of trustees how many hours each staff person worked.

Personnel File

Personnel file will include:

- copies of signed contracts*
- job descriptions*
- monthly itemized time sheets*
- records of payment, including tax forms*
- evaluations*
- staff member's response to evaluation, if any*

The minister and treasurer will maintain personnel files securely. The staff person, the treasurer, president, and president-elect will have access to this file upon request.

Ending Employment

If the supervisor determines that the staff person's employment should be discharged, they will make such a recommendation to the Board.

(Board Approved 10/08/23)

Policy Regarding Disruptive Behavior

The covenant of Unitarian Universalist Fellowship of Central Michigan (UUFCM) states:

Granting each other freedom of mind and spirit, we commit to this community of mutual care. In that spirit of caring, we pledge to be mindful when speaking of and to one another. We will walk in the ways of truth and loving-kindness that we and our children may always be fulfilled.

As one part of our effort to fulfill this covenant, we seek policies and practices that support:

Honesty and authenticity in our relationships;
Words that are supportive and caring, not belittling or demeaning;
Welcoming and nonjudgmental attitudes; and
Respect for each person's boundaries of mind, body, and spirit.

Openness to a wide variety of individuals is one of our prime values, yet we affirm that we must maintain an atmosphere where such openness can exist. Thus, when any person's physical and/or emotional wellbeing or freedom to safely express his or her beliefs or opinions is threatened, it is healthy and proper to address this promptly.

Disruptive behavior may include behavior that leads to concerns about one or more of the following:

Perceived threats to the safety of any adult or child;
Disruption of church activities; and
Diminishing appeal of UUFCM (and its activities) to members or prospective members.

Reporting Disruptive Behavior

When there is a problem between congregants, UUFCM encourages them to lovingly call one another back into relationship based in the covenant. However, congregants may contact the Minister or the Committee on Shared Ministry when needed or if they feel uncomfortable directly approaching the offender.

Disruptive behaviors may be reported to the Committee on Shared Ministry by the Minister, the group leader involved in the initial incident, the victim, the offender, the Board, or any third-party having knowledge of the incident. If required by law, ordinance or regulation, the Committee will immediately report an incident to the proper authorities. The committee will not retaliate against those who bring forward a concern.

While UUFCM cannot guarantee absolute confidentiality, UUFCM will make reasonable efforts to maintain confidentiality by disclosing the identity of the individuals involved only on a "need-to-know" basis, as necessary to investigate and resolve the concern and as may be required by this policy.

Immediate Response

If the behavior is such as to require an immediate response, the minister and/or the leader of the group involved will undertake an immediate response to such behavior. This may include asking the offending person or persons to leave or suspending the meeting or activity until such time as it can safely be resumed. Any time any of these actions is taken, the minister and the President of UUFCM must be notified. They, in turn, will then consult with at least one additional representative from the Board of Trustees to determine what steps must be taken before the offending person or persons may be allowed to return to the activities involved. A letter detailing these steps will be sent to the offending party or parties.

Deliberate Response

Whether requiring or not requiring an immediate response, disruptive behavior will be referred to the Committee on Shared Ministry by the group leader involved in the initial incident or any party having knowledge of the incident.

The Committee on Shared Ministry shall respond in terms of its own judgment, observing the following: There will be no attempt to define “acceptable” behavior in advance; instances of behavior identified as disruptive will be considered on a case-by-case basis. The Committee will act so as to collect all necessary information.

In evaluating the situation, the following points will be considered:

Danger—is there a threat or perceived threat to persons or property?

Disruption—how much interference with church functions is occurring?

Offensiveness—how likely is it that congregants will be driven away by the behavior in question?

The Committee on Shared Ministry will decide on the appropriate response on a case-by-case basis. In ascertaining the best response, the following points will be considered:

- Causes—why is the disruption occurring? Is it a conflict between the individual and others in UUFCM? Is it due to a professionally diagnosed mental or physical illness?
- History—what is the frequency and degree of disruption in the past?
- Apparent probability of change—how likely is it that the problem behavior will diminish in the future?

