

Governance Policies of Mount Vernon Unitarian Church

Updated and Approved by Board of Trustees on June 8, 2021

Updated with Annual Compensation Review Adjustment Policy June 15, 2022

Table of Contents

ALCOHOL	5
ALCOHOL AT CHURCH EVENTS	5
ALCOHOL AT NON-MVUC EVENTS HELD ON CHURCH PROPERTY	5
ANNUAL COMPENSATION REVIEW AND ADJUSTMENT POLICY	5
BOARD OF TRUSTEES	7
1. STATEMENT OF ROLE, RESPONSIBILITIES, AND PROCEDURES OF THE MVUC BOARD	7
(a) <i>Role of the Board:</i>	7
(b) <i>Governance Philosophy:</i>	7
(c) <i>Specific Responsibilities of the Board:</i>	8
(d) <i>CEO Team:</i>	9
2. MEETINGS	10
3. ANNUAL RETREAT	10
4. MINUTES OF BOARD MEETINGS	10
5. REMOVAL OF A TRUSTEE FOR ABSENCES	10
6. ELECTION OF INTERIM OFFICERS	11
7. CONFLICT OF INTEREST	11
CHILDCARE	12
COMMITMENT TO PROVIDE CARE	12
PROVIDERS	12
EVENT SPONSOR'S RESPONSIBILITY	12
PARENTS'/GUARDIANS' RESPONSIBILITY	12
PAYMENT	13
BACKGROUND CHECKS	13
COMMITTEE CHARTERS	13
COMMITTEE PROCEDURES	14
COMMUNICATIONS	14
CONFIDENTIALITY	15
CONFLICT, MANAGEMENT OF	15
CONGREGATIONAL MEETINGS, MINUTES OF	16
DATA, REPORTING OF	16
FINANCE	17
MANAGING FUNDS	17
TYPES OF FUNDS	17

CONTROL PROCEDURES FOR THE OPERATING FUND	18
<i>Income</i>	18
<i>Expenditures</i>	18
<i>Transfers from the UU Common Endowment Fund to the Operating Fund Checking Account</i>	19
<i>Reporting</i>	20
<i>Maintenance and Disposition of Records</i>	20
CONTROL PROCEDURES FOR SPECIAL FUNDS	21
<i>Expenditures</i>	21
<i>Accounting for Separate Funds in the Bookkeeping System</i>	22
<i>Accounting For Other Funds Not in the Bookkeeping System</i>	22
USE OF DEBIT CARDS	22
ANNUAL BUDGET PROCESS	22
<i>Drafting the Budget</i>	22
<i>Endowment Fund Transfer</i>	23
<i>Completion and Approval of the Budget</i>	23
<i>Adjustments During the Year of Execution</i>	23
<i>Transfers from the Endowment Fund to the Operating Fund</i>	23
<i>Transfer from the Ralph Greenhouse Music Endowment Fund to the Operating Fund</i>	24
<i>Windmill Preservation Fund</i>	24
TRANSFER OF EXCESS FUNDS IN OPERATING ACCOUNT	24
FIREARMS	25
FUNDRAISING	25
SCOPE OF POLICY	26
PRINCIPLES	26
<i>Authorization</i>	27
<i>Accountability</i>	27
<i>Facilitation</i>	27
<i>Frequency and Priority Guidelines</i>	28
FUNDRAISING AUTHORIZATION AND ACCOUNTABILITY FORMS	28
GIFTS AND BEQUESTS	28
GIFT ACCEPTANCE	29
<i>Unrestricted Gifts</i>	29
<i>Restricted Gifts</i>	29
RECOGNITION OF GIFTS AND GIVERS.....	30
<i>Naming of rooms, structures, and facilities, etc.</i>	30
<i>Mounting of plaques, busts, photographs, etc.</i>	30
<i>Exceptions</i>	30
GROUNDS, USE OF	31
MEMBERSHIP	31
PRIVILEGES AND RESPONSIBILITIES OF MEMBERSHIP.....	31
NON-VOTING MEMBERS.....	32
RESIGNATION FROM MEMBERSHIP	32
REINSTATEMENT OF MEMBERSHIP.....	32
REMOVAL FROM MEMBERSHIP	32

IMPLEMENTATION OF THIS POLICY	33
<i>At the Time New Members Join the Church.</i>	33
<i>Annual Review by the Membership Committee.</i>	33
<i>Reports from Other Sources.</i>	33
NOMINATING COMMITTEE	33
PERFORMANCE APPRAISALS	35
PLASTIC PRODUCTS DISCOURAGED	35
POLITICAL ACTIVITY	35
POLICY DEVELOPMENT AND MAINTENANCE	36
ADOPTING AND CHANGING POLICIES.....	36
RESPONSIBILITY FOR UPDATING POLICIES	36
PROGRAM COUNCIL	37
PUBLIC STATEMENTS	37
STATEMENTS OF ADVOCACY	37
IDENTIFICATION AT PUBLIC MEETINGS.	38
APPEALS	38
RECORDS RETENTION	38
RELIGIOUS EDUCATION	39
REGISTRATION.....	39
PARENT PARTICIPATION.....	39
NURSERY	39
CHILD SAFETY	39
<i>Prevention of Child Abuse</i>	39
<i>Dual Responsibility</i>	40
<i>Teachers Known</i>	40
<i>References, Background Information, and Code of Ethics.</i>	40
<i>Adult Chaperones for Trips or Overnights.</i>	40
<i>Supervision and Visibility.</i>	41
<i>Suspected Child Abuse.</i>	41
RENTALS	42
RENTAL EVENTS AT NO CHARGE OR REDUCED RATE	42
RESTRICTIONS ON INDIVIDUALS	43
INFORMAL INTERVENTION	43
WRITTEN COMPLAINT	44
BOARD OF TRUSTEES HEARING.....	44
IMMEDIATE ACTION	45
CONFIDENTIALITY.....	45
RESTRICTIONS ON PERSONS CHARGED WITH SEX OFFENSES	46
SAFETY AND RISK MITIGATION	47

SEARCH COMMITTEES FOR STAFF OTHER THAN MINISTER	49
SMOKING	49
SOCIAL JUSTICE	49
STAFF SALARIES AND BENEFITS	50
TREES, PLANTING OF	50
WEBSITE MANAGEMENT.....	50
CONTENT STANDARDS	51
RESPONSIBILITIES.....	51
WEBSITE PRIVACY	52
PRIVACY OF MEMBERS AND FRIENDS.....	52
<i>Use of Names and Other Identifying Information.....</i>	<i>52</i>
<i>Online Directory</i>	<i>52</i>
<i>Use of Photographs</i>	<i>52</i>
<i>Advance Notice of Non-Participation</i>	<i>53</i>
<i>Removal of Objectionable Information</i>	<i>53</i>
<i>References or Links to Other Organizations</i>	<i>53</i>
PRIVACY OF USERS.....	53
<i>Personal Data Concerning Users.....</i>	<i>53</i>
<i>Tracking Website Use.....</i>	<i>53</i>
<i>Use by Children.....</i>	<i>54</i>
<i>Cookies and Spyware.....</i>	<i>54</i>

ALCOHOL

Alcohol at Church Events

Alcoholic beverages may be served at Church-sponsored functions under the following conditions:

- 1) The function must be primarily a social occasion. Alcohol may not be served in conjunction with worship or business functions.
- 2) Non-alcoholic beverages must also be made available.
- 3) All federal, state, and local laws and ordinances must be observed. This includes regulations requiring licenses for the sale of alcohol, prohibiting the distribution of alcohol to minors, and serving alcohol to intoxicated persons. When applicable, an ABC permit must be obtained.
- 4) Tapped beer kegs, or any beverage served from taps, may be used only outside any of the buildings.
- 5) Alcoholic beverages must be attended by at least two adults during distribution.
- 6) Alcoholic beverages may not be left on church property unless secured in a locked room.

Revised July 10, 2007

Alcohol at Non-MVUC Events Held on Church Property

Event sponsors are responsible for acquiring state liquor licenses, ensuring that the foregoing rules are followed, and for preventing excessive consumption by participants. Full information and forms to apply for a state liquor license may be found on the Virginia ABC website -- <https://www.abc.virginia.gov/licenses/get-a-license>.

Adopted July 10, 2007, Revised June 8, 2021

Annual Compensation Review and Adjustment

MVUC strives to be a UUA Fair Compensation Congregation and values the contributions of its staff members.

In support of the annual budget process, the Board Executive Committee, with input from the senior minister, the chair of the Personnel Committee, and the chair of the Finance Committee, will set an overall compensation adjustment amount to be reflected in the proposed budget. This compensation adjustment amount, expressed as a percentage of the current year's total salary obligations, will be based on a variety of relevant factors. These factors include, but are not limited to, guidance from the UUA with consideration of UUA's Fair Compensation guidelines; local, regional, and national compensation trends and other relevant compensation benchmarks; the ability of MVUC to attract and retain highly-qualified, professional staff; inflationary and other macro-economic trends; and the ability of MVUC to financially support the compensation costs of staff, both in the coming year and future years, along with MVUC's other financial obligations.

The Board Executive Committee will work with the senior minister to allocate the overall compensation pool among individual staff members, setting appropriate compensation amounts for each staff member which shall be effective at the start of the new fiscal year. In doing so, the Board Executive Committee will consider recommendations provided by the senior minister and may involve the chair or member of the Personnel Committee in an advisory capacity. The compensation amount for each staff member will take into account criteria including the following, among others: a) the staff member's overall performance and contributions over the course of the past year, b) significant achievements or objectives met over the year, c) any changes in position responsibilities during the course of the year, d) any expected significant changes in responsibilities for the role during the upcoming year, e) any changes or updates to the staff member's credentials and professional experience, and f) the staff member's role vis a vis the role described by the UUA, and how the staff member's compensation aligns with the UUA's Fair Compensation guidelines for that role.

Questions about MVUC's compensation practices should be directed to the Chair of the Board of Trustees.

Adopted June 14, 2022

BOARD OF TRUSTEES

1. Statement of Role, Responsibilities, and Procedures of the MVUC Board.

Mount Vernon Unitarian Church is congregational in its governance in that the voting members of the congregation are the first and final authority in matters affecting the church. The Board of Trustees is the governing body elected by the Congregation, and pursuant to the Bylaws has responsibility for the general supervision and direction of the affairs of the church other than the responsibilities entrusted to the Minister. Based on the enumerated authorities from the Bylaws, the Board of MVUC hereby establishes this Board Policy.