The following levels of response will be followed:

Level One—The Committee on Shared Ministry is not a disciplinary body; it functions as a peacemaking, conflict-resolution committee, aiming to call congregants back into covenantal commitment. The Committee will communicate its concern about reported disruptive behavior, encourage the parties involved to take responsibility, and will use its judgment in seeking resolution. The Committee may seek to embody a resolution in a signed behavioral contract or recommitment to covenant document. If the situation cannot be resolved, it shall be referred to level two and the full Board will intervene.

Behavior will be referred directly to the Board (1) if the individual has been in prior significant resolutions at level one or (2) if the issue is grave enough to require, for the sake of UUFCM as a whole, action beyond mediation, reconciliation and recommitment.

In cases that are referred to the Board, the Board will determine the appropriate procedures, making all reasonable efforts to treat all parties fairly. Normally, the Board will meet in closed session, with the Minister present, to consider such referrals after receiving a report from the Committee on Shared Ministry or a church leader. It is not expected that the Committee of Shared Ministry will make a recommendation about Board action in such cases. Each party involved in the situation will be given an opportunity to share information with the Board and to respond to Board questions.

Level Two—After due consideration, the Board may determine that an individual needs to be excluded from UUFCM and/or specific church activities *for a limited and specified period of time*, with the reasons for such action and the conditions of return made clear in a written notification.

Level Three— The Board of Trustees, after careful consideration, may determine that an individual, if a member, must be removed from membership and, if appropriate, also excluded from UUFCM premises and all church activities. Notification of such a decision will be made in writing. Such notice shall explain the individual's rights and recourse under this policy.

The removal of an individual from membership in UUFCM will be announced in the UUFCM newsletter (or like means) with the statement: "In accordance with the Board's Disruptive Behavior Policy a member has been removed from membership. Any church member who wishes to know the identity of the removed member may ask the minister or the president of the Board of Trustees."

Appeal

Any action taken under Level Three may be appealed, in writing, to the Board of Trustees within thirty days of the letter of notification. An *ad hoc* appeal committee shall be formed by the Board of Trustees in the event that the action taken under level three is appealed. The appeal committee shall be composed of two members of the Board of Trustees, two members selected by the Committee on Shared Ministry who are members neither of the Board nor the Committee on Shared Ministry, and a fifth church member who is an active member of UUFCM, chosen by the removed person. In a case where the individual does not have a member to propose, the fifth member shall be selected by the other four members of this appeal committee. The majority decision of the appeal committee shall be final and not subject to further appeal.

Possible Reinstatement of Removed Individual

Any request for reinstatement must be made by the member who was removed from membership and excluded from UUFCM premises and all church activities. The request must contain information concerning the rationale for the reinstatement, including: 1) a statement of understanding of the reasons for which he/she/they was removed from membership and 2) an explanation in detail how circumstances and conditions have changed, such that a reinstatement would be justified.

The request shall go to the Board of Trustees. The Board will refer the request to the Board that made the original decision and who remain members of UUFCM. Those members will be asked to make a recommendation to the current Board. The current Board will then respond within sixty days as to whether or not to reinstate the removed member. The decision of the Board shall be final and not subject to further appeal. A reinstatement request may be made no sooner than one year following the removal. In the event that a reinstatement request is not granted, any subsequent reinstatement requests may be made no sooner than one year following the member being informed of a negative decision on the previous request.

(June 12, 2022)

Treasurer Policies

- 1) The Treasurer must submit quarterly reports to the Board and the Finance Team.
- 2) There will be three signers on UUFCM accounts - the current treasurer, the Board president, and an additional member of the Board.
- 3) No signer may write checks from the UUFCM accounts to her/himself.
- 4) At the end of every two years of a treasurer's term of office, there will be an audit of the treasurer's records.
- 5) Together with the fiscal year-end report to the Board, the Treasurer must submit copies of the latest bank and investment account statements.
- 6) The Board will review the Treasurer policy biannually.

Stewardship Campaign

The Stewardship Chair and the minister will have access to the pledging information in order to design a targeted stewardship campaign.