(a) Role of the Board:

The Board of Trustees serves the MVUC membership by making the fiduciary and policy decisions that affect the Congregation and the programs that MVUC supports. The Board serves the Congregation by:

- Listening to and responding to the needs of the Congregation;
- Maintaining effective, responsive, and accountable governance and organizational structures that facilitate the Congregation's articulation and achievement of their mission and vision; and
- Embodying and nurturing a loving, collaborative, challenging, and supportive culture of leadership and shared ministry.

(b) Governance Philosophy:

The Board's implementation of its role shall strive to include the following, as the Board deems appropriate and in its discretion:

- Responsiveness to the Congregation;
- Organizational vision rather than political or interpersonal issues;
- Strategic leadership rather than administrative detail;
- Awareness of the distinction between Board and staff roles;
- Encouragement of diversity of viewpoints;
- Focus on and planning for the future;
- Pro-activity rather than reactivity;
- Delegation of authority and responsibility where appropriate;

- Evaluating and reviewing performance.

(c) Specific Responsibilities of the Board:

To fulfill the Board's role and the responsibilities and duties as set forth in the Bylaws, the Board interprets its authority and responsibility to include the following, with reference to the Bylaws (by Article.Section) where relevant authority is provided:

- (a) exercise fiduciary responsibility for church finances and stewardship (VI.1);
- (b) adopt an annual budget for the following Church fiscal year (VI.1);
- (d) prepare and maintain a strategic plan to achieve the mission, vision and values of the Church (VI.1);
- (e) prepare an annual operational plan for the following Church fiscal year to implement the strategic plan (VI.1);
- (f) adopt governance policies to efficiently and effectively support the mission, vision and values of the Church (VI.1);
- (g) adopt an organizational and staffing structure to efficiently and effectively support the mission, vision and values of the Church (VI.1, VI.1 and IX.2);
- (h) approve all charters for Church councils and committees other than committees established by the Congregation (VIII.1);
- (i) implement and review an ongoing program performance assessment process with appropriate metrics to evaluate Church activities (VI.1);
- (j) consult and coordinate with the Program Council, Minister and Senior Staff to the extent possible on the foregoing (VI.1);
- (k) may delegate activities as appropriate and permitted by the Bylaws but not fiduciary responsibilities (VI.1);
- (l) adopt a "Position Description" and appropriate policies for Trustees (VI.1 and VI.5);
- (m) elect a Chair, Vice-Chair and Secretary to one-year terms from among the members of the Board (VII.1-3);
- (n) select from its membership the convener or co-conveners of the Program Council (VII.5);
- (o) hire all employees of the church except the minister and shall fix the compensation and conditions of employment of all employees, including the minister (VI.1 and IX.2);
- (p) may delegate to a minister or other staff member authority to hire employees for specified positions (VI.1);
- (q) determine the minister's role in day-to-day administration of church operations and supervision of church employees and specify such in writing in the minister's employment letter of agreement (IX.3.c);

- (r) appoint a treasurer and assistant treasurer from the church membership, each to serve a renewable one-year term (VII.4);
- (s) designate who may sign checks on behalf of the church in addition to the treasurer, and assistant treasurer (VII.4);
- (t) may inspect all accounting records (which shall be the property of the church) except individual pledges; (VII.4);
- (u) appoint delegates from the church to the UUA General Assembly (VI.1);
- (v) hold such meetings and make such rules for its own governance as it may deem advisable (VI.5);
- (w) may reword newly-adopted amendments for clarity and consistency before they are incorporated into the Bylaws (XIII.2);
- (x) may establish standing committees for the conduct of the business and activities of the Church (VIII.1);
- (y) may constitute special committees that shall be appointed for a specified period of time and be dissolved when its purpose is fulfilled (VIII.2);
- (z) in the event of a vacancy on the Program Council, the Board may appoint a resident member of the congregation to serve until the next annual meeting, at which time the congregation shall elect a replacement to serve the remainder of any unexpired term (VIII.4); and
- (aa) appoint members of the Endowment Committee for three-year staggered terms (VIII.6.c).

(d) CEO Team

In accordance with Section 1(c)(q) above, effective May 2019: The Board appoints the Senior Minister as part of the CEO Team, the Minister is responsible for:

- Supervision of all staff (per Letter of Agreement), including annual assessments;
- Sharing power of employment status with the Board (per Letter of Agreement), and will form and supervise Search Committees for hiring of new staff;
- Consulting the Personnel Committee for recommendations and advice for all staffing needs and enforcement of staff policies;
- Working with the Board, Finance, Stewardship and Endowment Committees for all fiscal responsibilities, including preparation of annual operating budget, presenting staff recommendation of salaries (including annual adjustments in accordance with UUA Fair Compensation Guidelines), and presentation of annual

- Stewardship Campaign;
- Ensuring Board and Staff policies are current and followed, or bring to the attention of the Board as needed.

All other CEO responsibilities default to the Chair of the Board unless otherwise specified by the Board.

2. Meetings

The Board will meet monthly except when a particular meeting is cancelled for good cause. The time and place of the meeting, along with any major topics to be considered, will be communicated to members of the congregation. Church members present at a Board meeting may speak if recognized for that purpose by the chair.

In rare cases the Board may have to address issues on short-notice, such as by conference call, instead of during regularly scheduled meetings. However, the Board may not vote on church business when all participating trustees cannot concurrently hear each other, such as by e-mail, unless it is done in accordance with the Virginia Nonstock Corporate Act requirements as established in the section on “Corporate action without meeting.”

3. Annual retreat

Except when unusual circumstances make it inadvisable, the Board will hold a one-two-day retreat near the beginning of the church year to establish working relationships and set long- and short-term goals consistent with its role, governance philosophy and specific responsibilities. The Board may invite members of the Congregation and staff.

4. Minutes of Board Meetings

Actions taken by the Board at official meetings will be communicated promptly to the Congregation. When actions affect particular individuals, the individuals will be promptly informed.

5. Removal of a Trustee for Absences

A trustee who fails to attend Board meetings regularly may be removed from office. Any member of the Board of Trustees who has two unexplained absences during the same fiscal year during his or her term will be called or visited by the

Board chair and asked if they wish to continue serving on the Board. Any additional unexplained absence will be considered resignation from the BOT.

Any member of the Board who has been absent for three consecutive meetings will be called by the Board chair, asked if he or she wishes to continue, and offered the opportunity to do so. If during the term of office, that trustee again has three consecutive absences, the Board chair will call or visit the trustee to determine whether it is appropriate for the trustee to resign. In case of a difference of opinion on the matter, the Board chair, with advice of the Board, is authorized to make the final decision of whether to request resignation and/or to declare the seat vacant.

An absence is unexplained if the trustee has not notified the Board chair or another Officer in advance of the meeting, that he or she will not attend.

6. Election of Interim Officers

For transition purposes, the Vice Chair of the Board shall serve as Acting Chair until new officers are elected by the Board after the start of a new Church year. If the Vice-Chair no longer remains on the Board or is unavailable to serve, then the Secretary shall serve as Acting Chair until the election of new officers after the start of a new Church year.

7. Conflict of Interest

By agreeing to serve on its board, Members of the Board of Trustees of Mount Vernon Unitarian Church (MVUC) undertake a fiduciary duty to MVUC. That duty means that, in all matters relating to service on the Board or actions of the Board, Trustees will act exclusively in the interests of MVUC. The ability to act in MVUC's exclusive interest is impaired if a Board member has interests which conflict with those of MVUC in some matter on which the Board must act. This could occur, for example, where a Board member sells to, purchases from, lends to, or contracts to perform profit-making services for MVUC, or has business, financial, personal, and organizational interests and affiliations which conflict with MVUC. Board members should promptly disclose to the Board actual or potential conflicts of interest with MVUC in matters on which the Board is acting or plans to act. Board members will recuse themselves from deliberation or voting on any matters involving an actual conflict of interest. If an actual, potential, or apparent conflict of interest arises, and the member does not voluntarily recuse herself/himself, the Board will determine by majority vote exclusive of the member involved whether an actual conflict of interest exists. If such vote is affirmative, the member shall not participate further in

deliberations or voting on the matter involving the conflict.

Adopted June 8, 2010, Amended August 13 & November 12, 2013, May 2019; Revised June 8, 2021

CHILDCARE

Commitment to Provide Care

If requested by parents/guardians or program leaders, MVUC shall provide childcare for infants and children under 10 years of age at church-wide activities and events, including Sunday services and congregational meetings called by the Board of Trustees. To the extent feasible, childcare will be provided for other activities and events open to all members of the congregation.

Providers

The Religious Education/LSG program will maintain a list of eligible individuals willing to serve as childcare providers. Event sponsors may obtain the list from the RE/LSG office. To be placed on the list, providers must be at least 13 years of age, shall have been attending MVUC for at least six months (or provide a reference), signed an ethics agreement and signed a volunteer disclosure form which includes agreeing to a background check conducted or overseen by MVUC staff. Two providers are required for all childcare events.

Event Sponsor's Responsibility

If the sponsor of a particular event wants childcare to be available, he or she must specify in the event announcement that childcare will be offered if requested no later than a week before the event. He or she shall recruit two providers from the list of those eligible. If only one family requests childcare, the sponsor may offer to pay for one childcare provider in the family's home at the established rate of remuneration. A provider for childcare in a family's home shall be chosen by the family. The provider may be chosen by the family from MVUC's list of approved providers or be another individual of the family's choosing.

Parents'/Guardians' Responsibility

Parents/Guardians shall judge whether provisions for care of their child are adequate. They are encouraged to ask in advance of an event for names and backgrounds of caregivers. Parents/Guardians should bring to the event any special items that will be needed, such as diapers and snacks.

Payment

Providers will be paid from church funds at standard rates established by the Director of Lifespan Spiritual Growth. Payment will be based on hours worked, not the number of children cared for. The event sponsor who recruited the caregivers(s) shall prepare a request for payment and submit it for approval to the Church Administrator. Reimbursement for childcare in a family's home shall be made to a parent/guardian from that family.

Background Checks

Anyone working with children at MVUC, including teachers, childcare providers or RE volunteers, must first be subject to a background check that shall include a search of all the State and National Registries for Sex Offenders; this may include references if under the age of 18; and a criminal background check at the discretion of senior staff.

Revised May 13, 2019

COMMITTEE CHARTERS

This policy applies to committee's operating within the Program Council's organization.

1. As specified in Church Bylaws (8.03), the Board of Trustees shall approve an initial charter for each committee or council specifying the general purpose, duties, and organization. The Program Council may approve revisions or updates of existing charters for committees, so long as they are consistent with the general purpose, duties, and organization established by the Board and do not change any provisions concerning Board-authorized responsibilities.
2. Committee or council members operating shall be consulted in review and revision of existing charters, but approval of any such revisions is the responsibility of the Program Council.
3. The church administrator, working in coordination with the Program Council, is the repository and maintaining official for committee and council charters.

Adopted September 14, 2010; editorial revisions, May 21, 2020

COMMITTEE PROCEDURES

Except as specified otherwise by the Board of Trustees, the following apply to all Board-established standing committees. Existing committee charters are hereby revised accordingly, including deletion of duplicate provisions.

1. Committee chairs shall be appointed by the Program Council for 1-year terms. Chairs may be re-appointed as appropriate but should ordinarily not serve as chair for more than three years. Current committee chairs shall seek to build community by recruiting new committee members and encouraging committee members to prepare for future leadership positions.

2. Except for special circumstances specifically approved by the Program Council, individuals should not serve as members of the same committee for more than five years.

3. Each committee or council shall meet at least once during the first quarter of the church year to approve a written plan to be submitted to the Program Council that is consistent with its charter and supports the mission, vision and goals of the church.

4. Each year when the Finance Committee is preparing a proposed budget for the next fiscal year, each committee shall be provided an opportunity to submit their request through the Program Council.

5. In consultation with the Church Administrator, the Program Council shall set a deadline for each committee to prepare an annual report to the Congregation and submit its report through the Program Council.

6. In connection with preparation of its annual report, each committee shall assess its activities and charter and provide any recommendations to the Program Council.

Adopted September 14, 2010; Revised June 8, 2021

COMMUNICATIONS

In consultation with the Church Administrator, the Communications Council will establish the types of media used to inform congregants about church programs, events, and activities. The content and format of each communication will be determined by its editor in accord with guidelines established by the Communications Council.

Adopted March 8, 2010, Revised June 8, 2021

CONFIDENTIALITY

Staff members and lay leaders of the congregation will respect the confidentiality of all members of the church community. Personal information, including records of pledges and other financial data, will be shared with others only on a “need to know” basis unless the individual in question gives specific permission otherwise.

Adopted March 4, 2003

CONFLICT, MANAGEMENT OF

Conflict is inevitably a part of community life. Parties in conflict are encouraged to address disagreements directly with one another with commitment to staying in alignment with UU values and Principles and MVUC’s mission, vision, and Covenant. MVUC acknowledges the reality of power differences based on defined responsibilities and authority within congregations, agencies, or enterprises. MVUC acknowledges the reality of privilege arising from differences of social location and historical marginalization. MVUC community members, lay leaders, and staff should exercise the power of their authority and the privileges of their social location in such a way that other members or staff are not disadvantaged on the basis of racialized identity, ethnicity, size, gender expression, gender identity, sex, disability, affectional or sexual orientation, family and relationship structures, age, language, citizenship status, economic status, or national origin.

Serious disagreements that cannot be resolved directly and involve staff members or members of the congregation will be managed as follows:

- Between members of the congregation and the minister – By the Committee on Ministry, with further involvement, if necessary, of the Board.
- Between members of the congregation and staff members other than the minister – By the group or individual specified as immediate supervisor in the staff member’s letter of agreement, with additional involvement as necessary of the minister, the Personnel Committee, and the Board.
- Between members of the congregation – By the minister, with further involvement, if necessary, the Committee on Ministry.
- Between the minister and other staff members – By the chair of the Board of Trustees, with appropriate involvement of the Committee on

- Ministry, the relevant committees, and the Board.
- Between staff members other than the minister – By the minister, with appropriate involvement of the Committee on Ministry, the relevant committees, and the Board.

Any dispute involving the minister or other staff member will be handled in accord with the provisions in the individual's letter of agreement (which takes precedence) and/or the church's employee handbook.

Unless a procedure is otherwise specified in one of these documents, the individual shown above as the initial mediator will meet with both parties to try to resolve the situation to the satisfaction of those involved. If requested, both parties will receive a written copy of the mediator's understanding of the meeting, including any agreements made by the parties. If the results of the mediation are unsatisfactory to the complainant, the mediator will take appropriate steps to involve one or more of the groups listed. The assigned mediator will be guided by four fundamental principles: confidentiality, caring for the persons involved, fairness, with particular attention to the balance of power and authority, and concern for the severity of the issues. All attempts shall be made to restore the relationship(s) into one of trust and covenant.

Consistent with these principles, persons bringing complaints and grievances, or against whom complaints and grievances may be brought, are assured that collegial confidences will not be disclosed to anyone except as mandated by law, to prevent a clear and immediate danger to a person or persons, where disclosure of a confidence may be required for defense in a legal action, or if, and only to the extent that, a waiver has previously been obtained in writing.

Adopted March 4, 2003, Revised June 8, 2021

CONGREGATIONAL MEETINGS, MINUTES OF

Accurate minutes of all Congregational Meetings will be taken by the Secretary of the Board of Trustees, or their designee. Minutes will be submitted promptly for approval by the Board and, when approved, will be made available promptly to the members of the congregation and to any others who need to be informed.

Adopted May 7, 2002

DATA, REPORTING OF

The Membership Committee, in cooperation with the Church Administrator, shall be

responsible for collecting and publishing key data reflecting trends in vitality of the congregation. Specifically, the Committee shall provide, in quarterly written reports to the Board of Trustees and in an annual report to the congregation, current data presented in the context of relevant historic data such as the following:

- Sunday services attendance (determined in accord with current UUA guidelines);
- Membership, including number of new members, number of members lost (because of death, relocation, or resignation), and current total membership; and
- Number of pledging units and summary of amounts pledged.

Adopted April 1, 2008

FINANCE

These policies supplement provisions contained in bylaws articles 4.3 - Fiscal Year, 7.4 - Treasurer and Assistant Treasurer, and 8.6 - Endowment Fund Committee.

Managing Funds

- The method of accounting shall be cash receipts and disbursements.
- The Finance Committee shall recommend, and the BOT shall approve the selection of all banks, financial institutions, and managers used for depositing or investment of church funds.
- Loans to the church must be recommended by the Finance Committee and approved by the BOT.
- The Finance Committee shall review insurance coverage at least every two years, to assure that adequate coverage is carried. The Finance Committee may recommend, and the BOT may approve a change of insurance carriers or coverage.

Types of Funds

- There is an operating fund which may have both budgeted accounts⁰ and designated funds within it. Examples of designated funds are the Property Major Maintenance (PMM) and Partner Church funds. There is no requirement to have separate bank accounts for designated funds, but balances for each fund shall be reported separately in monthly financial

reports.

- Special funds (the Endowment Fund, Windmill Preservation Fund, Memorial Walks Fund, Minister's Discretionary Fund, Building Fund, and Ralph Greenhouse Music Endowment Fund) are separate from the operating fund but included in MVUC's ACS based bookkeeping system. These monies may be wholly or partially held in separate bank or investment accounts and invested in accordance with the fund's approved investment policy.
- Other special funds, such as reserves for the Greenhouse, Women's Group, and Book Nook are not included in the bookkeeping system. They are also held in separate bank accounts.

Control Procedures for the Operating Fund

In accordance with the segregation-of-duties principle in institutional internal control procedures, no one person should be empowered to complete a financial transaction without involvement by at least one other person. Additionally, a sound and transparent bookkeeping system is an important element of internal control. Accordingly, to the extent possible, those responsible for completing financial transactions (e.g., making deposits or signing checks) should not be authorized to also enter or modify transactions in the church bookkeeping system. The procedures shall include:

Income

- Sunday collection. After each service, two people shall count and record the cash and the number of checks on a collection form. They shall put cash, checks and form into a bank bag and secure the funds properly by depositing them into the locked mailbox slot in the church office door.
- Cash and checks to be deposited in the operating fund checking account are listed on a detailed deposit summary indicating the amount of each and the bookkeeping account to which it should be credited. The summary is distributed to the bookkeeper, the church administrator, the treasurer, and the assistant treasurer, and is retained as a paper record with supporting documents attached. After the deposit is made, the deposit slip is attached to the summary.

Expenditures

- The church administrator, bookkeeper, or others responsible for financial management tasks shall prepare checks to pay bills authorized by

appropriate staff or committee chairs and within either the annual budget or a designated fund balance for type of expense. Checks are normally prepared using the accounts payable module of the church bookkeeping system. The church administrator and others responsible for check preparation should maintain secure custody of the blank check supply.

- Checks may be signed by the treasurer, assistant treasurer, minister, or others designated by the Finance Committee. The Finance Committee chair, church administrator, bookkeeper, and any others authorized create checks, access the supply of blank checks, or enter or modify transactions in the bookkeeping system should not be authorized to sign checks.
- Automated clearinghouse (ACH) transactions (i.e., online payments) from the operating fund checking account are initiated through a bank's password-controlled website. Unlike checks, which require the signature of someone other than the person who prepared the check, ACH transactions are generally initiated and completed by the church administrator or bookkeeper with no second person involved. To provide segregation of duties, the password enabling access to the bank's website should be provided only to persons designated by the Finance Committee. Normally, this will be the church administrator, bookkeeper, and either the treasurer or assistant treasurer (but not both). Bank statements should be reviewed at least monthly by church financial managers who do not have access to the bank's website. Normally, this will be the Finance Committee chair and either the treasurer or assistant treasurer (whichever does not have access to the bank website). Particular attention should be paid to insuring that ACH transaction on bank statements correspond to transactions shown in the bookkeeping system.

The BOT must approve in advance any proposed expenditures that fall outside the annual budget or a designated fund balance for type of expense. These approvals shall be recorded in the Board minutes.

Transfers from the UU Common Endowment Fund to the Operating Fund Checking Account

The operating agreement between the UUCEF and subscriber organizations specifies that withdrawals from the funds are normally transferred through ACH transactions directly to the designated bank account of a subscriber organization. If a check is used in lieu of an ACH transfer, additional safeguards are in place. Transfers may be authorized only by persons specifically designated by the subscriber organization. Persons authorized to make entries in the church bookkeeping system should not be designated to authorize transfers from the UUCEF.

Reporting

- Staff or others responsible for financial management tasks shall reconcile the monthly bank account and report any unresolved discrepancies to the treasurer, the minister, the church administrator, the chair of the Finance Committee, and the chair of the BOT.
- Staff or others responsible for financial management tasks shall prepare monthly revenue/expense and balance sheet reports for budgeted operating funds, designated funds, and special funds included in the bookkeeping system. The monthly reports shall present the month, year-to-date, annual budget, and fraction of budget spent information. Reporting shall reflect income, expenses, and balances separately for special funds. The reports shall be reviewed by the Finance Committee before being provided to the BOT
- Notices of pledge and amounts received to date shall be sent to each contributing member or friend when deemed appropriate by the church administrator and the Finance Committee.