(August 2022)

Policy for Setting Employee Compensation Rates

PHILOSOPHY / VALUES

This Employee Compensation Policy is intended to abide by the values of Economic Justice and Salary Alignment as described in the Salary Process Guidance provided by the UUA Congregational Salary Program (October 2024 edition).¹ The policy establishes a process for setting initial wage and salary levels for new employees and for annual increases in wages and salary that adhere to these values while accounting for the local economy and the resources of the UUFCM. Note that changes to compensation are independent of performance evaluations as long as the employee's progress is satisfactory. Should the employee's performance evaluation be unsatisfactory, no rate increase will occur.

GENERAL PRINCIPLES

The Compensation Policy is built on salary recommendations as updated regularly by the UUA. Setting salary involves the following steps:

1. Determine the “target” midpoint salary based on UUA recommendations for Geographic Index 1 and Geographic Index 2² and the job level as determined with reference to the UUA Job Level Rubric.³ The target midpoint salary is the average (mean) of the labeled midpoint salary recommendations for Geographic Index 1 and Geographic Index 2 as updated for the relevant fiscal year.⁴
2. Determine the salary based on the “step level” of the employee and the target salary. (See Table 1.) Hourly wages are based on a 40-h work week and are calculated as the annual salary divided by 2080 work hours/year.

New employees will be hired at a step level between 0 and 5 depending on their experience and education. The hiring recommendation from the hiring committee should include a recommended “step level” that sets the new hire's wage or salary. Employees will advance one step for each year of service through Step 15. Thereafter, employees will remain at 110% of the Target Midpoint Salary. Note that annual adjustments in UUA salary recommendations ensure that salaries continue to grow with inflation.

For convenience, a [Google Sheets spreadsheet](#) that calculates the salary for each step for the job categories of Support, Specialist, and Minister 1 has been prepared and resides on the UUFCM Google drive.⁵ The spreadsheet can be updated annually by modifying the target midpoint salaries for Geo Index 1 and Geo Index 2 for each job category. For recordkeeping purposes, a duplicate of the tab for the current fiscal year should be created and updated for the subsequent year.

¹ https://www.uua.org/files/2022-11/Salary_Process_Guidance.pdf (accessed 12/13/2024).

² Geo Index Listing, https://www.uua.org/files/2024-10/Geo_Index_Listing_25-26.pdf (accessed 12/13/2024).

³ Job Level Rubric, https://www.uua.org/files/2022-11/Job_Level_Rubric.pdf (accessed 12/13/2024).

⁴ UUA Recommended Salary Bands are accessible from <https://www.uua.org/leaderlab/congregational-salary/recommended> (accessed 12/13/2024).

⁵ UUFCM Salary Range Calculator spreadsheet,

https://docs.google.com/spreadsheets/d/1VdDsAJLWm_B9cON1aSGz0Z7_B1RzNaA87YksEFnyOg0/edit?usp=sharing (accessed 12/13/2024).

Table 1. Step level Schedule

<u>Step Level</u>	<u>Percent of Target Midpoint Salary</u>
0	90%
1	92%
2	94%
3	96%
4	98%
5	100%
6	101%
7	102%
8	103%
9	104%
10	105%
11	106%
12	107%
13	108%
14	109%
15	110%

Note: the salaries of legacy employees may not conform to the salary policy. If an employee's salary is below the recommended level, their salary should be increased to the recommended level as quickly as possible. If an employee's salary is above the recommended level, it should not be decreased. However, the employee should have small or no increases in salary until the recommended salary catches up with the employee's current salary. Thereafter, the employee will receive annual increases according to schedule.

Approved on February 9, 2025

Policy on the Evaluation of Fellowship Ministry

Purpose

For the professional development of the minister, so that there is clear communication between the minister and the congregation, and to deepen reflection on our mutual care, there shall be an annual evaluation of shared ministry.

Committee Membership

The Shared Ministry Evaluation Committee shall have one representative from the Board, one representative from the Shared Ministry Team and—at the discretion of the Board—at least one but no more than two representatives from the Worship Team and Caring Team.

The Board will create this committee by April 1 of each year, appointing all representatives upon recommendation of their respective teams or committees.

Process

First: In early April the committee will, in consultation with the minister, establish categories of evaluation for that year. It is not intended that there should be a comprehensive evaluation. Rather, the committee will choose between three and five categories of evaluation, always including worship leadership and pastoral care. Other categories might include, for example, administration, spiritual development of self and others, social justice, connecting UUFCM to the broader context of Unitarian Universalism. In choosing categories, the committee should consider the Board's goals, the work of congregational committees, and the minister's own goals for that year.