Maintenance and Disposition of Records

- Retention of financial records for prescribed periods is an element of internal control. Additionally, federal and state laws prescribe various periods of retention for payroll tax and employment information, much of which are contained within the church's electronic and physical financial records. A summary of federal and state employee record retention requirements can be found online at https://www.adp.com/~media/Accountant/docs/Biz_Rec_Retention_03-118.ashx.

Important provisions include:

- Internal Revenue Service regulations require the retention of payroll tax records for four years after filing returns for the 4th quarter of a year.
- Virginia requires retention of employment records (name and address, social security number, dates of hire/separation/re-hire, payment dates for cash and noncash wages, and the dates and hours worked) for four years. The District of Columbia and Maryland require retention for five years. Similar, but shorter retention periods for the same types of records are required by the Fair Labor Standards Act, Occupational Safety and Health Act, Employment Retirement Income Security Act, Americans with Disability Act, and Age

Discrimination in Employment Act.

- To allow for longitudinal studies of church operations, electronic financial records (in QuickBooks, ACS, or other formats) and paper source documents will be retained for at least ten years and preferably longer if space considerations allow.
- Records in ACS On Demand (our current membership and financial management software) are automatically backed up by ACS Technologies each evening. Additionally, the church administrator should perform a local backup to a hard drive in the church office on a weekly basis.

Control Procedures for Special Funds

Expenditures

- Funds for expenses under \$1,000 related to operation of the Endowment Fund or the Legacy Circle may be withdrawn from the Endowment Fund at the discretion of the Endowment Committee. Expenditures for expenses above this limit must be approved in advance by the BOT. Major withdrawals from the Endowment Fund to support church programs or other purposes will be approved by the BOT, with advice from the Endowment and Finance Committees, as specified in the bylaws and other policies.
- Funds for expenses under \$1,000 may be withdrawn or expended from the Memorial Walks Fund at the discretion of the Memorial Walks Committee. Expenditures for expenses above this limit must be approved in advance by the BOT.
- Funds may be withdrawn and disbursed from the Minister's Discretionary Fund at the discretion of the minister. The minister is authorized to sign checks dispersing funds from the Minister's Discretionary Fund, up to the limit of the designated funds available for that purpose.
- Funds may be expended from Greenhouse reserves at the discretion of the Greenhouse Committee.
- Funds may be expended from Book Nook reserves at the discretion of the Book Nook Committee.
- Exceptions to the above: if there is no active Endowment Committee, Memorial Walks Committee, minister, Greenhouse Committee, or Book Nook Committee, respectively, funds may be transferred or expended with authorization of the treasurer or assistant treasurer.

Accounting for Separate Funds in the Bookkeeping System

Accounting for separate funds included in the church's bookkeeping system and reflected on a consolidated balance sheet will follow standard accounting procedures for recording and reporting of transactions. These separate funds include the Endowment Fund, the Building Fund, the Memorial Walks Fund, the Windmill Preservation Fund, the Ralph Greenhouse Music Endowment Fund, and the Minister's Discretionary Account.

Accounting For Other Funds Not in the Bookkeeping System

For funds, not included in the bookkeeping system, the applicable committee shall report on the previous calendar year's activities in the MVUC Annual Report. The report shall indicate beginning and ending balances, listing revenue and expenses in enough detail to provide a reasonable sense of the year's activity.

Use of Debit Cards

- Debit cards may be issued to staff for MVUC business purposes only.
- Debit cards will be associated with a bank account established specifically for this purpose. Funds in the bank account will be maintained at a level that meets expected monthly debit card transaction requirements, with a limited margin to allow for variations in month-to-month requirements.
- Purchases over \$2,000 should be approved in advance by the church administrator.
- The cards shall be used to purchase goods and services for MVUC only. No personal expenses other than budgeted professional expenses shall be incurred on the cards.
- Staff using the credit cards shall turn in all receipts to the church administrator or others responsible for financial management tasks.
- Any staff member who fails to abide by this policy will lose use of credit card.

Annual Budget Process

Drafting the Budget

The Finance Committee, with assistance from the Resources Council and the Program Council, shall create a draft budget covering operating fund revenue and expense accounts. The budget detail shall include adequate breakdown of personnel and non-personnel expenses to facilitate easy tracking and reporting.

Endowment Fund Transfer

During budget formulation, the Finance Committee shall coordinate with the Endowment Committee to determine an appropriate amount to transfer from the Endowment Fund to support operating expenses. Approval of the recommended amount rests with the Endowment Committee.

Completion and Approval of the Budget

After the stewardship campaign is completed (or using the best forecast available), the Finance Committee, with assistance from the Resources Council and the Program Council, shall adjust the proposed budget as appropriate. The BOT shall adjust the budget, as it deems necessary and approve a budget for the coming fiscal year. The Finance Committee shall present the budget to the membership at the Annual Meeting.

Adjustments During the Year of Execution

At any time during the year, budget adjustments may be proposed by the Finance Committee and approved by the BOT.

Transfers from the Endowment Fund to the Operating Fund

- To comply with Section 8.6 of MVUC's bylaws, transfers from the Endowment Fund to the Operating Fund may be made only from appreciated assets net of principle contributions adjusted to account for inflation. Inflation adjustments will be made using the Consumer Price Index for All Urban Consumers, available at <http://www.usinflationcalculator.com/inflation/consumer-price-index-and-annual-percent-changes-from-1913-to-2008/>. Adjustments will be made semiannually, at the end of each calendar and fiscal year. The adjustment factor for a contribution will equal the January to December average for a just-completed calendar year or the January to June average for a just-completed fiscal year divided by the average annual index of the calendar year in which the contribution was received.
- Contemporary records of past contributions are incomplete. As of the adoption of this policy in June 2020, annual summaries of contributions were reconstructed partially from records of specific contributions and partially from year-end totals. Those summaries are located in the Board's collection of reference materials on the BOT Meetings Google Drive. Information about the endowment is available to members upon request.

Transfer from the Ralph Greenhouse Music Endowment Fund to the Operating Fund

The Ralph Greenhouse Music Endowment Fund was established in 2017 with a bequest of \$50,000 from the estate of Ralph Greenhouse “to the Mt. Vernon Unitarian Church Endowment Fund . . . for classical music, choir, and instrumental performances.” At the 2017 Annual Meeting, the congregation unanimously approved spending of adjusted principal from this fund for the duration of the fund. \$2,000 will be transferred from this fund each year into a designated music fund to be used for the purposes specified in the bequest. If this rate of transfer results in imprudent fund management or if additional gifts or bequests are added to the fund, the transfer amount may be adjusted from time to time by the BOT, with advice from the Endowment Committee, Finance Committee, and Resources Council.

Windmill Preservation Fund

The Property Committee is responsible for the maintenance of the windmill (blades, motor, and tail), its supporting tower, foundation and the pump house. The Windmill Preservation Fund exists to provide funds for this work as well as the eventual replacement of the windmill and associated structures. The Windmill Preservation Fund will be administered by the Endowment Committee in a separate Windmill Account. Expenses that exceed \$7000 must first be approved by the BOT. At the end of any fiscal year when the fund balance is in excess of \$25,000, the BOT may approve transfer of the excess, in whole or in part, for other uses based on recommendations from the Property Committee and the Finance Committee.

Revised December 9, 2014

Revised October 9, 2018 Revised January 2019; Moved to “Finance” policy June 2020.

Transfer of Excess Funds in Operating Account

Prior to closing the operating account books for the end of the fiscal year, the treasurer and chair of the Finance Committee will review the church’s financial status. If income exceeds expenses, they may recommend, and the BOT may approve, transferring a portion of the excess to the Property Major Maintenance Fund and/or prepayment of debt.

Adopted May 7, 2002

Adopted October 9, 2018

FIREARMS

Firearms are not permitted on MVUC property at any time.

Adopted April 12, 2001

FUNDRAISING

Objective:

To ensure fundraising activities at MVUC support the mission of the Church, are well stewarded and represent value for money in terms of volunteer time used and cash resources.

Background:

MVUC wishes to encourage and facilitate fundraising to support the Church itself and its various missions. This encourages our spirit of community and enthusiasm for the missions of the Church.

MVUC has a broad range of fundraising activities. It is important that these activities are coordinated, not duplicative, are consistent with our UU values, prioritize efforts to areas of greatest need, utilize our scarce resources of time and talent well, and attend to fiduciary responsibilities. These activities should also protect our tax-free status.¹

Where possible these activities should be targeted towards the broader Mt Vernon-Alexandria community most members live in.²

Fundraising activities at the church fall into the following categories:

- (i) Fundraisers where all proceeds generated support annual church revenues. These can range from large-scale efforts such as the Book Sale, to medium scale efforts such as the Greenhouse plant sales and smaller scale efforts like concerts.
- (ii) Capital campaigns that support large capital projects of the church.
- (iii) The annual Holiday Shop event in the weekend preceding Thanksgiving

¹ The use of church property for certain types of sales and fund raisers could jeopardize our tax-free status. Examples include a fundraiser using our name on behalf of home-based businesses, and some non-church volunteer organizations.

² Our broader community is defined by the public-school districts for Edison, Mt Vernon, TC Williams and West Potomac High Schools.

- supports the Susan B, Anthony Fund. This supports various aspects of Church Life based on application.
- (iv) Fundraisers that support church initiatives, social justice causes and religious education. These are typically modest efforts that are ad hoc in nature – partner church brunches, thanksgiving support for the homeless, etc.

Scope of policy

This policy covers all cash or cash equivalent (stocks, gift certificates etc.) fundraising activities undertaken as part of the MVUC. This includes requests for cash donations, sales, raffles and auctions. Fundraising activities that take place as part of a rental arrangement and do not in any way include the MVUC name (e.g. preschool fundraising, West Potomac spirit sales) are not covered by this policy. Fundraising in kind that consume no church financial resource such as food drives, VICHOP support or thanksgiving turkeys are not included. Outside group fundraising such as Girl Scout cookie sales should be sponsored by a member and seek authorization as outlined in this policy.