Second: The committee will not conduct a survey. In consultation with the minister, it will identify individuals to be interviewed and agree upon what the questions that will be asked. An effort will be made to select diverse individuals, representative of the ministries of the fellowship, who interact with the minister in different settings. The committee may pose different questions to various interviewees according to the reasons that a particular interviewee was chosen. Staff supervised by the minister will be among those interviewed.

Third: The committee will synthesize its findings into a written report addressing both the minister's work and the work of the congregation itself in each of the agreed upon categories. This report shall be delivered to the Board and Shared Ministry Team no later than June 1. For each category,

the report will summarize what the minister is doing well, suggestions or areas where growth is needed, what the congregation is doing well, and suggestions for congregational improvement. In keeping with the Policy for Setting Employee Compensation Rates, the Shared Ministry Evaluation Committee will indicate if the minister's performance is satisfactory or unsatisfactory.

The minister shall also do a self-evaluation, due by June 1.

Fourth: There shall be during June a special meeting at which the Board (including outgoing and incoming members), the minister, and the Shared Ministry Team together discuss and reflect upon the report.

Originally approved on June 9, 2024

Revision approved on February 9, 2025

PROPOSED REDRAFT OCTOBER 2025

Unitarian Universalist Fellowship of Central Michigan Policy Regarding Safer Inclusion of Potential Sex Offenders

Earlier version approved by Board of Trustees May 2025)

VALUES and HISTORY

UUFCM recognizes that sexual offenses are a serious violation of a person's physical, emotional, and spiritual well-being; we seek to offer a community in which survivors feel safe. Responsible policies help protect the most vulnerable people, including children and members of the LGBTQ+ community, from sexual offenses. Our fellowship affirms the voices of victims and survivors while offering support in their spiritual healing.

While UUFCM has long required criminal background checks on employees and Youth RE volunteers, for nearly 25 years we have operated and thrived without a policy limiting participation—or excluding from participation—members, friends, or visitors who may have been accused of or have committed sexual offenses. We are a faith that extends a welcome to anyone who seeks a community and spiritual home; we also strive to create a safe environment where no one feels threatened or excluded. Although it is not possible to protect the congregation from every potential threat, this policy and the practices it establishes serve to minimize the risk to our community while still maintaining a radically welcoming congregation.

Recognizing the inherent worth and dignity of individuals accused or convicted of criminal sexual conduct who seek inclusion in UUFCM worship or other activities, we establish this policy to enhance the safety of the congregation. Any such inclusion would be conditional, limited to low-risk individuals, and dependent upon complete adherence to the protocols and restrictions established by UUFCM.

FINDING OUT / DISCLOSURE

Anyone with a history of criminal sexual conduct or an accusation of criminal sexual conduct is encouraged to speak with the Minister (or, in the absence of the Minister, to another leader) to disclose this information. If someone in the congregation is aware of such a situation regarding another member, friend, or visitor, they should contact the Minister or another member of the Safer Congregation Committee (SCC).

Because this policy includes accusations of sexual misconduct as well as convictions, the person accused of or convicted of a sexual offense will be referred to as “(Potential) Sex Offender.”

DISCERNMENT / INITIAL MEETING

In every case that comes to the attention of UUFCM leadership, the Minister and one other UUFCM member, designated by the Board, will meet with the (Potential) Sex Offender to hear the details of the accusation or conviction. The (Potential) Sex Offender may have an ally present at this meeting if they wish. If there is a parole or probation officer involved, the Minister and the Board-designated UUFCM member will meet with that officer to gather additional information. The Minister and designated member may also consult other experts outside the congregation (such as another minister or counselor).

On this basis there will be a confidential meeting of the Minister and the Board-designated individual with the SCC. This committee consists of the members of the Shared Ministry Team, the Board President, the President-Elect, and the Minister.