Principles

The following principles underly this policy. Fundraising activities must be:

- (i) Authorized (as noted in detail below).
- (ii) Consistent with the Mission of MVUC. This means they must either support MVUCs revenue and capital needs, or MVUC initiative or social justice activities and/or religious education. MVUC initiatives are Board approved programs that include support to partner churches, get out the vote activities, etc.
- (iii) Respectful of our UU faith, and consistent with our seven principles.
- (iv) Respectful of our members personal circumstances which include some who may not be able to contribute.
- (v) Accountable. All fundraising activities should provide a full accounting of funds raised, expenses incurred, and disposition of the net amount raised. These reports should be submitted to stewardship@MVUC.org (the finance and stewardship committee chairs)
- (vi) Represent Value for Money.
- (vii) Affordable in terms of members' time, treasure and talent, to avoid “burn out”.

Authorization

All fundraising activities must be authorized by the Board of Trustees (BOT) in consultation with the Stewardship Chair. The request for authorization must be by a member of MVUC. The Stewardship Chair will review the request to ensure it is consistent and coordinated with other fundraising and stewardship activities. Normal procedures for space booking/calendar booking through the online Church Administration system will be required and if any advance funding is required this will be requested through the Finance Committee.

The BOT may delegate this authorization for any social justice or religious education fundraising activity that aims to raise less than \$1000 in cash or in kind to the Stewardship Chair.

The following activities have standing authorization – the Holiday Shop, Book Sale, Greenhouse Plant Sales, Variety Show and Annual Auction. Any changes in timing or scope should be confirmed with the Stewardship Chair, who may refer to the BOT if the change is substantial.

In seeking authorization, the submission should amongst other things estimate the targeted proceeds, the volunteer time needed (naming anyone that will contribute more than 20 hours of effort), any cash commitments and, how they will be financed. An authorization form that includes these points is set out below.

Accountability

As part of MVUCs general accountability to members, after each fundraiser a report should be produced that accounts for proceeds received and resources including volunteer time used, together with any lessons learnt. The Stewardship Committee will review these Accountability Reports and prepare an annual report on best practices learnt and potential areas of improvement to the Board. The Finance Committee will review these reports to ensure there has been a proper accounting and disposal of proceeds. An accountability form is included below.

Facilitation

The BOT has authorized the Stewardship and Finance Committees to support fundraising in the following ways:

- (i) Where there is a financial commitment that arises from a failure to raise funding of an authorized event, MVUC will cover any shortfall.
- (ii) Mandatory technical support and advice will be provided by the Stewardship Committee for any fundraising activity that contributes to general

Church Revenues.

- (iii) This technical support will be available for any other fundraising activity on a request basis.
- (iv) To set and administer guidelines to avoid volunteer “burn out”, bunching of activities (too many things at the same time), and a fair sharing between the different missions of the Church (The guidelines are below)

Frequency and Priority Guidelines

- (i) Each mission of the Church must not exceed two fundraising activities per year. For the purposes of this guideline a mission is defined as a discrete initiative under the broad headings of Church sponsored initiative, religious education, and Social Justice. For example, partner churches count as a mission, as does gun violence and children’s religious education.
- (ii) There should be no more than two fundraising activities per Sunday in the commons.
- (iii) Revenue raising for the Church will have priority. A second level of prioritization favors activities aimed at our broader Alexandria-Mt Vernon community over fundraisers solely targeted at members.
- (iv) In the stewardship season – March, only one fund raising activity per Sunday³ in the commons will be allowed in that time frame (with the exception of the Book Shop). Similarly, if there is a capital campaign only one other activity will be allowed in that month.
- (v) No Fundraising will take place in July or August.

Fundraising Authorization and Accountability Forms

Fundraising authorization forms and fundraising accountability forms are available upon request from the Stewardship Chair and are downloadable from the MVUC website.

GIFTS AND BEQUESTS

Gifts from donors who are unaffiliated with MVUC as (member, member emeritus, participant, guest, child, or staff) will be acknowledged by the church office staff.

Gift Acceptance

Unrestricted Gifts

An unrestricted gift is defined as a gift that has no restrictions or conditions placed on it by the donor, or a gift that is designated as unrestricted by the donor. Unless otherwise determined by the BOT, all unrestricted gifts will be credited to the Operating Fund.

Restricted Gifts

Restricted gifts may be accepted for credit to the following funds or purposes:

Property Major Maintenance Fund

The PMM Fund holds cash reserves for repair, replacement and upgrades of equipment, buildings and grounds needs not covered by the operating budget. Gifts will be accepted but may not be given for a specific item.

Endowment Fund

Gifts may be given for the Endowment Fund. Gifts or bequests in memory of or to honor an individual shall be given to the Endowment Fund unless otherwise specifically designated a bequest from the estate of a Legacy Circle member will go to the Endowment Fund even if the Endowment Fund is not specifically identified as the recipient in the estate paperwork.

Other Special or Designated Funds

Restricted gifts will be accepted for other special or designated funds except those gifts are no longer being accepted for the Windmill Preservation Fund. Designated funds will be established only with approval of the BOT.

Other Proposed Gifts

- MVUC will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate MVUC's Bylaws, gifts that are too difficult to administer, gifts that are for purposes outside the mission of MVUC, or gifts that fall outside ethical boundaries. MVUC will not generally accept gifts restricted to use for items or projects that are either outside of the current budget of MVUC or unauthorized by the BOT.
- Proposed gifts that are restricted or not liquid must be reviewed by an ad hoc Gift Acceptance Committee consisting of the chair of the BOT, the treasurer, the chair of the Endowment Committee, the chair of the Finance Committee, and such other members as appointed by the chair of the BOT.
- Gifts requiring review by the Gift Acceptance Committee include real estate

or other assets that may be difficult to sell or may carry liabilities. The Committee will consider whether accepting the gift would distract from MVUC's primary mission and purpose or if it will expose MVUC to expense or other liabilities that pose a hardship on MVUC's resources or threaten MVUC's tax-exempt status as a religious organization.

- When appropriate, the Gift Acceptance Committee may seek the advice of legal counsel in matters relating to acceptance of gifts. After reviewing a proposed gift, the Committee shall recommend to the BOT whether the gift should be accepted or rejected. The BOT shall make all final decisions on the acceptance or refusal of a gift after considering the recommendation by the Gift Acceptance Committee.

Adopted November 17, 2005

Adopted October 9, 2018

Recognition of Gifts and Givers

The following guidelines will be followed in giving recognition to memorial gifts:

Naming of rooms, structures, and facilities, etc.

The naming of rooms, structures, facilities and grounds areas as a means of providing memorial recognition generally should be avoided inasmuch as such possibilities are extremely limited in view of the potential number of possible requests for such recognition over time, continuing maintenance in the original mode cannot be guaranteed in perpetuity, and eventual refurbishment, replacement, or abolishment to some degree may become necessary in the continuing life and development of the church.

Mounting of plaques, busts, photographs, etc.

The mounting of plaques, busts, photographs, and other personal tributes also should be generally avoided since a profusion of such personal tributes tends to become unwieldy, unsightly, and even ineffective, questions of relative size and prominence of display can become serious points of dissention.

Exceptions.

The Board of Trustees has authority to approve exceptions to the above guidelines. In the case of exceptionally large memorial gifts which have critical implications for the success of important church programs or projects, the Board may, at its discretion, allow for the display of modest-sized plaques. In the case of exceptionally significant accomplishments or sacrifices rendered by individuals connected with the church, the Board may, at its discretion, allow for the display of

busts, photographs, or other personal tributes.

Adopted September 8, 1986

Adopted October 9, 2018

GROUNDS, USE OF

All parties are urged to show respect for church property and grounds. Neighbors, friends, and visitors are reminded that the church grounds are private property.

For health and safety reasons –

- Children must be supervised at all times.
- Our brick walls, the windmill, and all trees are off limits.
- Skateboards and scooters are not permitted.
- Dogs must be leashed, and owners must pick up after pets.
- Dogs are not allowed near the preschool area or inside the walled garden.

Adopted June 4, 2002

MEMBERSHIP

Privileges and Responsibilities of Membership.

“Resident Members” are defined, in accordance with the Bylaws, as persons who, by signing the membership book, have assumed the privileges and responsibilities of membership.

Aside from the satisfaction of “belonging” to the church community, the privileges include:

- The right to hold elected positions of leadership,
- The right to participate in church governance by voting at congregational meetings,
- Receipt of pastoral care when needed, including ceremonies such as weddings, memorial services, and child dedication services, and for those who meet length-of-membership requirements, reduced fees for rental events, such as weddings and

anniversaries, and no charge for memorial services.

The responsibilities of membership include:

- Regular attendance at Sunday services and other events,
- An annual stewardship pledge to support the operating budget of the church (which includes Fair Share dues to the Unitarian Universalist Association), and
- Volunteering for such duties as serving on committees, helping maintain property, participating in social justice functions, and teaching religious education classes.

Non-Voting Members.

Although the Bylaws refer only to “resident members” (those who live in the metropolitan Washington, DC area and are therefore eligible to vote and hold office), our church also has a small number of Non-Resident Members: former resident members who, though they now live elsewhere, maintain their connection with the congregation and continue to make annual financial commitments. Because for the time being these persons cannot vote or hold office, they are not considered current “resident members.”

Resignation from Membership.

As provided in the Bylaws, members may resign their membership at any time by notifying the church office.

Reinstatement of Membership.

Former members who inquire about renewing their membership will be asked to meet with the minister or a member of the board of trustees regarding the privileges and responsibilities of membership. Once that is done, they are not required to sign the membership book a second time but may reinstate their membership by notifying the church office.

Removal from Membership.

The Bylaws provide that members who are “thought to be inactive” may be sent written notification that they will be removed from membership if they fail to respond. For the purpose of implementing this provision, a member will be considered inactive who is believed not to have attended a Sunday service or other church event in the past 12 months and who has not made a contribution of record

in the past 12 months.

Implementation of This Policy

At the Time New Members Join the Church.

As new members sign the membership book, they are made aware of their responsibilities and privileges. This effort is led by BOT members, Minister, Welcoming Committee or other lay leaders.

Annual Review by the Membership Committee.

Each fall, in preparation for the annual membership count to be submitted to the UUA, the Membership Development Council will conduct an annual review of membership participation. Using information from a variety of sources, including pledging and contribution records, the Council will compile a list of persons “thought to be inactive.” The minister will be consulted to determine whether he or she has confidential information bearing upon the seeming lack of participation of a particular member. Membership Development Council members may decide to make personal contacts by telephone or other means, but after such preliminary work, they will compile a list of persons to be sent letters of inquiry by the church office. As provided in the Bylaws, these letters will specify that the person will be removed from membership if he or she fails to respond with 60 days. This process is to be completed in time for letters to be mailed by November 15.

Reports from Other Sources.

Word sometimes reaches the church office at other times of the year, particularly in connection with stewardship campaigns, that a member is “no longer interested.” When that happens, the office staff will make an effort to confirm the member’s intention to resign, ordinarily by sending a letter requesting confirmation. If the member does not respond, he or she will be removed from membership.

Adopted November 11, 2008

NOMINATING COMMITTEE

Purpose: To establish a framework that will guide the Nominating Committee's annual duties and provide a shared understanding with the Board of Trustees of how the Nominating Committee will generally proceed in developing the official slate of nominees as listed in the church bylaws.

These are the general procedures the Nominating Committee will follow to ensure excellent candidates from among the church membership are identified and recruited for those positions subject to election by the congregation annually:

1) Before the end of the fiscal year, the Nominating Committee will select one of its current members who has at least one year of committee service left to serve as the Nominating Committee chairperson for the subsequent year.

2) The chairperson is responsible for convening an initial meeting of the Nominating Committee no later than the end of November. The purpose of this meeting is to allow the committee to review its responsibilities as established in the church bylaws and policies, start to identify the positions that need to be filled, develop a general timeline for completing its slate of nominees for the next annual meeting, and conduct any other business it determines appropriate to its mission. The chairperson will provide a report on this initial meeting to the Board of Trustees for review at the Board's next regular meeting.

3) To ensure highly qualified candidates are identified and approached for the leadership position vacancies, the committee shall ensure the following:

a) It contacts various church leaders and staff to solicit their respective input for any or all vacancies, both as to specific members to fill the leadership positions and/or desired competencies needed for any of the positions. At a minimum, the committee shall seek the input of outgoing Program Council coordinators, the Program Council convener, the Board of Trustees chairperson and vice chair, and the minister.

For advice on selecting a suitable candidate for youth member of the BOT, the committee may consult with staff members and other adults who work with youth as well as the youth themselves. However, the youth member represents not just the youth but, like all Board members, serves the entire Congregation. The youth member may be related to a staff member but must abide by conflict-of interest provisions applicable to all Board members.

b) Once it has developed a preliminary list of possible nominees, the committee chair and at least one other committee member shall meet with the BOT chair, vice chair and minister to review the potential candidates for the purpose of ensuring suitability to serve and identifying any other possible candidates not previously listed. The committee shall take this input under advisement but is in no way obligated to add any name to, or remove

any name from, the list based on this joint review.

c) The committee will finalize its list and afford itself sufficient time to contact enough potential candidates to fill the official slate in time to present it to the membership in advance of the annual meeting as established in the bylaws and in keeping with any specific deadline for annual meeting material established by the Board of Trustees.

4) Before the end of June, the current chairperson shall provide all of the next year's Nominating Committee members with a copy of this policy, the pertinent bylaws section and any other information the chairperson deems appropriate.

Amended June 10, 2014

PERFORMANCE APPRAISALS

All church employees, except the minister whose performance and goals are overseen by the Committee on Ministry, will participate in a process emphasizing self-assessment of group and individual goals and culminating in a written summary at least once a year. The timing and procedures for appraisal will be specified in the Employee Handbook. All performance appraisals will provide for input from church members in a position to observe the staff member's performance. The primary purpose of annual performance appraisals is to assist staff members in their continuing efforts to improve their own performance. However, to ensure that pay adjustments are made fairly, consistently, and equitably, Mount Vernon Unitarian Church will use appraisal results to help determine any such pay adjustments.

Adopted December 5, 2006; Revised June 8, 2021

PLASTIC PRODUCTS DISCOURAGED

When possible, MVUC will not use disposable plastic products for MVUC events. *Adopted May 1, 2016*

POLITICAL ACTIVITY

Political activity at Mount Vernon Unitarian Church shall be strictly in accordance

with federal legislation, as interpreted by reliable guidelines such as those issued by the UUA. In brief, the church and its spokespersons (including the minister) may make public statements about moral and political issues, and may advocate for or against proposed legislation, provided that such legislative advocacy is confined per IRS standards, but they may not endorse or provide official support to candidates for public office or to political parties.

Adopted December 5, 2006; Revised June 8, 2021

POLICY DEVELOPMENT AND MAINTENANCE

Church policies are meant for the guidance of church officers, employees, committees, and members. Board policies, including personnel policies, are subordinate to the church Bylaws, and are supplemented by the Employee Handbook, committee charters, position descriptions, and letters of agreement approved by the Board, which also constitute official church policy.

Adopted March 5, 2002

Adopting and Changing Policies

Policies may be adopted or removed, and existing policies amended, by a majority vote of the trustees present at regularly scheduled meetings of the Board of Trustees. The text of the proposed change or addition will be provided to all members of the Board at least two days in advance of the meeting at which it is to be considered. If there is a unanimous vote, policies may be adopted at the meeting at which they are first considered. If one or more members request a delay, the vote will be postponed until a future meeting.

Policies may also be adopted by a majority of resident members present at a congregational meeting, provided that the wording of the proposed policy was distributed in advance, in accordance with the Bylaws.

Adopted March 5, 2002; Revised June 8, 2021

Responsibility for Updating Policies

The Church Administrator will assure that a set of all current church policies are kept on file in the church office in both written and digital form. Each policy includes the date on which it was adopted or most recently revised. The Board will

review all policies annually; the Church Administrator will make recommendations for revisions as necessary.

Adopted January 11, 2011 Revised June 8, 2021

PROGRAM COUNCIL

The work of most committees and volunteer functions shall be coordinated by the Program Council. Members of the Program Council shall be six area coordinators representing the major areas of church ministry (Communications, Lifespan Spiritual Growth/Religious Education, Membership Development, Our Home Community, Social Justice, and Sunday Services), plus the Minister and the convener(s) from the Board of Trustees. As provided in church Bylaws (8.04), coordinators shall be elected by the congregation to serve two-year terms. Members of the Council may elect a chair from their membership to call and conduct meetings.

Assignment of each group or individual volunteer to one of the program areas shall be determined by the Program Council. Coordination by Program Council members shall include monitoring to ensure effective committee functioning, support for continuing leadership development, appointment of committee chairs where specified in committee charters, and approval of revisions of existing charters (except for any provisions concerning Board-authorized responsibilities).

Adopted June 10, 2014

PUBLIC STATEMENTS

Statements of Advocacy.

Church staff members or members of the congregation who engage in public policy advocacy are expected ordinarily to speak only for themselves. With authorization from the Minister, they may present spoken or written statements on behalf of the church if the statements are consistent with adopted position statements of the church, the UUA, or an agency of the UUA. If the Minister is not available, the Chair of the Board of Trustees may provide such authorization.

Identification at Public Meetings.

If authorized by the Minister, members of the congregation attending public demonstrations may identify themselves as affiliated with the church by means of banners and signs bearing the name of the church. However, if they identify themselves in this way, they may display only messages that do not go beyond official church positions. If the Minister is not available, the Chair of the Board of Trustees may provide such authorization.

Appeals

If church members wish to make a public statement but the Minister or Board Chair does not approve, they may appeal to the full Board.

Adopted March 8, 2011

RECORDS RETENTION

All church records containing information necessary for future reference shall be retained either permanently or for appropriate periods of time. The Church Administrator shall maintain a Board-approved master list specifying records to be preserved and length of time they are to be kept.

The Church Administrator is primarily responsible for church records management, except the Director of Lifespan Spiritual Growth shall maintain religious education-related records in accordance with the Religious Education policy and the master records list. The Board Secretary shall be responsible for submitting to the Church Administrator permanent documents newly approved or revised by the Board or congregation. The Program Council Convener shall be responsible for submitting to the Church Administrator permanent documents newly approved or revised by the Program Council.

Documents to be retained permanently shall be saved in two different forms or platforms, one of which may be paper, but not located in the same building; the church website may not be used for this requirement. Documents not designated for permanent preservation shall be discarded at the end of the specified retention period in a manner that protects against the unauthorized release of sensitive information.

Adopted December 8, 2015

RELIGIOUS EDUCATION

Registration

All families must fill out registration forms each year. This enables the church and Religious Education program to maintain accurate records regarding numbers of children in the program and special needs that staff and teachers need to be aware of. Parents who leave the area or who otherwise decide that their children will no longer be participating in the program are requested to inform the Director of Lifespan Spiritual Development or LSG Assistant.

Parent Participation

Religious Education at MVUC is a cooperative effort. Parents of children enrolled in the program are expected to help support RE. This support may take the form of teaching, serving on the LSG Council, volunteering in the nursery, helping out in RE intergenerational events, or working with youth in other programs. The DLSG and LSG Assistant provide training and maintain a list of volunteer preferences so that parents can be involved in appropriate ways.

Nursery

Nursery care will be available for children ages 0-3 during Sunday services. Parents are not required to use this service but are requested to consider the needs of others for a tranquil worship environment.

1. No fees will be charged for nursery care during church service hours.
2. At least one paid nursery provider or at least two volunteer adults (or one teen and one adult) will be assigned to the nursery when care is provided.
3. Paid nursery providers will be required to undergo criminal background checks, regardless of their age.
4. A nursery coordinator will be designated each year to monitor materials and conditions of the nursery and report to the LSG Council and/or Board of Trustees as needed.

Child Safety

Prevention of Child Abuse

In teacher training activities, the DLSG and LSG Council will provide ongoing

education intended to prevent child abuse.

Dual Responsibility

For religious education classes or social activities involving children and youth, two adults* will be assigned joint responsibility for each classroom group. On occasions on which one of the two assigned adults cannot be present, the LSG office will arrange for a substitute. (If necessary, the DLSG or LSG Assistant will substitute.) In the event of illness or other emergency situation, a group of children or youth may be supervised temporarily by one adult while a substitute is being sought.

For purposes of this provision, an adult is defined as a person 21 years of age or older, except that a person 15 years or older (the age required for church membership) may be the second “adult” assigned to a classroom group. In the case of an adult working with high school students, an adult is defined as a person 25 years of age or older, except that a younger individual may be allowed to serve as an advisor at the discretion of the MVUC Director of Lifespan Spiritual Growth.

Teachers Known

To be assigned responsibility for a classroom group, adults must have been known personally for at least six months to one or more of the individuals providing leadership to the RE program and/or to others in the congregation or denomination.

References, Background Information, and Code of Ethics.

- Teachers and others offering to work with children and youth will be required to provide references and information about any charges or allegations made against them involving moral offenses. In the event that the DLSG decides on the basis of this information not to permit a person to teach or work with children, MVUC will provide a copy of the information to that person and allow the person an opportunity to respond. All such records, including the person’s response, will be kept strictly confidential, with access limited to the individuals who need to be informed to carry out their responsibilities (ordinarily only the DLSG, RE asst, and the minister).
- All teachers will be required annually to sign a copy of the Code of Ethics.
- These records will be kept in the DLSG’s office.