The Minister and Board-designated individual will share relevant information with the SCC, including the severity of the offense and the circumstances, so as to assess the risk to the congregation. The SCC may then decide: (1) that it would be appropriate to exclude the (Potential) Sex Offender from in-person UUFCM events indefinitely; or (2) if appropriate, to craft a Limited Access Agreement between UUFCM and the (Potential) Sex Offender. Typically, only persons with lower-level Criminal Sexual Conduct (CSC) accusations or convictions will be considered for inclusion. If the conviction or accusation involves 1st degree (CSC) (see appendix)—the most severe CSC offenses—normally there will be a recommendation to exclude.

RECOMMENDATION TO THE BOARD

Based on this meeting, the SCC will then make a recommendation to the full board. If a Limited Access Agreement is recommended, the Minister and Board-designated individual will draft a Limited Access Agreement in consultation with the Safer Congregation Committee, the (Potential) Sex Offender or others in the congregation. For example, if the sexual offense involves children, UUFCM parents may be consulted as to the details of the Limited Access Agreement.

BOARD DECISION

The Board will meet in executive session (no visitors) to discuss action recommended by the Safer Congregation Committee. If a Limited Access Agreement is approved by the Board, it will be signed by the Board president, the (Potential) Sex Offender, and the Minister.

INFORMING THE CONGREGATION

Once a Limited Access Agreement is signed, the congregation will be informed of the situation in writing and through a congregational meeting such as the monthly Fellowship Life Meeting. In the interest of confidentiality, the congregation will be informed of the basics of the situation but not the details. Individuals who wish to better assess their own personal safety may contact the Minister for more information. The congregation will be informed of who was involved in the decision-making as well as who is responsible for implementing the Limited Access Agreement.

MONITORING

One of the purposes of the Shared Ministry Team is to assess the effectiveness of the fellowship's ministry. Another function is to restore right relations within the congregation. Accordingly, the Shared Ministry Team, at their regular monthly meetings, will review the ongoing implementation of any Limited Access Agreements. They will assess how the arrangement is working for all members of the congregation and report to the Board.

RECORD KEEPING

The Minister will retain confidentially all records related to any (potential) sex offender, including the limited access agreement and the notes of any meetings, until three years after the individual is no longer associated with the Fellowship.

Appendix

Michigan's Criminal Sexual Conduct Act (MCL 750.520a-g) outlines different degrees of CSC:

- **First-Degree (CSC-I):** The most severe form, involving acts such as sexual penetration under circumstances of exceptional cruelty or with a victim under 13 years of age.
- **Second-Degree (CSC-II):** Involves sexual contact with specific intent for sexual arousal or gratification, often involving certain aggravating factors.
- **Third-Degree (CSC-III):** Involves sexual penetration of another person who is unable to give legal consent due to age, or other factors.

- **Fourth-Degree (CSC-IV):** A misdemeanor offense involving unwanted sexual touching, especially when committed by someone in a position of authority (like a teacher or mental health professional) against a vulnerable person.

Michigan Sex Offender Registry Tiers

- **Tier 1:**
 - **Registration Duration:** 15 years.
 - **Public Information:** Not public.
 - **Reporting Frequency:** Annually.
 - **Offense Type:** Generally for less serious felony sex crimes including offenses such as 4th-degree criminal sexual conduct against an adult, indecent exposure, possession of child pornography, or unlawful imprisonment of a minor.
- **Tier 2:**
 - **Registration Duration:** 25 years.
 - **Public Information:** Public.
 - **Reporting Frequency:** Twice a year.
 - **Offense Type: Crimes:** More serious felony offenses, like 2nd-degree criminal sexual conduct involving a victim aged 13 or older, distribution of child pornography, or pandering.
- **Tier 3:**
 - **Registration Duration:** Lifetime.
 - **Public Information:** Public.
 - **Reporting Frequency:** Four times a year.
 - **Offense Type:** This tier includes the most serious offenses, such as 1st-degree criminal sexual conduct, certain serious sex crimes against minors, or kidnapping a minor.

UUFCM Policy/Best Practices for Teams

REGULAR MEETINGS

Teams shall have regular meetings. Most teams choose to meet monthly; some quarterly. The frequency and timing of the meetings is up to the members. The Chair shall inform the UUFCM administrator and the minister as to the regular meeting time and also inform them of any changes or special meetings.