Adult Chaperones for Trips or Overnights.

Adult chaperones who accompany children or youth on out-of-town trips or other overnight activities must be at least 25 years old and must have been found in a required

background check to have no record of criminal activity. Parents of children and youth participating in such activities must sign permission forms, which will specify the names of the adult chaperones. (If the originally identified chaperones are unable to participate, MVUC may substitute other qualified adult chaperones.)

Supervision and Visibility.

Adults assigned to teach classes or supervise social activities will make a good-faith effort to ensure that children and youth are appropriately supervised. To permit visibility from outside, such activities will ordinarily be held in rooms with windows in the doors. Youth (grades 7-12) attending overnight activities may be in unsupervised rooms as long as two adults are present in the same building and have open access to them at all times.

Suspected Child Abuse.

Anyone who is made aware of or suspects child abuse or is concerned about safety of a child is required by law to report the information. All adults working with children or youth at MVUC will be informed that they are to report such suspicions to the RE Director and/or the minister immediately. When the minister or RE Director receives such a report, he or she will:

- a) Respect the confidentiality of all parties, informing only those individuals who have a need to know because of their official duties.
- b) Inform the chair of the Board of Trustees. (If a staff member is accused, the Board will decide what action will be taken in respect to staff responsibilities.)
- c) Inform appropriate government agencies.
- d) If a volunteer is accused, relieve the volunteer of their responsibilities pending outcome of the investigation. Such investigation will provide a due process opportunity for the accused person to respond to the accusations.
- e) If warranted upon completion of the investigation, take appropriate steps to support the accused individual's standing in the MVUC community and offer the accused individual an opportunity to participate in a re-screening process.
- f) If abuse took place, determine an appropriate way to communicate to the congregation what happened and what actions will be taken.
- g) Provide pastoral care to victims, families, and other affected by accusations or investigations of child abuse.

Updated September 8, 2015 Adopted October 14, 2008

RENTALS

The Board of Trustees establishes a Rental Rate Schedule each year. Rental of church properties is allowed only when the proposed use is in harmony with the purposes and policies of MVUC and does not conflict with previously scheduled church programs.

Arrangements for rentals for events such as weddings are made through the Rental Events Coordinator. The Board of Trustees delegates authority to the Rental Events Coordinator to determine whether the proposed rental use is consistent with the purposes and policies of MVUC.

The Board has final authority on use of MVUC buildings and grounds, including placing restrictions on rental uses at certain times or in certain facilities. Except as specified below, all church programs (for example, worship services, religious education classes, congregational and committee meetings) are presumed to have priority over rental uses. For this reason, rentals are not permitted on Sundays before 2:30 p.m. except with approval of the Minister or Chair of the Board of Trustees. Furthermore, in consideration of our neighbors, all rental events must end by 10:00 pm and all persons involved in rental events must be off the church property no later than 11:000 pm.

Saturdays between April and Holiday Shop in November will be left open for weddings and other income-generating events. These rental events generate significant income each year, so persons interested in holding a non-rental event should plan accordingly and look to other days of the week during the April to November period. If a Saturday remains un-booked for a wedding or other significant income-generating event 45 days prior to the date, that Saturday will be opened for other events by the events coordinator.

Revised April 2014; Revised June 8, 2021

RENTAL EVENTS AT NO CHARGE OR REDUCED RATE

The Rental Events Coordinator may schedule events at MVUC on a no-charge or reduced rate basis when they are considered to serve a worthy community purpose in accord with Unitarian Universalist principles. Such events should not unduly interfere with the program of the church and should not conflict with potential income-producing rentals. Organizers of the events may be charged for incidental costs, such as for necessary custodial services.

Revised April 1, 2008

Active members of MVUC will be eligible to obtain rental space for any personal use (such as weddings, parties, and the offering of fee-based classes) at one-half the posted rates, subject to review and approval of the proposed use by the Rental Coordinator so as to prevent gross abuse of this member privilege. There will be no cost for members' funerals. Proposed uses by members that are denied by the Rental Coordinator can be appealed to the Board of Trustees for review. *Approved January 19, 2016*

RESTRICTIONS ON INDIVIDUALS

Mount Vernon Unitarian Church considers the security of its congregants to be a primary responsibility of the Minister and the Board of Trustees. The following sets forth policy and procedures for handling reports of offensive conduct or behavior that poses a real or perceived threat to the emotional and/or physical security of others.

With the understanding and acceptance that MVUC is a Covenantal community, the goal is to reestablish the Covenantal relationship based on trust. To that end it helps to recognize the spectrum of being offended, being hurt, being harmed and experiencing abuse. Throughout these steps, careful consideration must be given to cultural and ethnic differences, and systemic oppression of particular identities that systemically experience marginalization and disempowerment.

Informal Intervention

If a congregant experiences behavior considered inappropriate such that it is considered offensive or hurtful, and if the complainant experiencing the hurt feels safe, the complainant is urged to speak directly with the offending person and explain in what way the behavior is unacceptable. If this is not successful, or the complainant does not feel safe, or the behavior rises to the level of harm and/or abuse, the complainant should bring the matter to the attention of the minister or member of the BOT. This person or another BOT leader, should speak with the person who reportedly acted in an inappropriate manner, attempting to resolve the matter with courtesy and compassion. If the behavior rises to the level of harm and/or abuse, the Minister or the member of the BOT should take the matter directly to the BOT.

Written Complaint

If informal intervention is unsuccessful or bypassed, the complainant should submit a written complaint to the Minister, the Board Chair or Board Vice Chair. The written complaint should describe the circumstances and nature of the behavior. A copy of the complaint will be provided to the subject of the complaint and given opportunity to respond in writing within ten days. The Minister and Chair of the Board of Trustees will confer and determine how to proceed, including weighting if further investigation is needed:

- If it is determined that this is a one-time incident, the Minister and member of BOT will conduct a direct intervention with the person who reportedly acted inappropriately by inviting the person to a meeting to discuss the matter and consider what actions need to be taken in order to prevent further offensive behavior.
- If it is determined that the behavior might be a recurring offense or threat to others, refer the situation to the Board of Trustees for a formal hearing.

Board of Trustees Hearing

If the situation is referred to the Board of Trustees for a formal hearing, both the complainant and the subject of the inquiry will be notified of such hearing in writing, citing the nature of the conduct in question, and the date and time of the hearing. Both the complainant and the subject of the inquiry will be invited to present their sides of the event. If the complainant does not feel safe, accommodations will be made so the complainant can offer testimony in safety.

Other witnesses to the event may be invited to present additional information to the Board. The hearing will be conducted in an Executive Session. The BOT may determine several actions are needed, but the overriding consideration is the safety of all congregants. Other actions may include, but not be limited to, a process of healing and reconciliation of the broken Covenant. The Minister and BOT will consider if the impact of this broken relationship is beyond the immediate parties in the complaint.

If the Board determines that the person poses a continuing threat to the security or well-being of the person or other congregants, it may by two-thirds majority vote of members voting with a quorum present, restrict the accused person's access to church property or particular church activities. Restriction may include, but are not limited to removal from membership, requesting that the person be restricted fully from access to the property, or conditional access, which may include requiring an

escort when on the church property. If such determination is made, the accused person and the complainant will be formally notified of the Board's findings by certified letter or other written communication approved by the Board.

The person may request to appear before the Board to appeal the decision restricting the person's access to the church property or activities. The Board may reverse its previous decision by a simple majority vote, or allow the previous decision to stand. In either case, the Board will inform the subject in writing of its decision.

Immediate Action

In the unlikely event that a congregant's behavior is considered so inappropriate that immediate action is required to protect congregants, the Minister, Board Chair or Board Vice-Chair may tell the offending person to leave or suspend the activity until it can safely be resumed.

If assistance is required, the Police Department may be called. When such action is taken, it is desired that the congregant who took the action immediately notify the Minister and Chair of the Board of Trustees. Only the Minister, Board Chair or Board Vice-Chair is authorized to direct the police to remove the offending person from church property.

Confidentiality

To the extent possible, church officials will strive to maintain confidentiality at all times, however, if a member is removed from membership as a result of these procedures, a letter will be issued to all members informing them of removal of (person's name), in order to protect the community from further harm.

If the subject of a complaint refuses to participate in any part of these procedures, the Minister and the BOT will request a written complaint if not already received, and carefully consider if the Covenantal relationship has been broken to the extent that it cannot be repaired but the parties can continue to co-exist at MVUC; or if further harm is likely and therefore if the BOT needs to take action in order to protect other congregants.

A member who has been removed from membership due to a determination of maintaining safety for the congregation, may request a review of this determination in writing to the BOT with specifics on what actions the former member has done to mitigate their behavior, and how they are prepared for healing and reconciliation.

MVUC will follow all applicable state laws and reporting requirements and take appropriate steps to carry out these procedures.

Adopted April 8, 2014; Revised June 8, 2021

RESTRICTIONS ON PERSONS CHARGED WITH SEX OFFENSES

MVUC is committed to maintaining the safest environment possible for the children, youth and adults at Mount Vernon Unitarian Church. We are also committed to a religious community open to those who are in need of worshipping with us, especially in times of serious personal troubles. We believe in the worth and dignity of all people, even those who may have made serious mistakes in their lives.

When someone against whom charges involving a sexual offense are pending or who has been convicted of any offense that results in that person being on the National Sex Offender Registry seeks to attend our services or participate in other church activities, it is our responsibility to address both the needs of being a welcoming congregation and the needs of maintaining as safe an environment as possible. When someone has broken trust with our congregation and its principles, and that person wants to regain trust with us, we will work toward reconciliation within the context of maintaining a safe environment at MVUC. Accordingly, no one with charges pending for a sexual offense or who has been convicted of any offense that results in that person being on the National Sex Offender Registry will be permitted to participate in MVUC activities unless they agree to restrictions established by MVUC designed to create the safest possible environment for children and families at MVUC. These restrictions shall include, but need not be limited to, the following:

- 1) The person will agree not to make any attempt to interact with children or youth who participate in MVUC programs anywhere, either on or off church property and whether or not as part of church programs or otherwise; and
- 2) The person will agree not to attend any children or youth RE sponsored classes or multigenerational events either on or off church

grounds.

3) The person shall have an escort approved by a minister or a member of the Board of Trustees, serving under conditions determined by MVUC with them at all times when on church property and at church sponsored events.