TEAM MEMBERSHIP

Any member or friend of the Fellowship may be a member of any open team (see list below). The Chair will keep a record of members. Invitations will go to the Fellowship at large at least once per year to join teams, with an effort to recruit new people.

GUESTS

Most meetings are open to members and friends of the Fellowship as guests. Guests at a meeting may participate in discussion but may not vote.

BOARD LIAISON

Each team will have one member of the Board of Trustees assigned to serve as Board liaison to the team. The Board Liaison is a full voting member of the committee if they regularly attend team meetings. The minister may serve as Board Liaison (but would not vote).

In order to share power, Board members will normally not be chairs of teams.

TEAM LEADERSHIP: CHAIR AND RECORDER

A person will be chosen from the membership of the team to serve as Chair. The Chair must be a UUFCM member. The Chair is responsible for scheduling the meetings; for setting the agenda with input from team members; for facilitating the meeting (or designating someone). The Chair will have a tie-breaking vote in case of ties.

The Recorder is responsible for creating written minutes of all meetings including attendance, within one week of the meeting. These minutes should indicate (in red) any Board actions necessary. Minutes should be posted on the team's Shared Drive which the President can then share with the Board.

The roles of Chair and Recorder may rotate or be shared, if the team wishes to be organized that way.

MINISTER'S ROLE

The minister is a member of every team *ex officio*. *Ex officio* means "by virtue of position." The minister is a full member of the team in every way (having input on agendas, participating in discussions, being included in communications that go to the whole team) except that they do

not get a vote. The minister chooses if and when to weigh in on team business and to attend meetings. If the team wishes to hold a meeting to which the minister is not invited, they shall inform the Board of their intention to have such a meeting.

ROTATING LEADERSHIP

In order to bring new ideas and energy to the teams, it is a best practice to rotate the leadership (and membership) of the team regularly. A serving chairperson can mentor a rising chairperson. After three consecutive years it is usually best for a team leader to give someone else a chance.

(RE) STRUCTURING OF TEAMS

The Board will review annually the structure and duties of the teams, determining whether any new teams need to be created; if any existing teams need to be combined or divided; and if any teams are no longer needed. Creation or deletion of teams requires a congregational vote.

MINIMUM OF THREE MEMBERS

If any team has fewer than 3 members (not including the minister), the business of that team will be handled by the Board of Trustees until such time as the team can be fully staffed.

TEAM	MEMBERS	MEETINGS
Adult RE	open	open
Buildings & Grounds & Safety	open	open
Caring Team	Invited by minister and approved by Shared Ministry Team	confidential
Communications Coord. Team	open	open
Finance Team	Invited by the Board	open
Fellowship Life Coord. Team	open	open
Shared Ministry Team	Invited by minister and Board	confidential
Social Justice Coord. Team	open	open
Worship Team	Approved by Board	open
Youth Religious Education	open	open

Process for Rentals to Political Organizations

(Modification to Building Use Policy)

Should the rental manager have a concern about whether to rent the building to a political organization, they should consult with the minister and/or the Board president.

Approved 10/12/2025

Revised Childcare Policy

In order to provide childcare for programs of the congregation, such as Adult RE, children's RE activities, congregation retreats, movie nights, etc., the following steps and policies will be in place.

Steps:

- There will be a childcare coordinator in charge of getting the child caregivers.
- The person(s) in charge of an event announces that childcare will be available and asks the participants who will need childcare, giving a deadline by which to request.
- Then the person(s) in charge of an event contacts the coordinator with the necessary information (date, time, and how many children).
- The coordinator then arranges the childcare for that event.

Policies:

- There must be at least 2 people, one of whom must be 18 years or older, the other at least 15 years old, providing childcare.
- The adults in charge must have consented to and passed a background check provided by UUFCM.

This document was reviewed and approved by the RE Team of the Unitarian Universalist Fellowship of Central Michigan on 05/09/2021.

Policy for Staff Members' Payment When No Children Are Present

Should there be a Sunday when no children are present, the Youth RE staff member(s) are welcome to leave and will be paid for one hour of service if there are no tasks to be completed.

October 13, 2024

Childcare Compensation

Childcare Compensation for Youth RE employees will be at their hourly contract rate, and compensation for any non-contract workers will be at \$15.00 per hour, including time required for clean-up.

Approved by Board January 12, 2025

UUFCM Youth RE Volunteer Approval Process

Purpose: UUFCM relies on and values the time and talents of congregants. Volunteer screening helps create a safe environment and promotes trust. Sound measures shall be taken to protect children from potential harm. The Youth RE Team shall have approval discretion in securing volunteers to supervise children on Sunday mornings.

Background checks shall be completed annually for volunteers and employees who work with UUFCM participants through the Youth Religious Education Program.

1. Prior to working with children, volunteers 18 years and older, shall complete and submit a volunteer form.
 - a. By signing the form, volunteer applicants agree to a criminal background check.
2. A designee from the Youth RE team shall run a criminal background check through the State of Michigan's iChat system.
 - a. The designee shall document and monitor all background checks with the date of submission and indication of clearance.
 - b. The designee shall maintain hardcopies of the volunteer forms for approved volunteers.
3. If it is reported through the iChat system that a volunteer applicant has a criminal conviction, the report shall be presented to the Youth RE Team at the next scheduled meeting for discussion. The team shall make a determination of acceptance or rejection.
 - a. In the case of rejection, the minister shall notify the volunteer applicant and documents related to the volunteer application will be destroyed.
4. All information relating to volunteer forms and background checks shall remain confidential.
5. It is the volunteer's responsibility to notify either the minister or a member of the Youth RE Team if they are convicted of a crime after the background check was cleared.

Approved by Board February 9, 2025

Food Policy for Youth RE Program

"To avoid accidental exposure to food allergens by any participants in the RE program:

- No food will be permitted in the Green Room or Nursery at any time (including when program is not in session), and food will not be served by staff or volunteers during the regular weekly RE program.
- Notice will be provided in advance and at the sanctuary door for special Youth RE events that include food.
- RE program participants (including staff and volunteers) who arrive with their own snacks or eating outside food will be required to finish eating in another part of the building and wash their hands or wipe them with a wet wipe prior to entering the Green Room or Nursery (note that hand sanitizer does not remove allergens or prevent cross-contamination/exposure to allergens).
- The parent or guardian registering a youth participant in the RE program is responsible for disclosing any allergies on the registration form.

Approved by Board January 12, 2025

Youth RE Safety Policy

There will always be two approved people with the children, one at least 18 years old and the other at least 15 years old. All volunteers 18 and older who help will have an approved background check filed with the Youth RE Team (see Volunteer Approval Policy).

Reasonable care will be taken to ensure the rooms used for the RE program are safe for children (e.g. the electric outlets will be covered).

There is a first aid kit in the green room and in the hallway by the two bathrooms.

Adults bringing children to the Youth RE program will fill out a registration form for each child which includes basic information, information about allergies and/or medications, emergency contact information, and a signed photo release form.

Parent (or responsible adult) is required to be in the building during the service. Should there be any issue (injury, etc.), the parent will be contacted right away.

There is no eating allowed during the Youth RE class time (see Food Policy). If a parent (or responsible adult) wants their child to have a snack during this time, the child will need to be with the parent in the service.

Youth RE Program Facilitator, Youth RE Assistant and/or volunteers shall not assist with toiletry/diapering needs. Contact the parent (or responsible adult) if needed.

UUFCM staff and volunteers shall not administer medication.

Safety Procedures During Class Time

At the beginning of the Youth RE season, the lead facilitator will develop the safety guidelines/agreements with the children, have them posted in the room, and review them when a new child joins the class and occasionally with the regular attendees.

It is expected that children will follow the safety reminders from the RE staff (for example, no running, hitting, etc.).

If a child is having significant difficulty following the guidelines, the Youth RE Program Facilitator will talk with the child's parents/guardians.

Children participating in the RE program will be under the supervision of the RE staff and volunteers from the time they leave the sanctuary until the end of the service, prior to coffee hour.

If the lesson or plan is to take the children out of the building (for example, collect leaves, take a walk or go to the Sacred Heart playground), the Youth RE Program Facilitator will notify the parent/guardian of any participating children and be sure to take the parent/guardians' phone numbers with them before leaving the building.