All such restrictions shall be set forth in a written document approved by the Senior Minister, the Director of Lifespan Spiritual Growth and the Chair of the Board of Trustees and signed by the person charged with the offense and or listed on the National Sex Offender Registry. *Adopted February 14, 2012*

SAFETY AND RISK MITIGATION

It is a basic duty of the Board of Trustees (BOT), along with other church lay leaders and staff, to correct known unsafe conditions on MVUC property and to take reasonable steps to maintain the safety of all individuals who participate in approved activities on church property. The BOT, along with the MVUC staff and other church lay leaders, are also responsible for safeguarding church resources, possessions and property in a way that minimizes risks to their sustainability.

While lay leaders and staff are expected to take direct responsibility for maintaining safe operations and mitigating risks in their respective areas of oversight, overall coordination and periodic reviews are essential. To accomplish these functions the following will occur:

- Annually the BOT will (re)appoint a trustee to be the Safety and Risk Monitoring Coordinator (SRMC). Ideally, one trustee will serve as SRMC for three years. The SRMC will chair the Safety Committee that also includes the Director of Lifespan Spiritual Growth and the Property Manager. The SRMC will be the primary point-of-contact for receiving and coordinating responses to safety and risk concerns that cannot otherwise be directly and promptly addressed. Again, staff members and lay leaders are expected to act proactively in dealing with such concerns to the maximum extent possible. The Safety Committee need only get involved if policy language is in question or if it is unclear who is responsible for directly addressing an expressed concern.
- Annually the Safety Committee will schedule and oversee a Sunday

morning evacuation drill early in the program year for RE classes. It may also organize and conduct other safety drills it deems appropriate after consultation with the minister.

- Bi-annually (every odd-numbered church year beginning in 2015-'16) the SRMC will schedule CPR and AED training for interested staff, church members and neighbors.
- Every third church year (beginning in 2016-'17) the Safety Committee will oversee an organizational safety and risk assessment, the results of which will be reported to the Board of Trustees by its regular March meeting and then shared with the congregation as a written report in the Annual Reports. Identified action items will be assigned for resolution by the committee in consultation with the minister, church administrator and Program Council Convener. Proposed new policy language or updated procedures will incorporate, as deemed appropriate, organizational best practices and denominational recommendations. While all members and staff should be encouraged to provide input and concerns to help guide this assessment, it will include direct participation of staff and lay leaders in the following areas:
 - Building and grounds: Property manager and Property Committee chair;
 - Childcare and child/at-risk adult safety: Director of Lifespan Spiritual Growth, Lifespan Spiritual Growth Program Council Coordinator, and regular nursery care provider(s);
 - Electronics and electronic communications network security: Church administrator, property manager, and designated lay person(s) with expertise in this area;
 - Financial safekeeping: Treasurer/assistant treasurer, Finance chair, church administrator;
 - First aid and first responder training/procedures: Our Home Community Program Council Coordinator, Program Council Convener and minister.

Approved December 9, 2014

SEARCH COMMITTEES FOR STAFF OTHER THAN MINISTER

In the event of a vacancy in a staff position, in consultation with the Personnel Committee and the Minister, the Board of Trustees shall appoint a search committee and establish a budget for the search. When establishing the search committee, the Board shall consult with all relevant committees for nominations. The Board may appoint the chair or may authorize committee members to choose their own chair. The position description, including general conditions of employment and salary range, used in the search shall be approved by the Board. When a satisfactory candidate has been identified, final terms of the employment shall be negotiated between the candidate and a team appointed by the Board, which may include the chair of the search committee, chair of the Board, and the Church Administrator. A letter of agreement specifying the salary and other conditions of employment negotiated with the successful candidate shall be prepared by the Church Administrator, or appropriate designee, and signed by the candidate and the chair of the Board. *Revised June 8, 2011 and June 8, 2021*

SMOKING

Smoking is not permitted inside any of the buildings on MVUC property. *Adopted March 5, 2002*

SOCIAL JUSTICE

Social Justice is an important part of the life of Mount Vernon Unitarian Church. Much social justice work is integrated into the worship, religious education, caring community, and social programs of the church. Some aspects of the social justice program are led by social action task forces approved by the congregation and coordinated by the Social Justice Council. Task forces may employ a variety of strategies to focus on a particular problem or issue (such as affordable housing, environmental concerns, or education of students in high-need public schools). These strategies may include direct service (such as helping remodel housing units or tutoring individual students), fund-raising, training and publicity, or maintaining alliances with community organizations and interfaith groups.

Adopted March 8, 2011

STAFF SALARIES AND BENEFITS

Mount Vernon Unitarian Church is committed to being a “Fair Compensation congregation” as defined by the Unitarian Universalist Association of Congregations. Our goal is for staff salaries and benefits to be in accordance with UUA recommendations. However, all decisions on such matters will be made by the MVUC Board of Trustees.

Adopted March 8, 2011

TREES, PLANTING OF

The New Trees Subcommittee, a subcommittee of the Property Committee, is authorized to accept money donations from members of the MVUC congregation for the specific purpose of planting trees or shrubs on the grounds dedicated to a named person or other entity. Donations for this purpose must be sufficient to cover the cost of the plant, planting, and initial maintenance. Actual trees or shrubs will not be accepted as donations.

In accordance with our values as a UUA Certified Green Sanctuary, and congregational commitment to Climate Action, all new plantings will be indigenous to our eco-system. Following this guideline, the subcommittee has the sole authority to decide which species and variety of trees or shrubs may be planted and the locations in which they may be planted. It also has the sole authority to remove live trees and shrubs which would be in conflict with newly planted trees or shrubs. *Adopted December 3, 2002 Revised June 8, 2021*

WEBSITE MANAGEMENT

Mission:

The mission of the MVUC Website is to help people who are looking for a liberal church to find MVUC.

Audience:

The primary audience is visitors, and the main goal is to encourage visits, regardless of whether the visitors have heard of Unitarian Universalism.

Visitors include newcomers--individuals and families--who are looking for a liberal church and people seeking a place to hold a wedding.

A secondary mission of the website is to announce and promote MVUC events, fundraisers, and cultural events open to the larger community, and as a rental venue for weddings, memorials, and so on.

Content Standards

- Content should not intentionally present Mount Vernon Unitarian Church in a negative way.
- No content may defame any individual or be libelous or slanderous.
- All content must be original or be posted with the consent of the originator.
- Content that quotes or references partial works may be posted, provided such content is attributed to the originator, and is in accordance with acceptable legal practice.
- All content must conform to church policies.
- Content concerning public policy must be in accordance with MVUC Policy on Public Statements.

Responsibilities

The Communications Council, *in conjunction with the Church Administrator*, is responsible for:

- Monitoring functioning of the site,
- Promoting use of the site within the church,
- Establishing a process for periodic review of its use, functioning, and appearance, including input from users of the site,

The Communications Council Chair has primary responsibility for assuring that the content of the website, as well as other media both print and online, adheres to adopted standards and is in accord with church policies. The Communications Council Chair will work with the Church Administrator, also a member of the Communications Council, to formulate and execute website and social media strategy. The chair will arbitrate any disputes between users and content posters. Website arbitration decisions can be appealed to the Board of Trustees. *The Church Administrator*, with the Communications Council Chair and others, is responsible for formulating and directing web policy and strategy, including social media strategy. The Communications Chair, or designee, is also responsible for technical workings of the website and will advise the Communications Council and Board on changes requiring the outlay of funds.

Adopted June 10, 2014; Revised June 8, 2021

WEBSITE PRIVACY

This document outlines the guidelines by which we intend to protect the privacy of users of the church website and those whose personal information may appear on the site.

Privacy of Members and Friends

Use of Names and Other Identifying Information

Names of church members and friends may appear on the church website unless individuals specifically request that their names not be published (see below). Personal identifying information other than a person's name (such as phone number, home address, or email address) will not be posted in areas available to the general public unless the named individual has submitted the information for publication or has given permission (parent or guardian's permission for children and youth under the age of 18). If there is any doubt as to the person's intent, the Website Administrator will request written permission before posting the information.

Names and other identifying information associated with potentially controversial matters will be published only with the individual's permission.

Online Directory

Names, photographs, and other identifying information of members and friends may be made available to other members and friends in an online directory provided that access to that portion of the site is limited to those with individual login and password protection.

Use of Photographs

Identification -When a photograph of a church activity is posted on the website, names and other identifying information will be associated with the photograph only if identification is warranted and the persons shown have given permission.

Individuals - Photographs of children and youth under the age of 18 years will be used only if the parents or guardians have given permission. If there is any doubt as to the person's intent, the Website Administrator will request written permission before posting the photograph.

Advance Notice of Non-Participation

A person who does not want his or her personal information or photograph to appear on the website under any circumstances should inform the Website Administrator by email (webmaster@mvuc.org) or phone (703-765-5950). The Website Administrator will maintain a list of those who have made such a request. The Website Administrator and those who edit items for posting on the site will check submissions against the list in an effort to ensure that requests are respected.

Removal of Objectionable Information

A person who has not made an advance request but who objects to his or her photograph or other information having been posted should contact the Website Administrator, who will promptly remove the objectionable information.

References or Links to Other Organizations

The church website is intended primarily to provide information about MVUC to members, friends, and interested visitors. Information about activities of related organizations (especially UU organizations) or links to their websites will be posted only if a responsible MVUC official (such as the Minister, Director of Religious Education, or Chair of the Social Justice Council) determines that the information is relevant to MVUC.

Privacy of Users

Personal Data Concerning Users

Users will not be asked for personal identifying information in order to visit the MVUC website. Non-members may be asked to submit email addresses or other personal identifying information to take part in an activity via the website, such as to sign up for a mailing list, request information, or update their contact information. MVUC will not sell or rent personal information collected via the website to any organization, including UU organizations. MVUC will not share our contact lists with other organizations.

Tracking Website Use

Some personal information will be automatically gathered and used to determine trends in peak activity, determine the number of visitors, track the frequency that individual pages are accessed, and to ensure that links are working properly. For each visitor to our website, the website hosting server automatically recognizes the visitor's domain name, IP (Internet Protocol) address, and browser software. It may also recognize the operating system and the site from which the visitor linked

to us. It does not harvest email addresses or other personal information. This tracking information is not shared with other organizations.

Use by Children

MVUC encourages parents (or guardians) to assume responsibility for ensuring that children under age 13 have permission to access the website and have permission to send personal information (such as name, address, email address, etc.) via our website. MVUC will abide by the Children's Online Privacy Protection Act (COPPA).

Cookies and Spyware

This MVUC website will not place cookies on a user's computer in order to customize content delivery. The MVUC website will not place any spyware on a user's computer for any purpose and will not covertly gather user personal information.

Adopted February 10, 2009